

How to adjust new email notification sound in Outlook

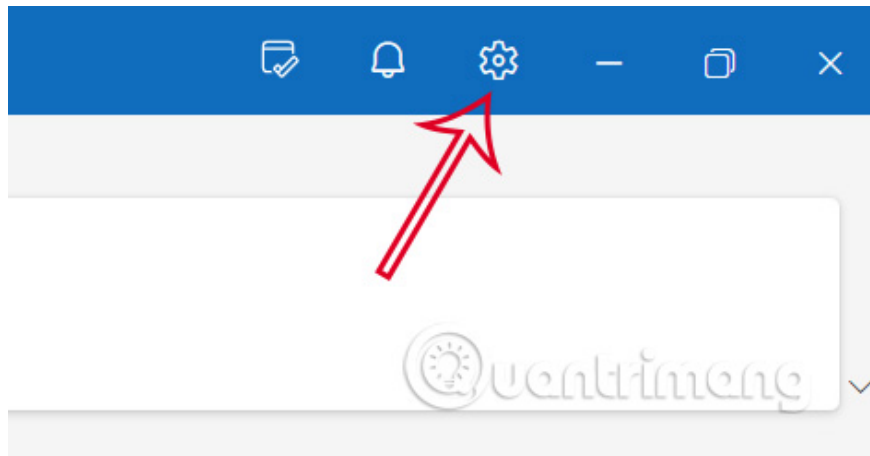
If you don't like the default Outlook new email notification sound, you can change it to your favorite sound. Outlook has settings to change the sound that notifies you of new emails.

If you do not like the default Outlook new email notification sound, you can completely change it to the sound you like. Outlook application has settings to change the notification sound of new incoming emails, so users can choose the sound they want to use instead of the fixed notification sound. Below are instructions to change the new email notification sound on Outlook.

Instructions to change the new email notification sound in Outlook

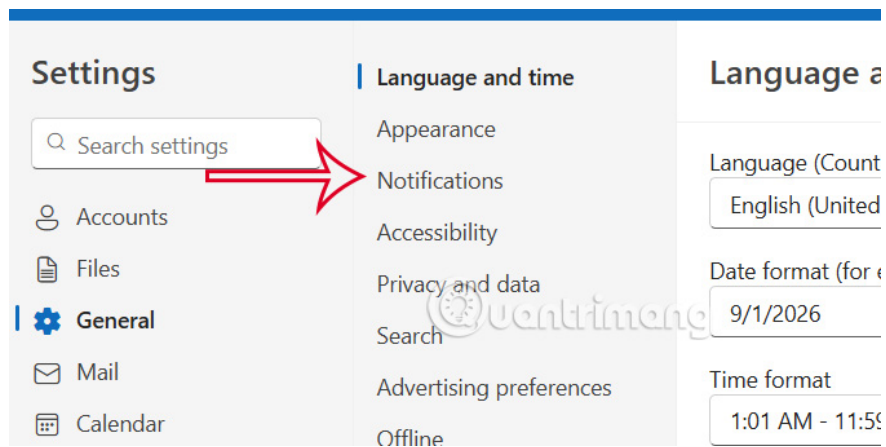
Step 1:

At the Outlook interface, click on **the gear icon** in the top right corner of the interface.



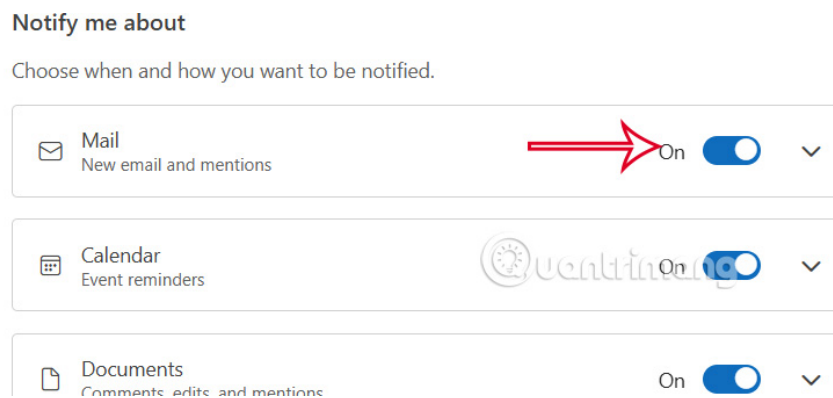
Step 2:

Display the interface, click on **General and then select Notifications** to adjust notifications on Outlook.



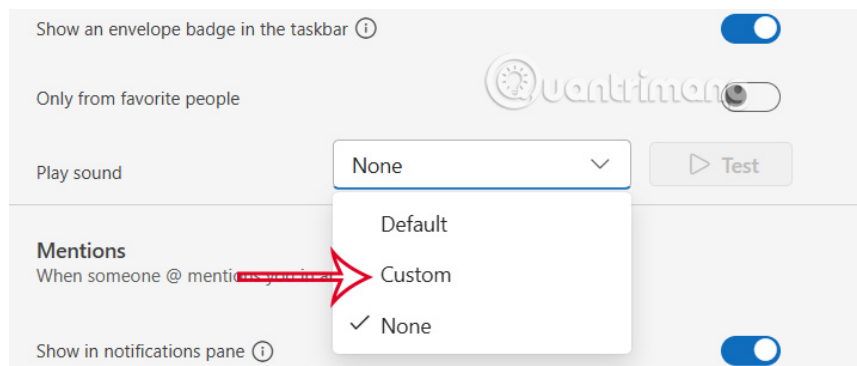
Step 3:

Looking to the side, we click on **the Mail item** to expand the notification for this item on the Outlook application.

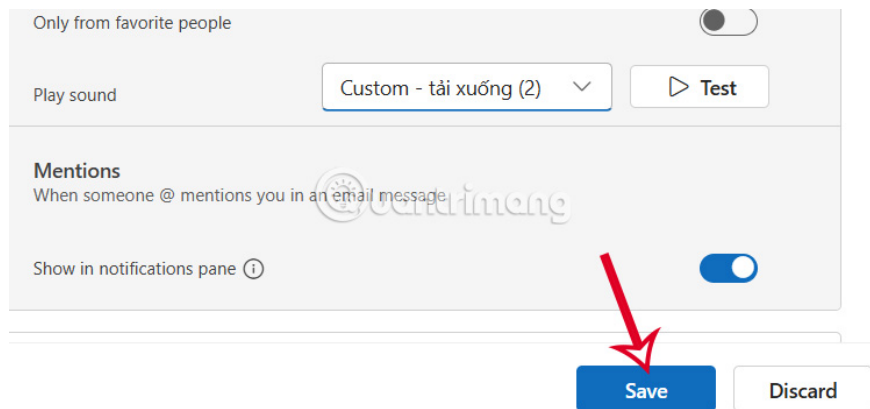


Step 4:

In the Play sound section, we **click on Custom** to adjust the notification sound for calendar events on Outlook.



Displays the folder on your computer for you to choose the event alert sound on Outlook to apply. You click test to listen to the sound first. If you like it, click Save to save it.



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