TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wondered how to change the sound you hear when a new email message is received?

Changing the Sound Played when Messages Arrive

1. Exit Microsoft Office Outlook.
2. Click **Start**.
3. Click **Control Panel**.
4. Do one of the following:

*Windows Vista
1. Click **Hardware and Sound**, and then click **Sound**.

NOTE: If you are using Classic View, double-click **Sound**.
2. On the **Sound** dialog box, on the **Sounds** tab, under **Program**, under **Windows**, click **New Mail Notification**.

*Microsoft Windows XP
1. In Control Panel in Category view, click **Sounds, Speech, and Audio Devices**, and then click **Sounds and Audio Devices**.
NOTE: If you are using Classic View, double-click **Sounds and Audio Devices**.
2. On the **Sounds and Audio Devices Properties** dialog box, on the **Sounds** tab, under **Program**, under **Windows**, click **New Mail Notification**.

5. Click **Browse**, and then select a different **.wav** audio file.
6. Click **OK**.
7. Restart Outlook.

*Microsoft Windows 7
 To change a sound scheme

1. Go to Control Panel
2. Click to open Sound.
3. Click the Sounds tab.
4. In the Sound Scheme list, click the sound scheme that you want to use, and then click OK.

Tip: To get a sense of what a sound scheme is like, click a scheme. In the Program Events list, click different events, and then click Test to hear how each one sounds in that scheme.