

SOUND ASSIGNED TO EMAIL

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TURN ON/OFF

To turn your sound off or on:

- 1 Click on the sound icon to the left of the Time on the Desktop TaskBar.
- 2 Click on the “Mute” box.

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ADVANCED CONTROLS

The sounds your system makes (in response to certain events) are controlled through the Control Panel.

- 1 To access these settings, select the Control Panel:
 - In Windows 95, 98, 98SE and Me, select Start > Settings > Control Panel.
 - In Windows XP, select Start > Control Panel.
- 2 Double-click the “Sounds” (95/98) or “Sounds & Multimedia” (Me) or “Sounds and Audio Devices” (XP).
- 3 Left-click on “Volume” tab (**Figure 1**). Here you can turn mute on or off.

However, ensure that there is a check next to “Place volume icon in the TaskBar” so that — in the future — you can control your volume from the desktop. See my lesson “Mute Sound.”



Figure 1

ASSIGN SOUNDS TO EMAIL

1. Click on the “Sounds” tab (**Figure 2**).

① Click on an Event; i.e, “Critical Stop”

② Click on the “Browse” button

2. Select a Sound (**Figure 3**).

NOTE: Your sounds listing will vary from mine.

① Click on a Sound’s name.

② Test it by clicking on the Play button — a *right-facing arrow head*.

③ Click on “OK” to assign.



Figure 2

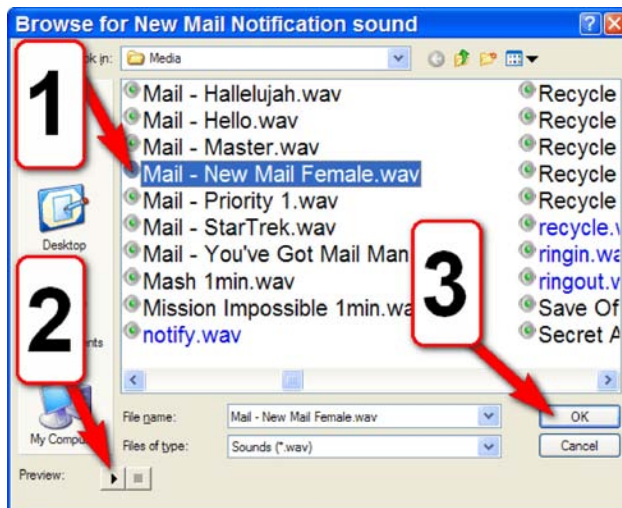


Figure 3

3. Repeat Steps 1 & 2 until you find the sound you want.

ASSIGNMENT SUGGESTIONS

For “Program Events” not listed, I have either elected to leave the default sound or have no sounds assigned. In parenthesis are the number of choices if you have “Darry D’s Sounds” which are given to my friends and clients.

- ✓ Critical Stop: “Error Don’t Do That.” (22 choices)
- ✓ Default Beep: “Ding”
- ✓ Exit Windows: “Exit Bye Now.” (18 choices.)
- ✓ New Mail Notification: “Mail 01” (male voice). (8 choices.)
- ✓ Start Windows: “Start Did You Miss Me.” (23 choices)
- ✓ Recycle Bin (under Windows Explorer): “Recycle 01.” (4 choices)
- ✓ Contact online (Under Windows Messenger): “Chat Like to.” (2 choices)
- ✓ New Message (under Windows Messenger): “Phone 1 Ringy Dingy.” (3 choices)

ADJUST VOLUME

Just to the left of the time, on the TaskBar, at the bottom of the Desktop (your opening screen) is an icon that looks like a speaker.

- ❶ Double, left-click on it to open it.
- ❷ Left-click, *hold* down the mouse button, and drag the middle item up (to increase volume) or down (to decrease volume).

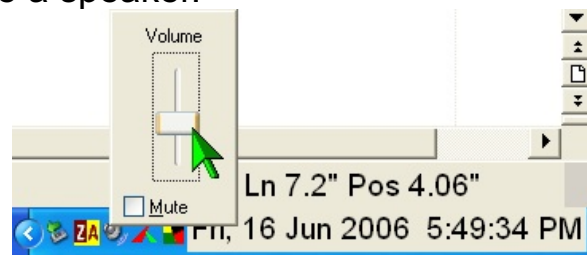


Figure 4