Microsoft Teams Safety

Controls & settings guide

Microsoft Teams can be used with friends and families for everyday life such as making audio or video calls. Following Skype's closure in May 2025, users can login to Teams using Skype or Microsoft login details. Free and paid versions are available.

1 Get started

You can download the app for iOS or Android devices or you can use the web and desktop version. If you already have the app, you can app an existing email address from the Settings menu.

Step 1 – Log in or sign up with your personal account email

Step 2 – Follow the instructions to get started. You'll be able to choose your name for Teams or if you want to sync your contacts

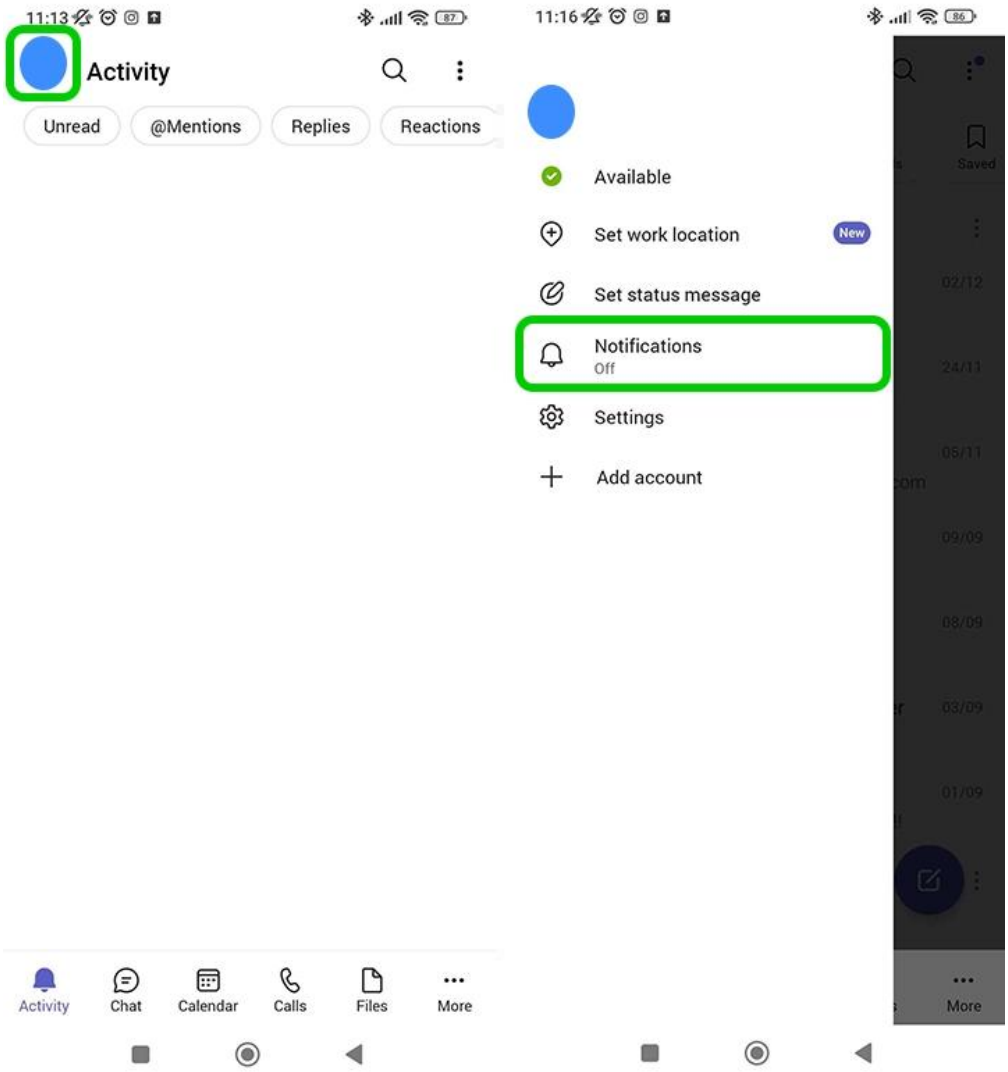
2 Where to manage notifications

These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance and sounds, and turning off specific messages, etc.

To customise your notifications:

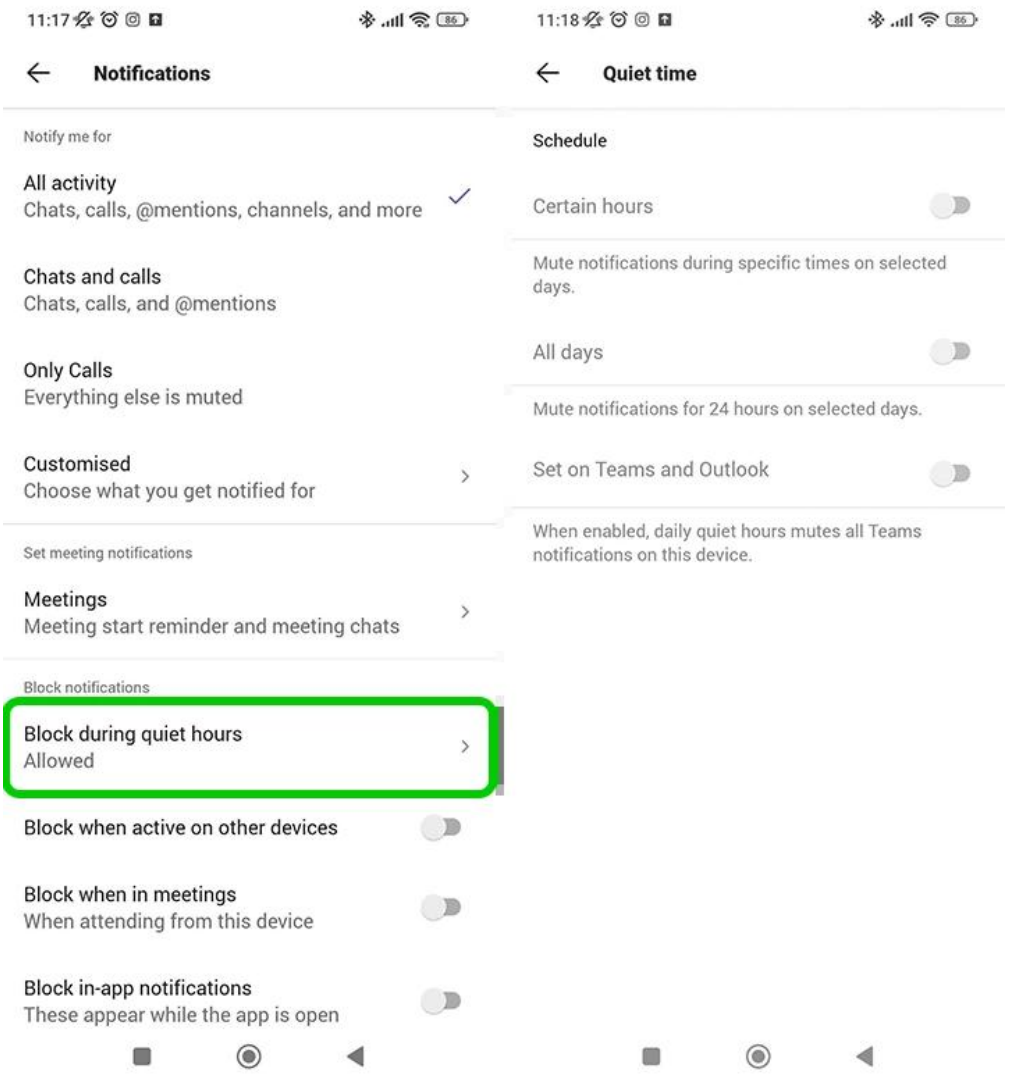
Step 1 – Open the **menu** by selecting your **profile icon** in the top-left corner.

Step 2 – Tap **Notifications**.



Step 3 – You can edit the settings to control what you are notified about. To set specific times when notifications are blocked, select **Block during quiet hours**.

Step 4 – Switch on the **toggles** to schedule specific hours or days when notifications will be blocked.



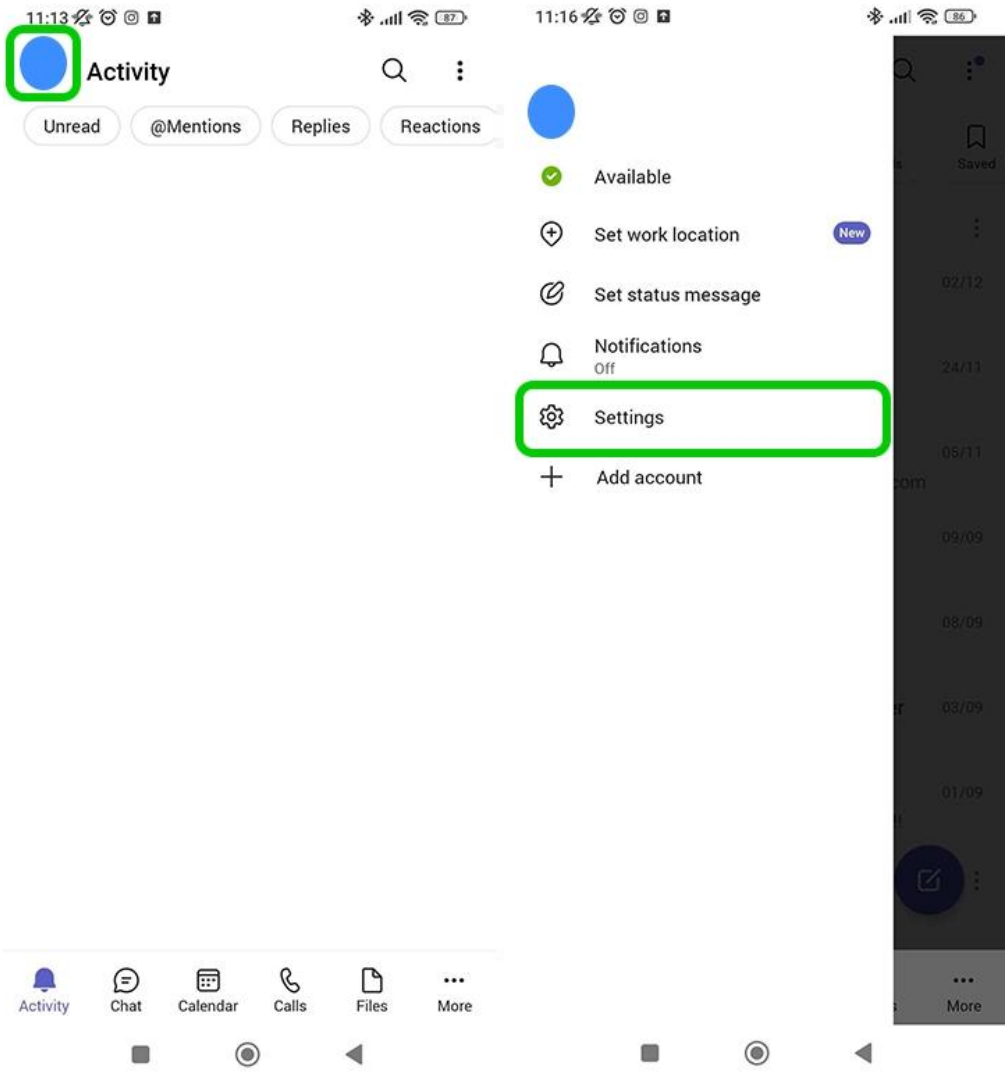
3 Where to manage location

With Teams, you can share your location. By default, location sharing will be turned on. Disabling it can keep your child's location safe.

To disable location sharing:

Step 1 – Open the **menu** by selecting your **profile icon** in the top-left corner.

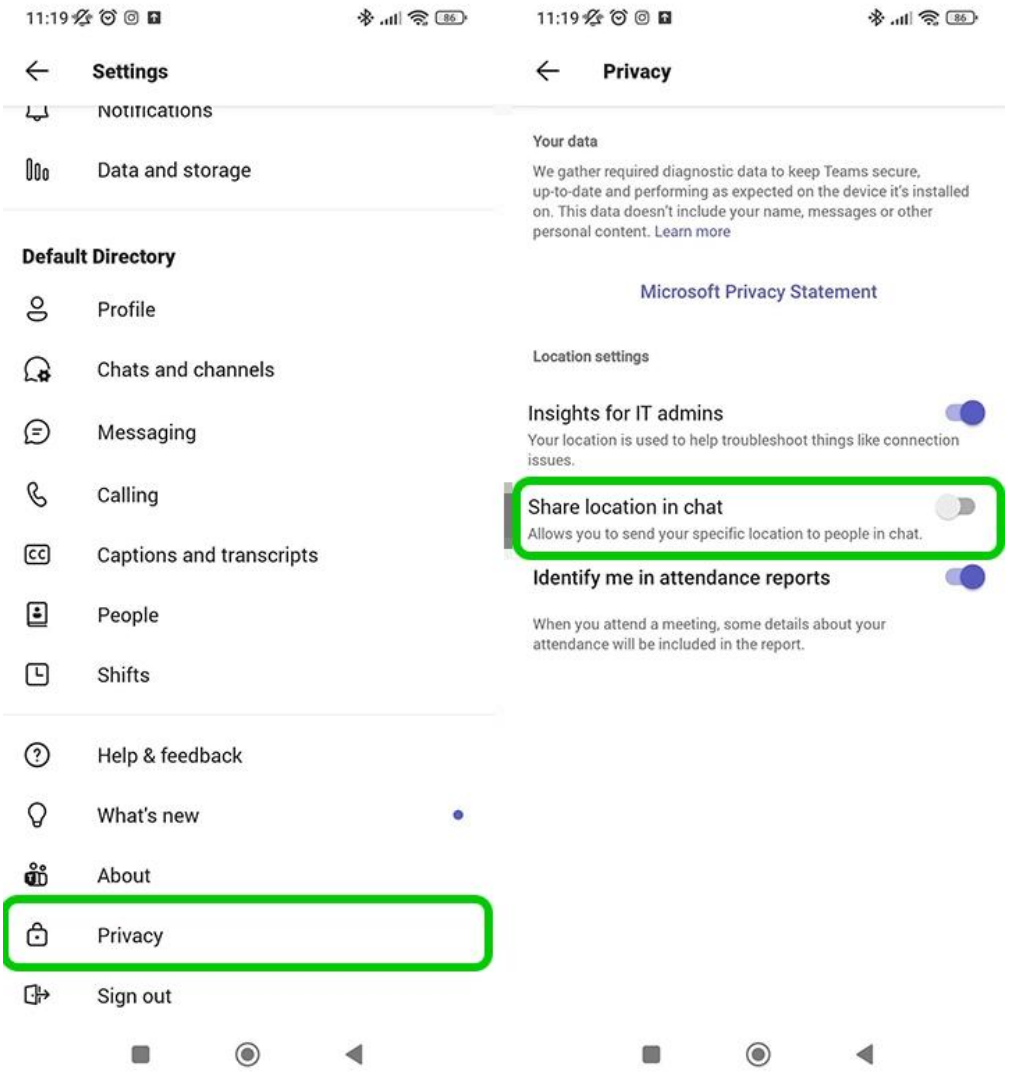
Step 2 – Tap **Settings**.



Step 3 – Scroll down and select **Privacy**.

Step 4 – Toggle off **Share location in chat**.

Other users will no longer be able to view your child's specific location.



4 Set up Safe

In Safe, you can store your valuable and sensitive information across any of your devices.

To set up Safe:

Step 1 – Tap the **menu** which is located in the top-left-hand corner

Step 2 – Tap "**Settings**" and tap "**Safe**"

If you want to manage your own master key, select the Opt out of saving my

recovery information on my Microsoft account checkbox. If you want Microsoft to manage your master key, leave the box unchecked.

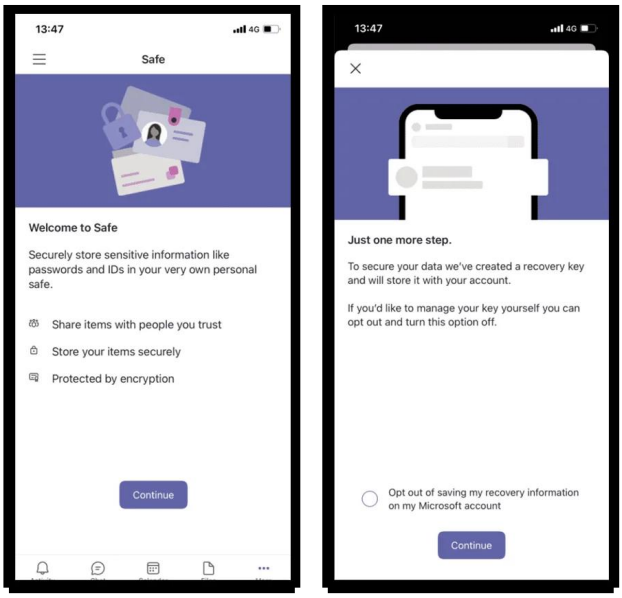
Keep your master key safe

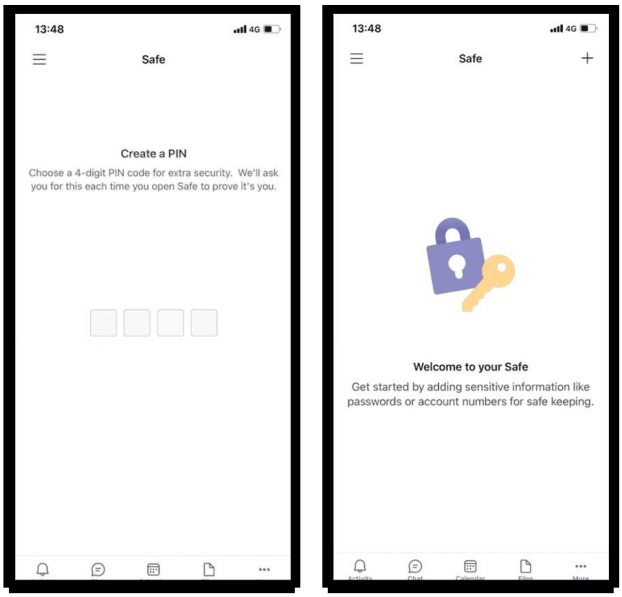
Step 1 – Tap "**Get Started**"

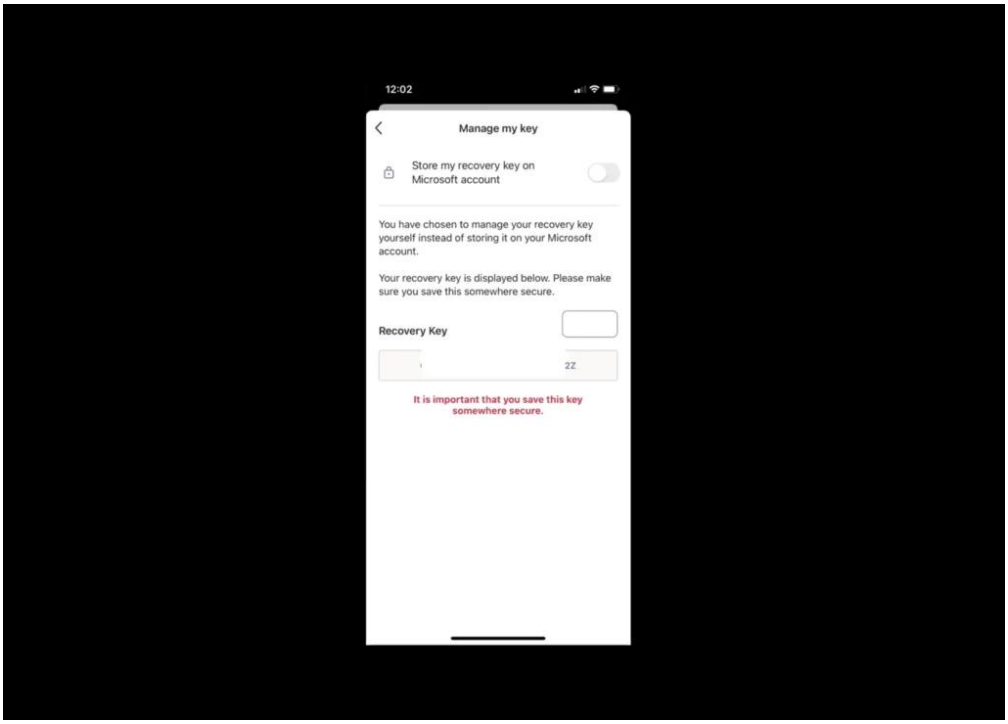
Step 2 – If you selected to manage your own master key, record your master key and keep it in a secure location. You will need this key to gain access to all of your encrypted data

Step 3 – You can tap and hold and select "**Copy**" to copy your master key to your device clipboard

Step 4 – You can also tap the "**Share Teams iOS**" share icon to share your master key




13:48
Safe
Create a PIN
Choose a 4-digit PIN code for extra security. We'll ask you for this each time you open Safe to prove it's you.
13:48
Safe
Welcome to your Safe
Get started by adding sensitive information like passwords or account numbers for safe keeping.


12:02
Manage my key
Store my recovery key on Microsoft account
You have chosen to manage your recovery key yourself instead of storing it on your Microsoft account.
Your recovery key is displayed below. Please make sure you save this somewhere secure.
Recovery Key
It is important that you save this key somewhere secure.