

How to change event reminder sound in Outlook

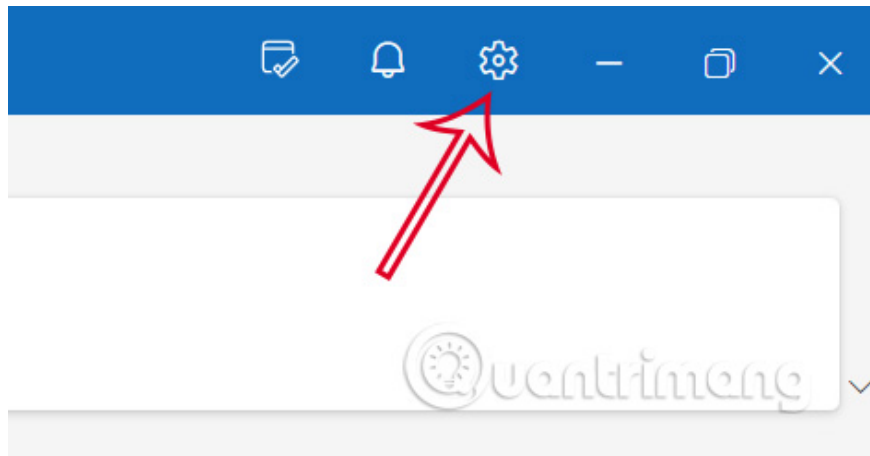
The Outlook app on Windows lets you change settings to suit each person. For example, change the event reminder sound in the Outlook calendar app.

The Outlook application on Windows supports you to change the settings to suit each person. For example, change the event reminder sound in the Outlook calendar application. You can use the notification sound on your computer to set it as an event notification sound in Outlook, following the instructions below.

Instructions for changing event reminder sounds in Outlook

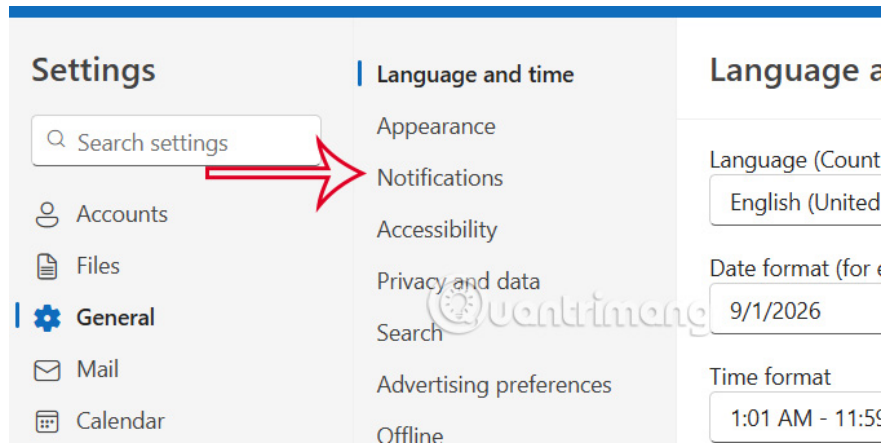
Step 1:

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



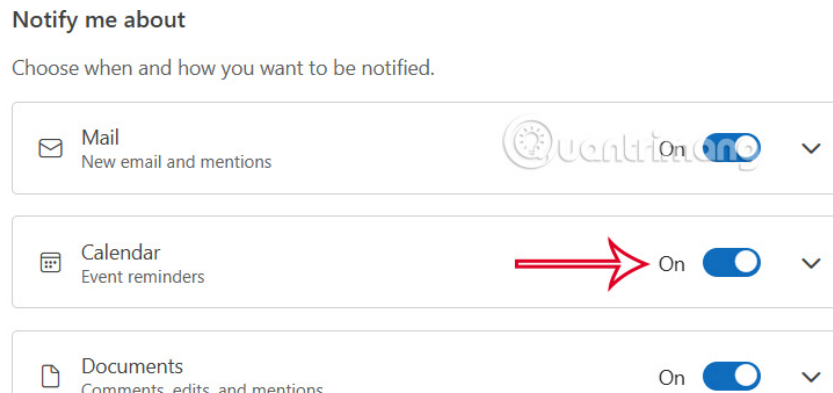
Step 2:

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



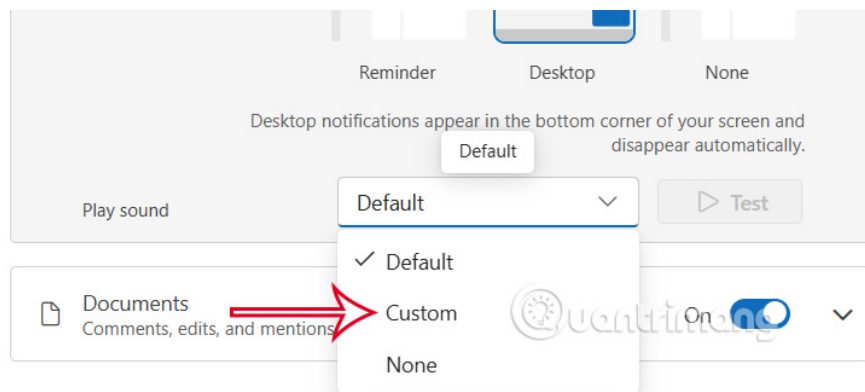
Step 3:

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

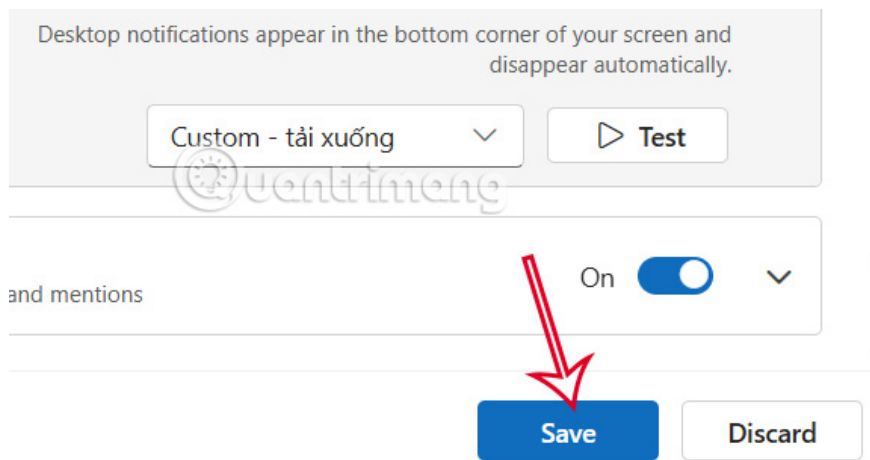


Step 4:

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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