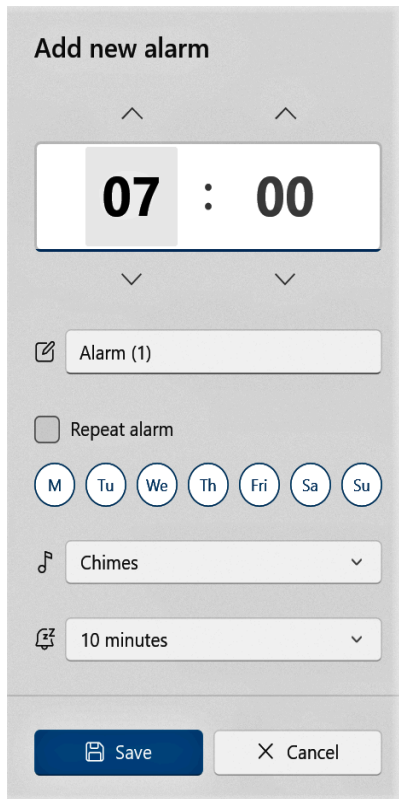# Alarm

Using Clock, you can set an alarm to remind you of important tasks throughout the week.

To set an alarm:

- Click on the Alarm icon 🔔 on the left navigation toolbar.
- Click the Add button ＋ to add a new alarm.

- Set the alarm time.
- Enter a name for the alarm.
- Tick the checkbox next to "Repeat Alarm", if you wish to Repeat the alarm on the specified day and time in the upcoming weeks.
- Select the days of the week on which you want the alarm to ring.
- Select your choice of alarm ringtone from the dropdown list.
- Select the alarm snooze time from the dropdown.
- Click the Save button to save the alarm.

To edit alarms:

- Click on the Edit icon ✎ to edit alarms.
- Click on the alarm you wish to edit and make changes.

To delete alarms:

- Hover the mouse over the alarm card to be deleted and right click.
- Click on "Delete" 🗑 .
- Alternatively, you can click the Edit icon ✎ on the bottom right end of the window, and then click the Delete icon 🗑 over the alarm to be deleted.
- Click the Done icon ✓ once deleted.