From: Gilinson, Randi D <rgilinson@uabmc.edu> Sent: Thursday, March 18, 2021 11:15 AM To: DOPM All Users <DOPMAIlUsers@uabmc.edu> Subject: Computer Tip of the Week -- Change sound noti

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

Change sound notifications for Brought to you by David Clabough new emails or appointments - 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/OUESTION: 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" at Control Parket Name - + m > Control Panel + All Control Panel Items O Search Control Panel v b Adjust your computer's settings by Small icons * Backup and Ra The Administrative Tech RA Line Play 19 Sound × Color Management P Date and 1 E Credential Manager A Device Manager The Opvices and Printers Class of Ac Payback Recording Sounds Communications AFents E File History Resh Player (32-bit) A sound theme is a set of sounds applied to events in Windows and programs. You can select an existing scheme or save one you have modified. Internet Options dis term (32-bit) III Keyboard Moure. Vetwork and Sharing Center Phone and Sound Scheme Windows Default - Save As., Diricte P Region Programs and Features Recovery Speech Re To change sounds, cick a program event in the following list and then select a sound to apply. You can save the changes as a new sound scheme. Y Seconty and Maintenance Sound System Sync Carter Program Events: Hindows Defender Friesal BL User Accounts E Windows * Windows C Asterisk C Calendar Reminder 12 Close Program - L¹ Critical Battery Alarm - C Critical Stop Play Windows Startup sound - britt februr. OK Cencel Activ ODMONTRY ME STRATES 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