

## GROUPWISE 7.0

### **HOW DO I SET UP ALARMS IN GROUPWISE?**

Double Click on **My Computer**.

Go to the **Local Disk (C:\)**

Then **WINDOWS**

Then **Media**

Pick a sound (\*.wav file) and double click on it. If you can't hear it, then check your speakers to see if they are turned up far enough and if they are plugged in correctly.

If you still can't hear the sound, click on Start | Settings | Control Panel.



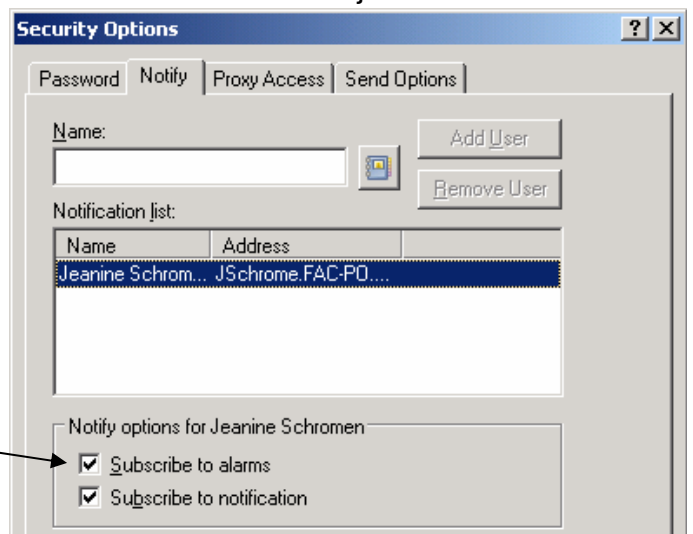
Locate the Sounds and Audio Devices icon and double click.

Make sure that your sounds are not muted, and that the volume is adjusted to the level you can hear it. And click OK.

Double-click a sound again. You should now hear it.

Open GroupWise.

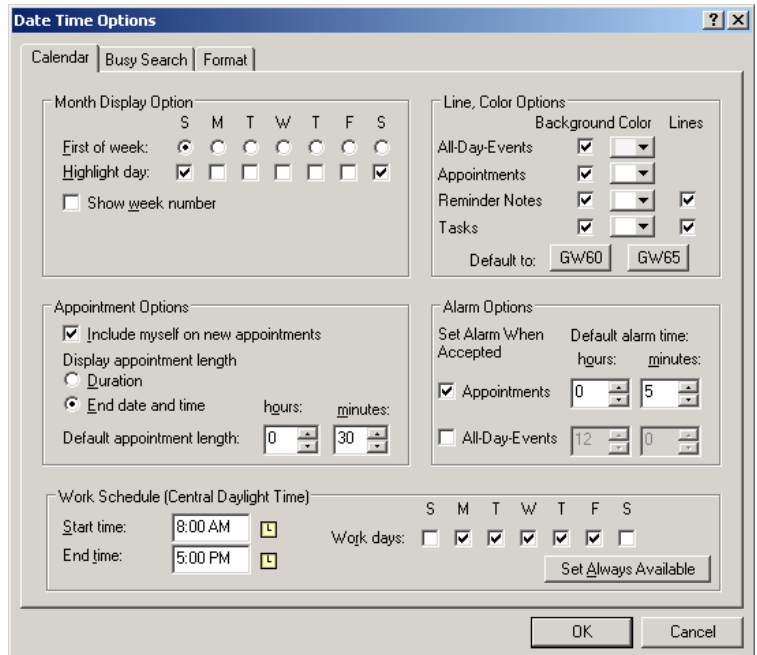
- Under **Tools**, go to **Options**, double-click on **Security**.
- On the **Notify** tab, click on your name in the Notification List.
- Check **Subscribe to alarms** and **Subscribe to notification**.
- Click **OK**.



- Now double-click on **Date & Time** icon. Select **Calendar** tab.



- Under “Alarm options”  
Check **Set alarm when accepted**
- Set **Default alarm time** (this is the length of time prior to the appointment that you want the alarm to sound)
- Click **OK**
- Click **CLOSE** (to close **Options** box).



- Right click on **WORLD** icon in lower right corner of your desktop
- Select **OPTIONS** from the pop-up menu
- Select the **ALARMS** tab
- Check **PLAY SOUND**
- Select sound file to play (click on yellow folder to browse; find the **C:\WINDOWS\Media** files.
- Click **OK**, close.
- Now set an Appointment. You do this by either going to **File > New > Appointment**, OR by clicking on the **New Appointment** icon (next to the New Mail one)
- Send an appointment to yourself to test that your alarm works. You must “accept” the appointment so that it is added to your calendar. When the time of the appointment comes due, the sound should play.