

## **How to set up Outlook to play a sound when messages are received**

### **EASTON USD 449**

1. In Outlook, go to **Tools, Rules and Alerts**.
2. Click the **New Rule Button**.
3. Choose **Play a sound when I get messages from someone** and press next.
4. Check the **where my name is in the To or Cc box** option.
5. Uncheck the **from people or distribution list** option.
6. Click the link for **a sound** where my name is in the To or Cc box  
play a sound
7. Choose the sound file that you want by double clicking it. Usually **ringin** is used.
8. Press finish.

Another rule must be created so that the computer will ring when an email is sent to a distribution list. An example would be PRES Faculty.

1. Follow steps 1 through 3 above.
2. Check the **sent to people or distribution list** option.
3. Click the link for **sent to people or distribution list**.
4. Double click **All Faculty** and the group for your school(s). Press OK.
5. Follow steps 5-8 above. Press OK.
6. Disable the standard Outlook sound. Go to **Tools, Options, Preferences Tab**.
7. Click the **Email Options** button.
8. Click the **Advanced Email Option** button.
9. Uncheck **Play a sound**.
10. Click **OK** on the three open dialog boxes.