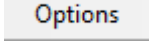
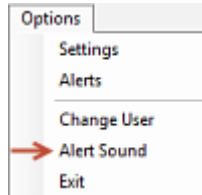


Upload Audible Alert Sound

From the Notifications Manager Message Center on your desktop:

1. Select 'Options'  on the upper left.



2. Choose 'Alert Sound'.

3. To upload a file select 'Browse'. 

4. Locate the file on your computer and double click it. Note: The file must be .wav format.

5. The file name will auto populate in the title field.

Upload File :

6. You may rename your file in the box provided.

Enter Audio Title:

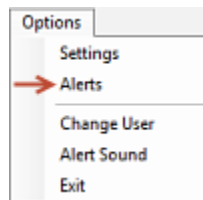
7. To make this your default alert sound, check the 'Set as Default Audio' box.

Set as Default Audio: ☐

8. Click 'Upload'. 

9. Click 'OK'  and your new audio file will display in the file area below.

10. Click 'Options' again.



11. Click 'Alerts' and you will be brought back to the Message Center.