

From: Gilinson, Randi D <rgilinson@uabmc.edu>

Sent: Thursday, March 18, 2021 11:15 AM

To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: Computer Tip of the Week -- Change sound notifications for new emails or appointments

Change sound notifications for new emails or appointments

Brought to you by
David Clabough
- System Admin in MT-403



This Tip of the Week was suggested by one of your co-workers (a non-IT person who works here at DOPM).

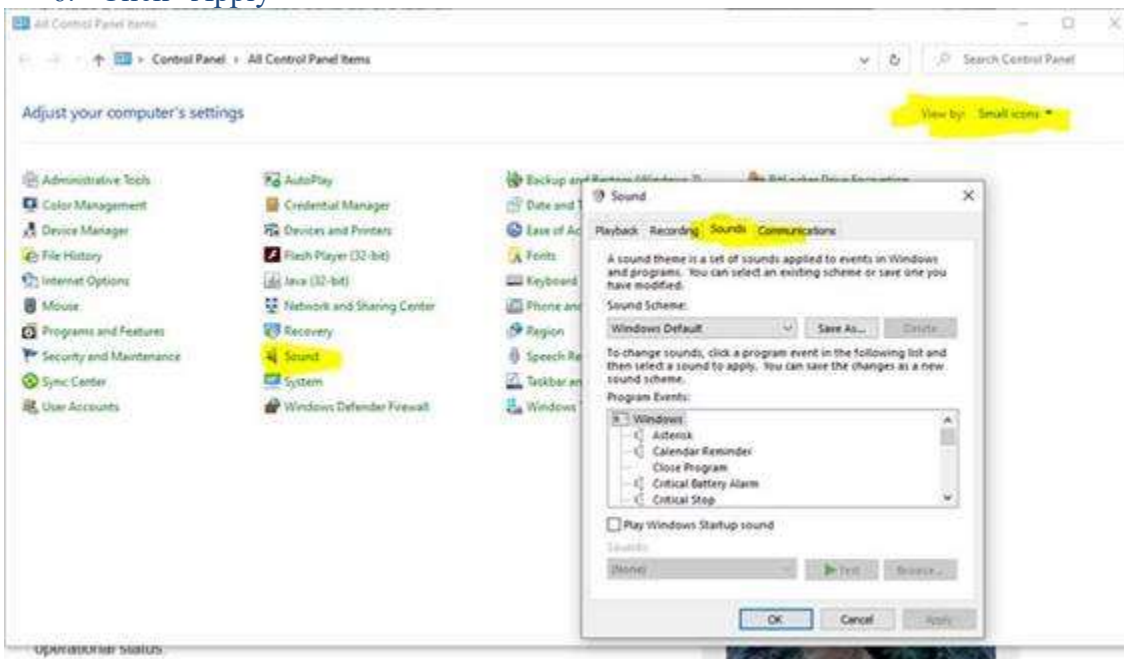
Do **YOU** have an idea for a future Tip of the Week, that others might benefit from? (If so, please let us know at dopmHelp@uabmc.edu or 934-7662.)

SITUATION/QUESTION:

How do I turn on/off the sound notifications (or change it) for new emails or appointments?

SOLUTION/ANSWER:

1. Press the “Windows key” or click the start button
2. Type “Control Panel”.
3. Click “View by” and choose “Small icons” (If you don’t, the screen you see won’t match the below screen shot.)
4. Choose the options in **yellow** in below screen shot
5. Go down the list to email/calendar notifications and set that sound to “None” (or whatever sound you want)
6. Click “Apply”



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>