



If you click on a new item in the left-hand sidebar when you are in the Activity feed, this will be replaced by the new selection. However, if you click on the **Activity** button again, it will become available.



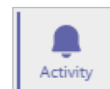
The **Feed** section can contain a variety of information, including text messages you have received; mentions of your name in a message; meeting requests; and teams to which you have been added.

Activity Feed Section

The Activity feed is a panel that shows messages you have sent or received, and items from other people where you have been mentioned in a conversation using the @ symbol. Notifications also appear in the Activity feed. To use it:

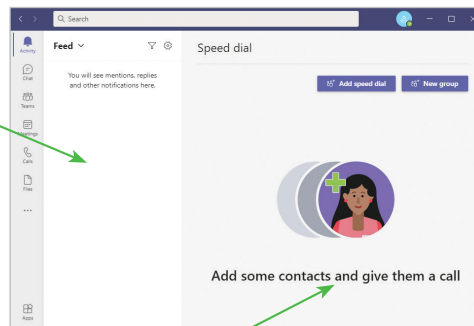
1

Click on the **Activity** button in the left-hand sidebar



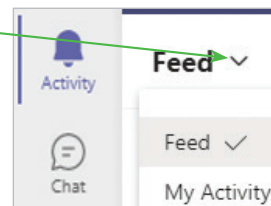
2

The Activity feed panel appears to the right of the left-hand sidebar. Whichever window you were previously viewing is still available in the right-hand panel



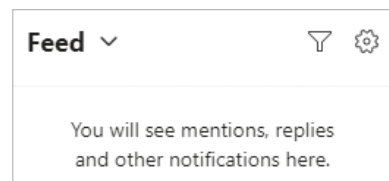
3

Click here at the top of the Activity feed panel to select either the **Feed** or **My Activity** option



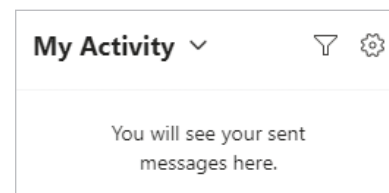
4

The **Feed** section displays items that have been posted by other users, either to you or mentioning you



5


The **My Activity** section displays messages that you have sent to other people

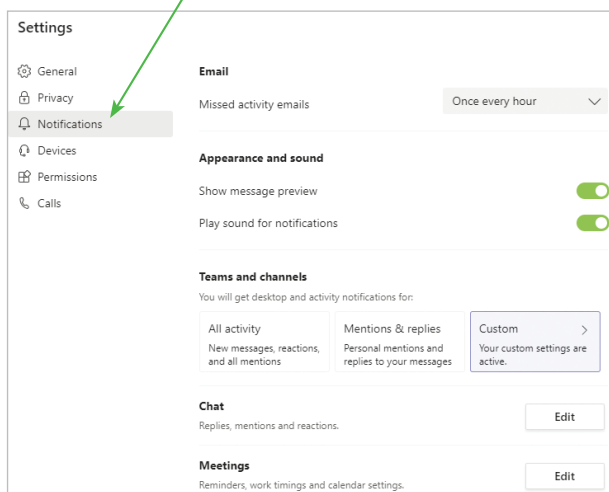


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Activity feed settings

Within the Activity feed, there are settings that can be applied for how a range of notifications are displayed. To do this:

- 1 Click on this button in the top right-hand corner of the Activity feed panel 
- 2 Click on the **Notifications** tab in the left-hand sidebar



The **Notifications** settings can also be accessed from the account icon, as shown on page 39.

- 3 The Notifications settings include options for being notified about when email arrives; the appearance and sound for notifications; notifications for activity within Teams and channels; and notifications for text messages and meeting reminders
- 4 Click on the **Edit** button next to an item (e.g. for Chat) to access more options 