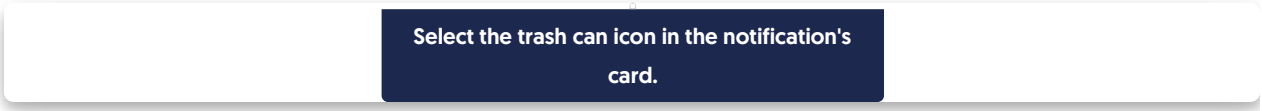
Delete a Teams notification

Last modified on 10/21/2026 1:25 pm EDT

Only authors with **Full Account Admin** rights can create, edit, and delete notifications.

To delete a notification:

1. Go to **Account > Notifications**.
2. Select the tab for the type of notification you wish to Delete (Email notifications, Slack notifications, or webhooks).
3. Hover over the card for the notification you wish to delete.
4. Select the trash can icon that appears in the upper right:



   The **Delete notification** modal opens. Verify that the named notification is the one you want to delete.
5. Select **Delete** to confirm the deletion.

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