



Unit 5 Alerts and Alert Sounds

Learning Outcomes

By the end of this unit the learner will be able to:

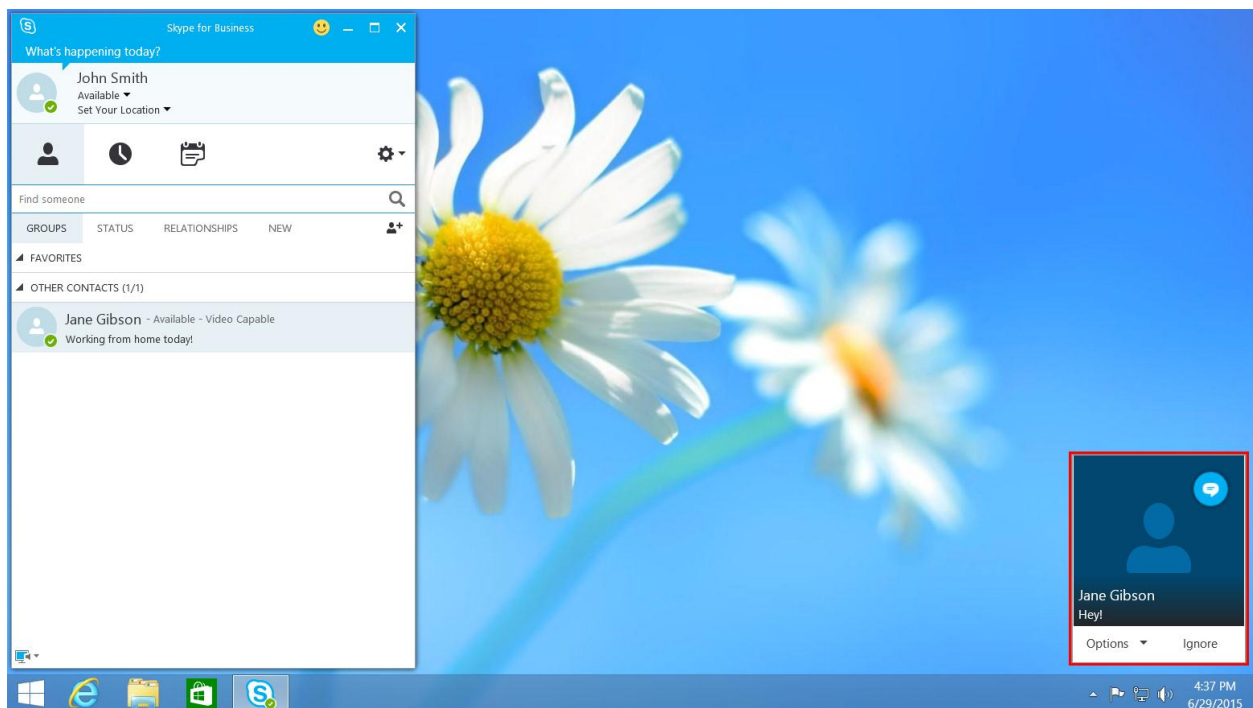
- ✓ Disable alert sounds
- ✓ Change alert sounds
- ✓ Set status change alert
- ✓ Configure Do Not Disturb

Unit 5

Alerts and Alert Sounds

About Alerts

Alerts are small pop-up messages that appear in the lower right-hand corner of your screen. Typically they are used to notify you when someone has sent you an instant message, or other such event:



You are usually able to interact with these alerts to respond to them by clicking on them or ignore them by clicking the Ignore button. Alerts also produce a sound when they are triggered to help get your attention, with a specific sound for each type of event.

Disabling Alert Sounds

To begin, open Skype for Business and sign into your account.

While alert sounds are useful to help bring your attention to an important event, they can also become a disruption for yourself and those around you. For this reason Skype for Business

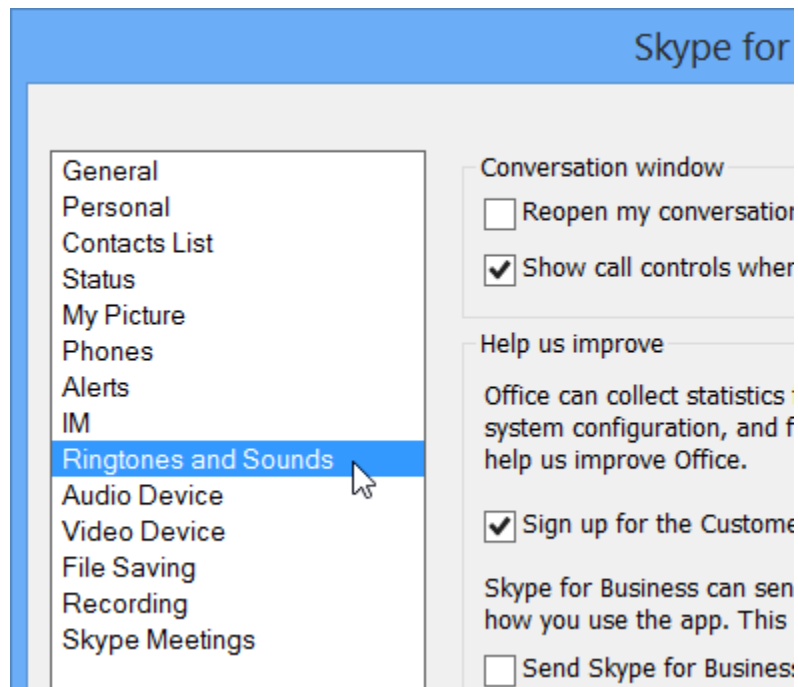
includes a quick way in which you can disable all alert sounds without having to turn off the sound for your computer entirely.

To disable alert sounds, first open the Skype for Business – Options dialog by clicking the Options button (⚙️) on the Skype for Business window:

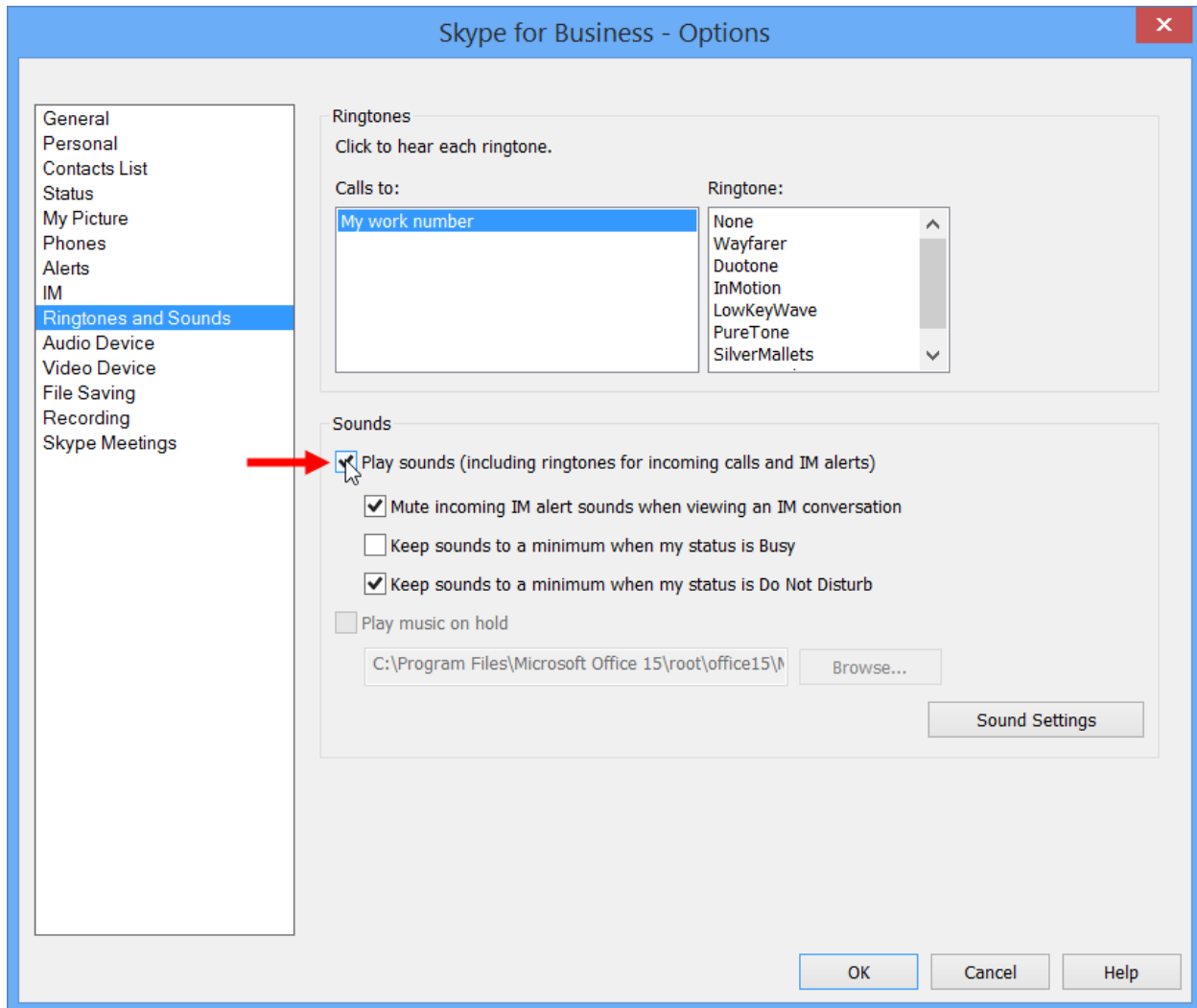


(Take care not to click the drop-down portion of this button.)

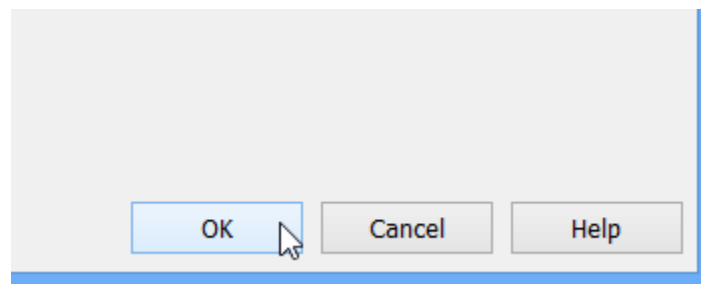
The Skype for Business – Options dialog will now be open. On the left side of this dialog, click the “Ringtones and Sounds” category:



With the “Ringtones and Sounds” category now open, clear the “Play sounds (including ringtones for incoming call and IM alerts)” checkbox:



Near the bottom right-hand corner of the dialog, click the OK button to apply the new changes and close this dialog:



Alert sounds will now be disabled. To enable alert sounds once again, follow the same steps as above, but this time ensure that the “Play sounds (including ringtones for incoming call and IM alerts)” checkbox is checked.

Changing Alert Sounds

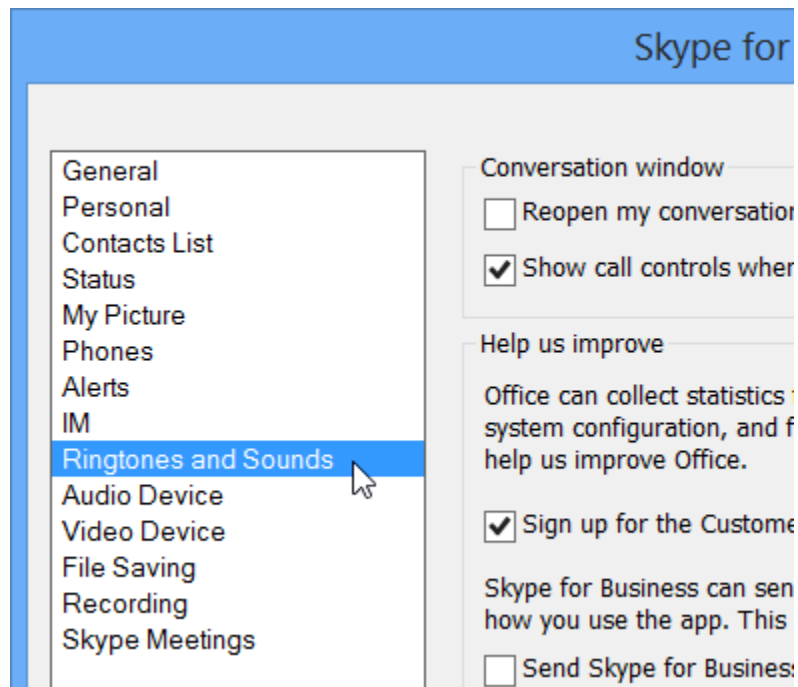
To begin, open Skype for Business and sign into your account.

To change alert sounds, first open the Skype for Business – Options dialog by clicking the Options button (⚙️) on the Skype for Business window:

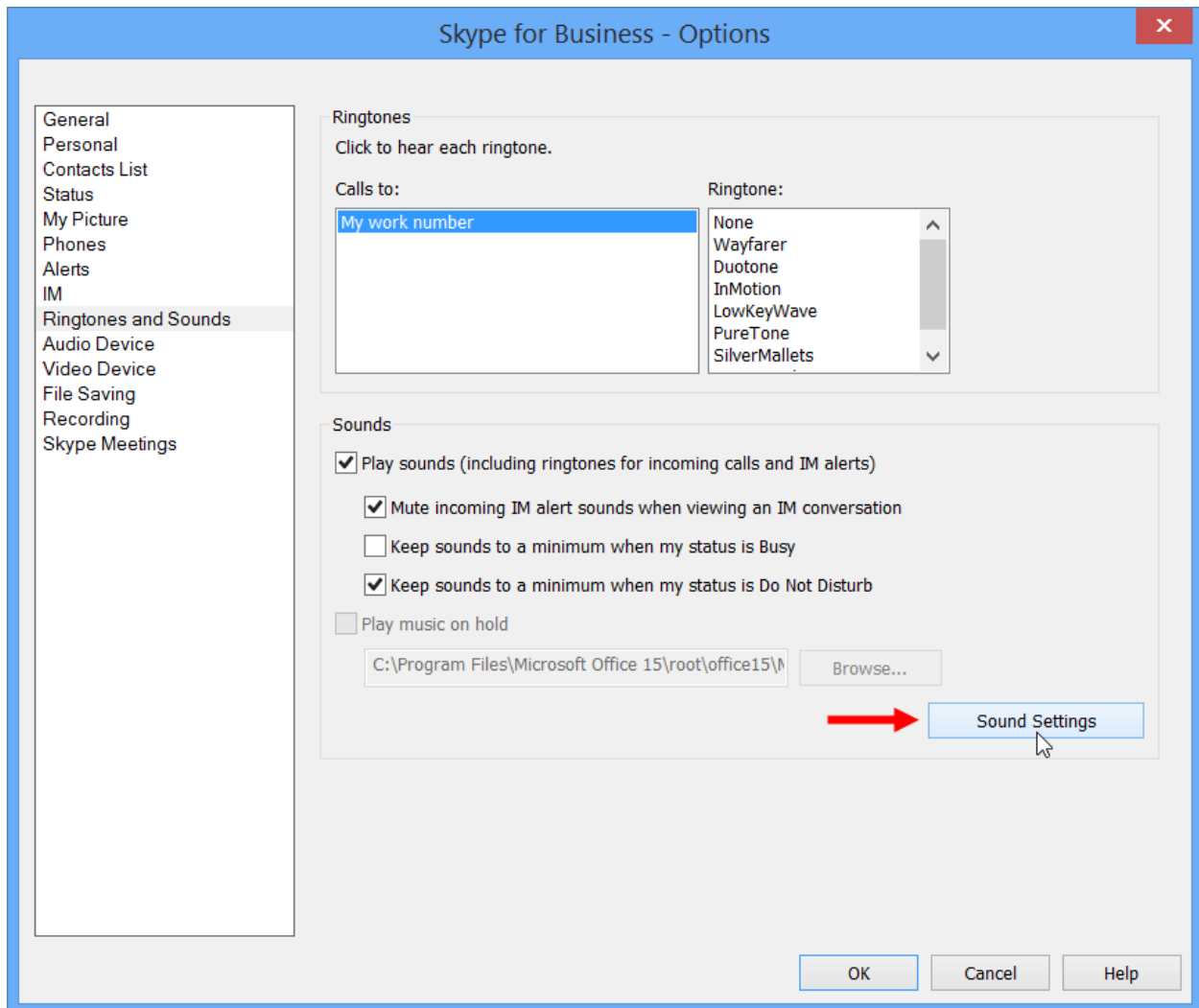


(Take care not to click the drop-down portion of this button.)

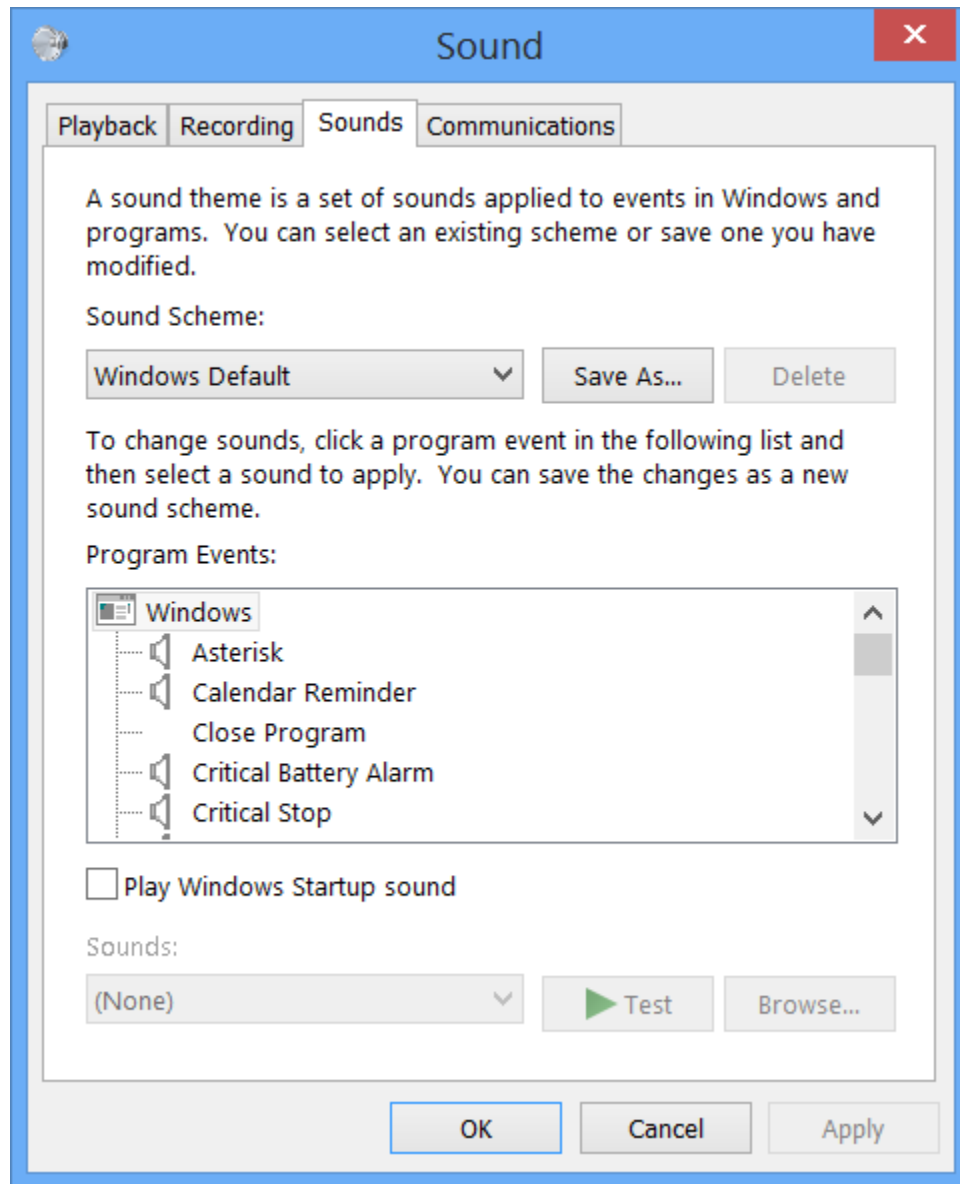
The Skype for Business – Options dialog will now be open. On the left side of this dialog, click the “Ringtones and Sounds” category:



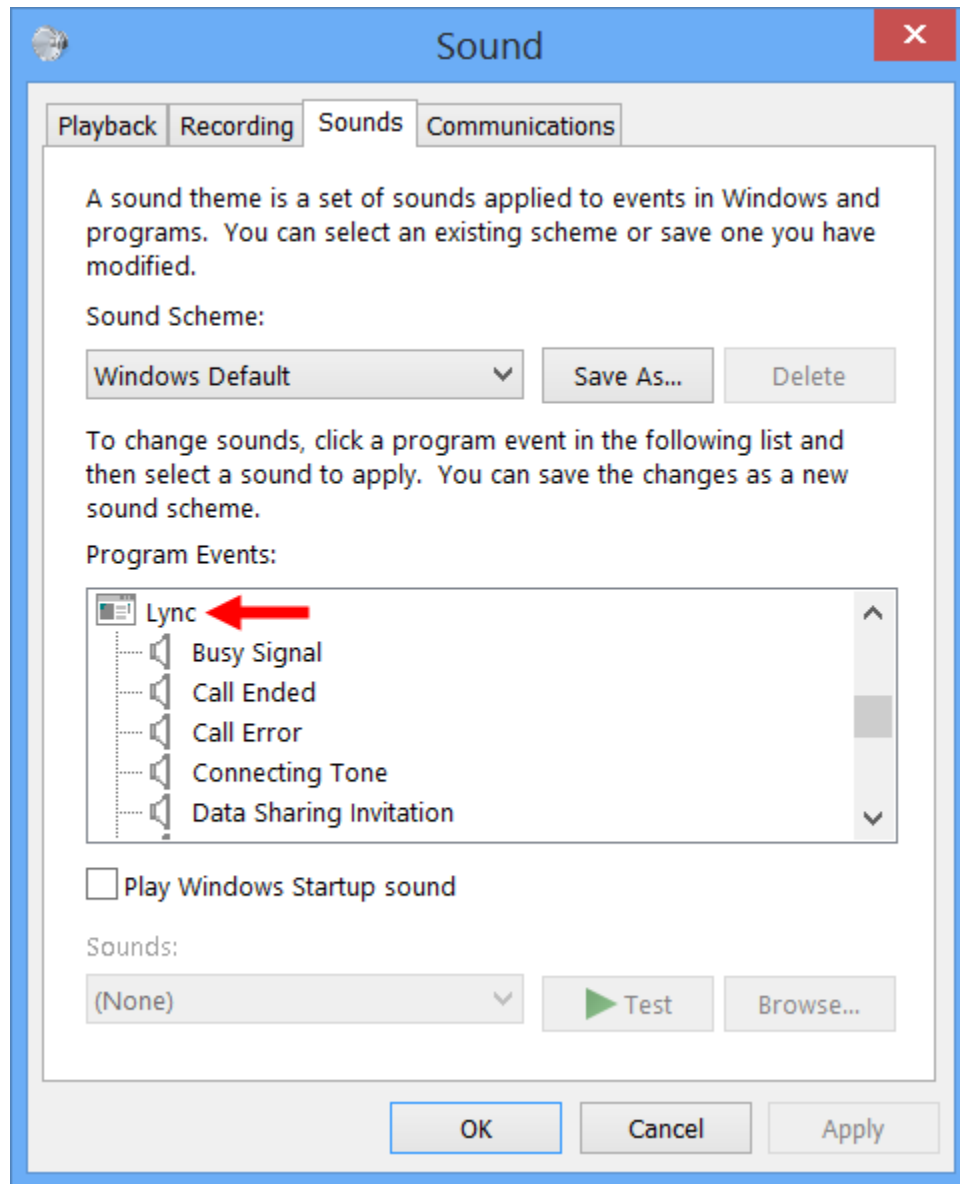
With the “Ringtones and Sounds” category now open, click the Sound Settings button:



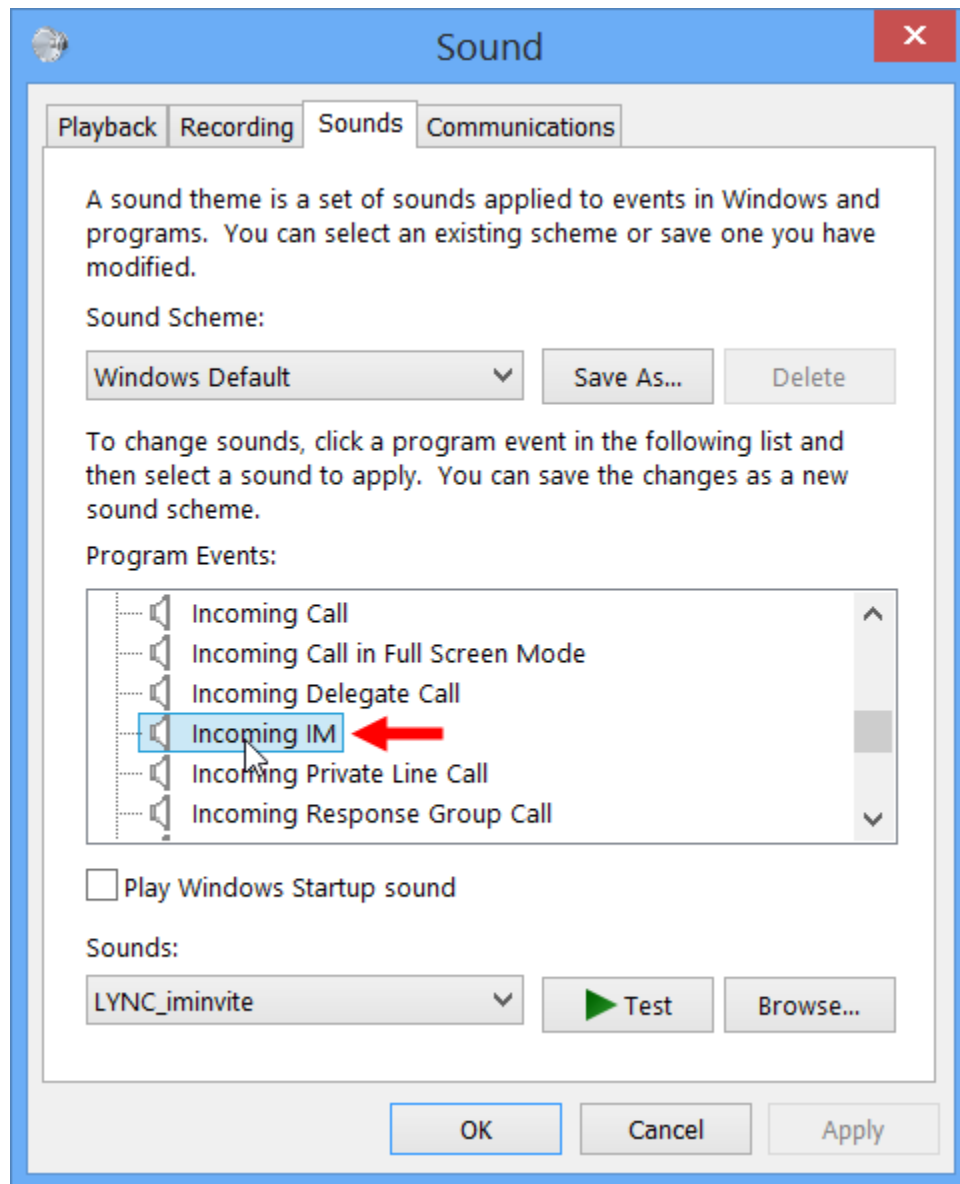
The Sound dialog will now be open to the Sounds tab:



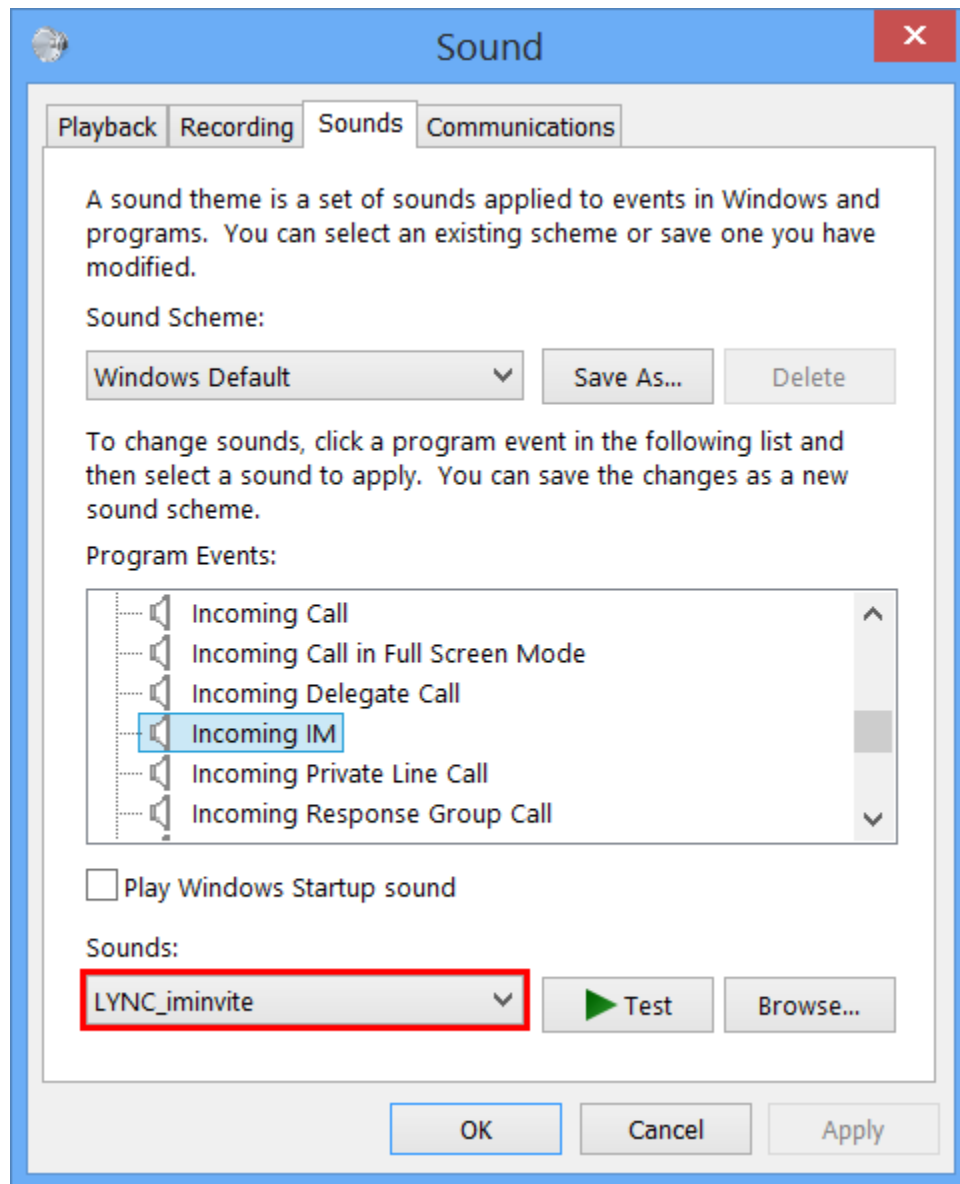
The Sounds tab on this dialog allows you to customize which sounds are played during specific events for specific programs. Scroll down in the Program Events list box until you see the Lync header (the previous name for Skype for Business):



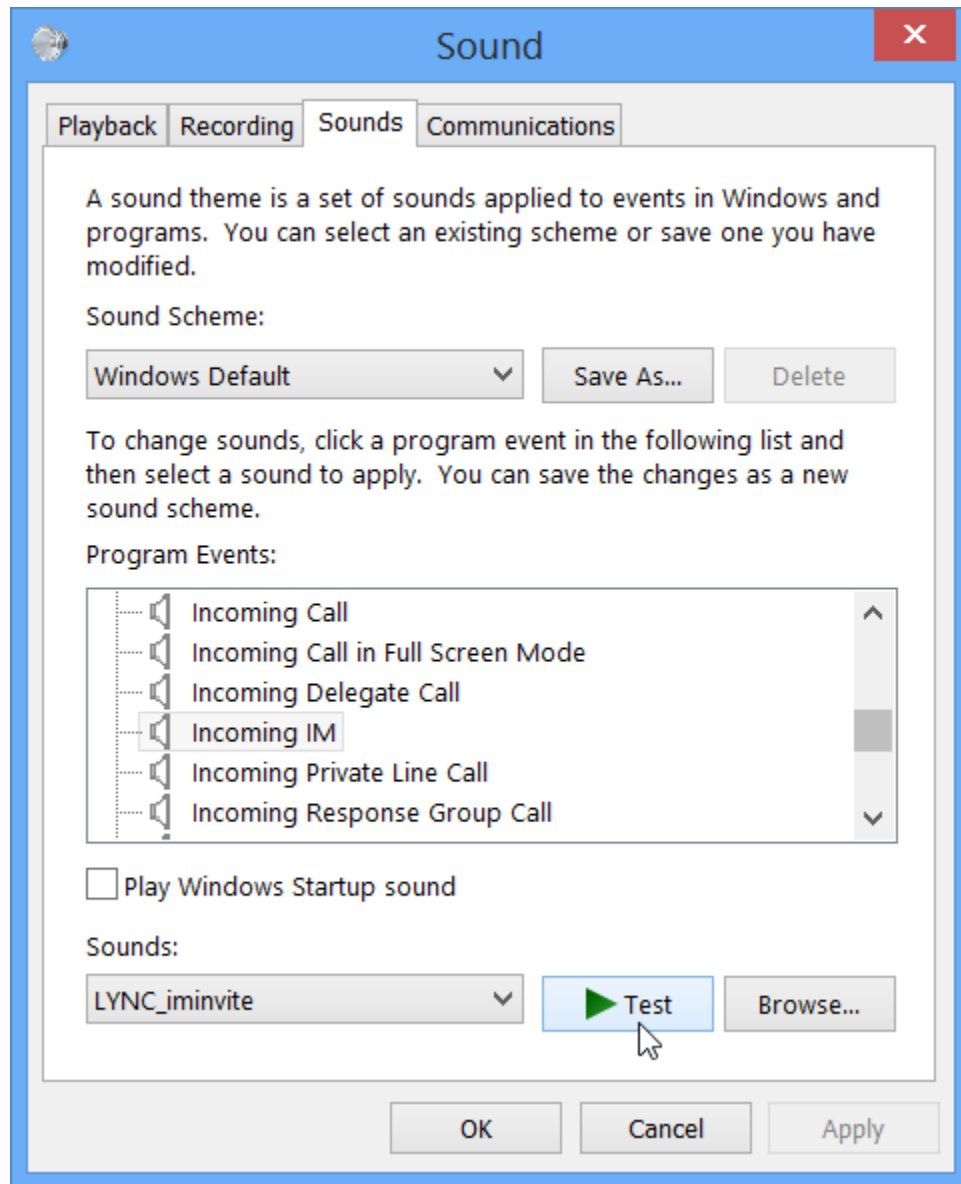
Under the Lync header will be all of the sounds and alerts that occur in Skype for Business. Scroll down further and click to select the Incoming IM event:



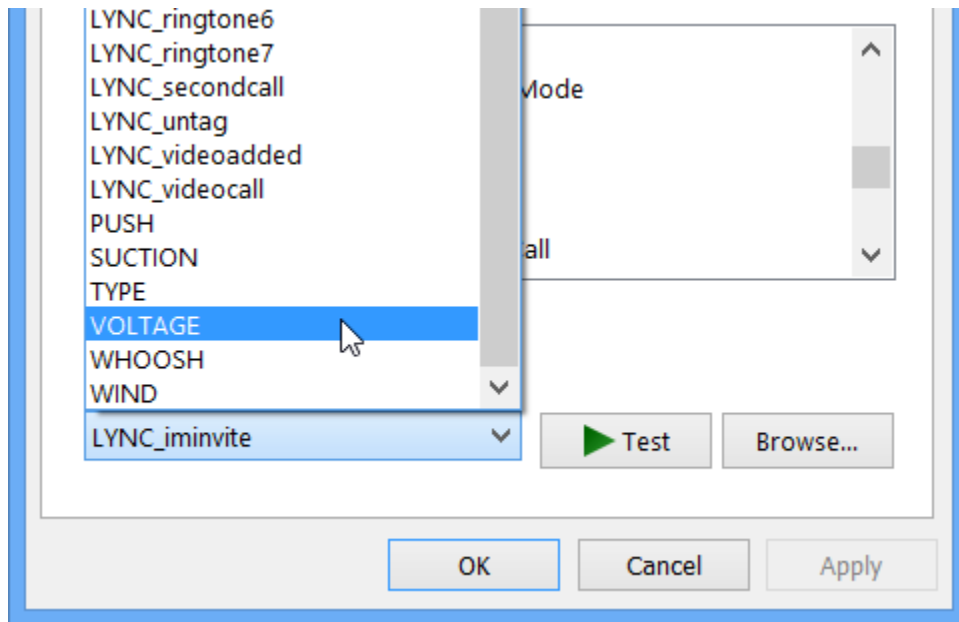
With the Incoming IM event selected, you will see the sound that this event will play, listed in the Sounds drop-down menu that is near the bottom of the dialog:



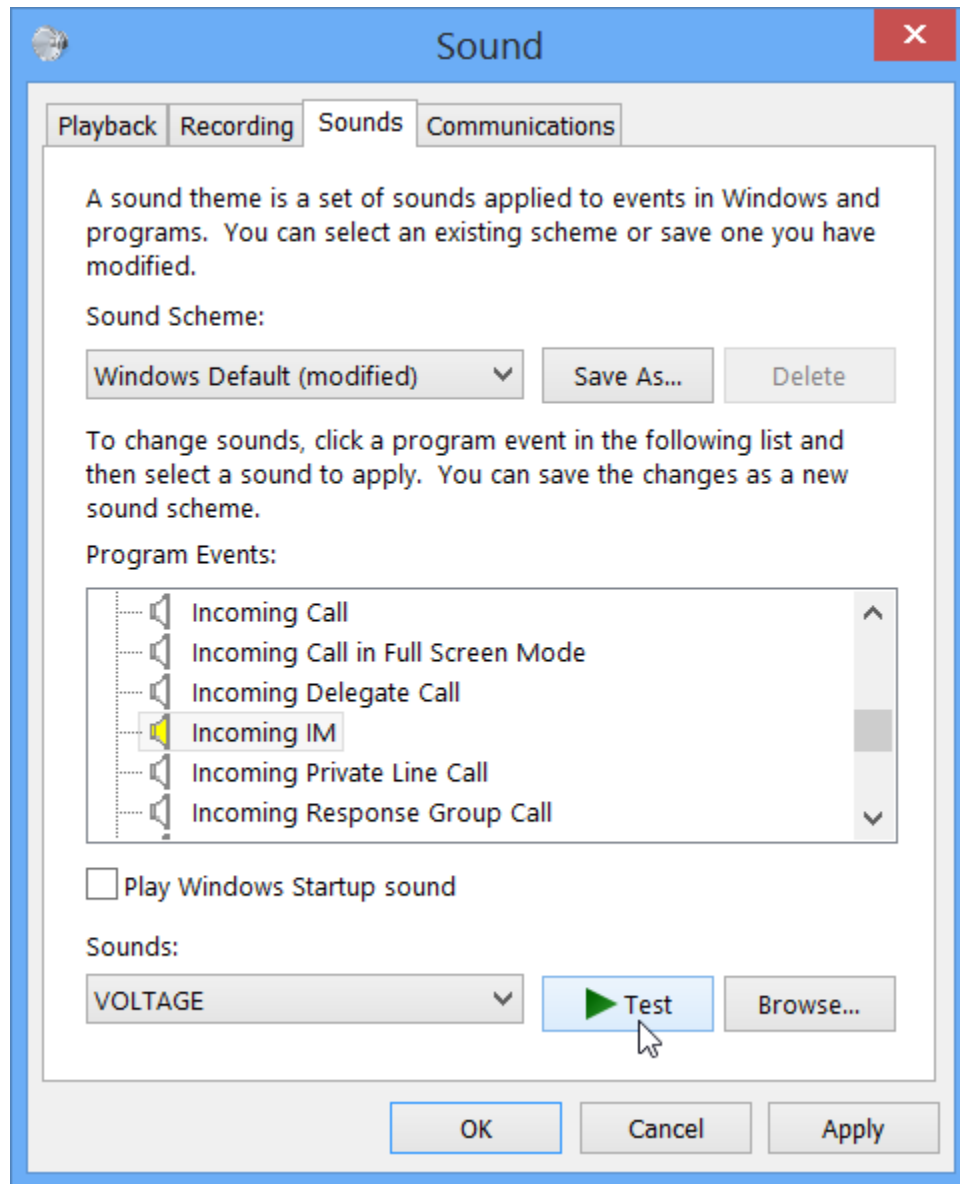
Preview this sound by clicking the Test button:



To choose another sound, click the Sounds drop-down menu and click on any of the options provided:

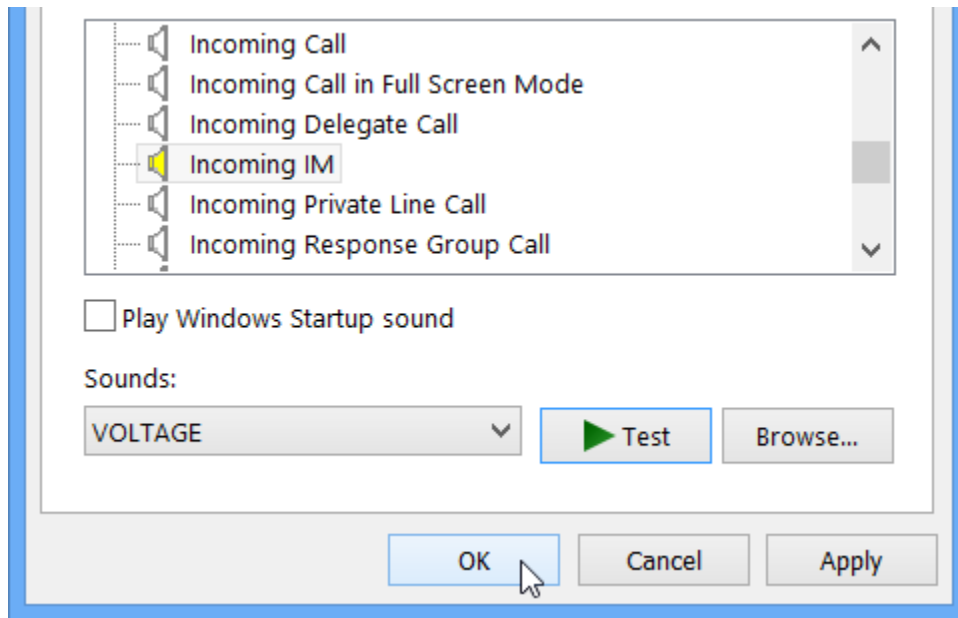


With the new sound selected, click Test again to preview it:

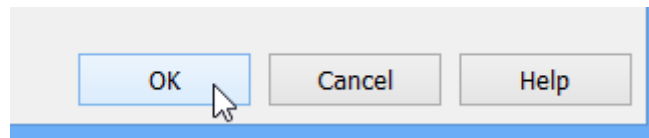


(Note that once you use the sound for a particular event, that event's icon will change color.)

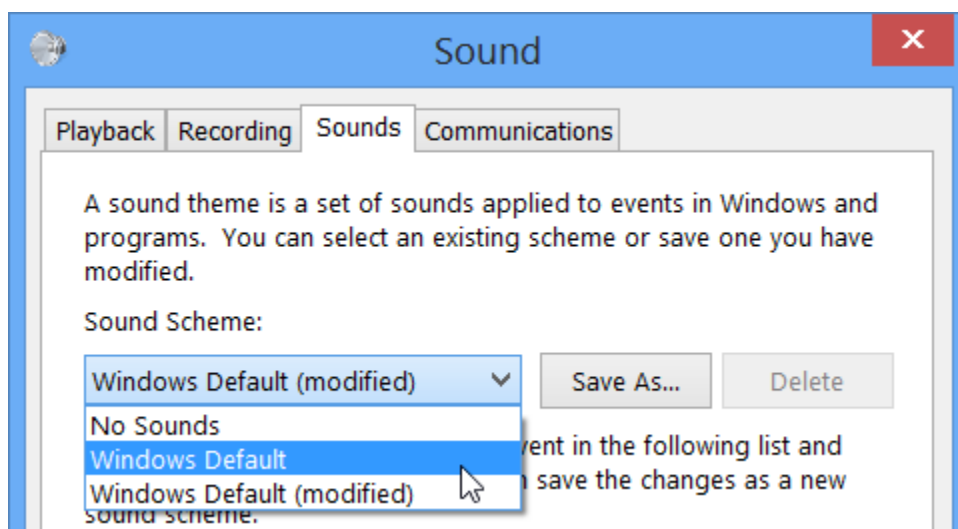
When you're ready, click OK to apply the new sound:



Returning to the Skype for Business – Options dialog, click OK to apply the new settings:



To change the Skype for Business alert sounds back to their default configuration, return to the Sounds tab of the Sound dialog and click Sound Scheme → Windows Default:



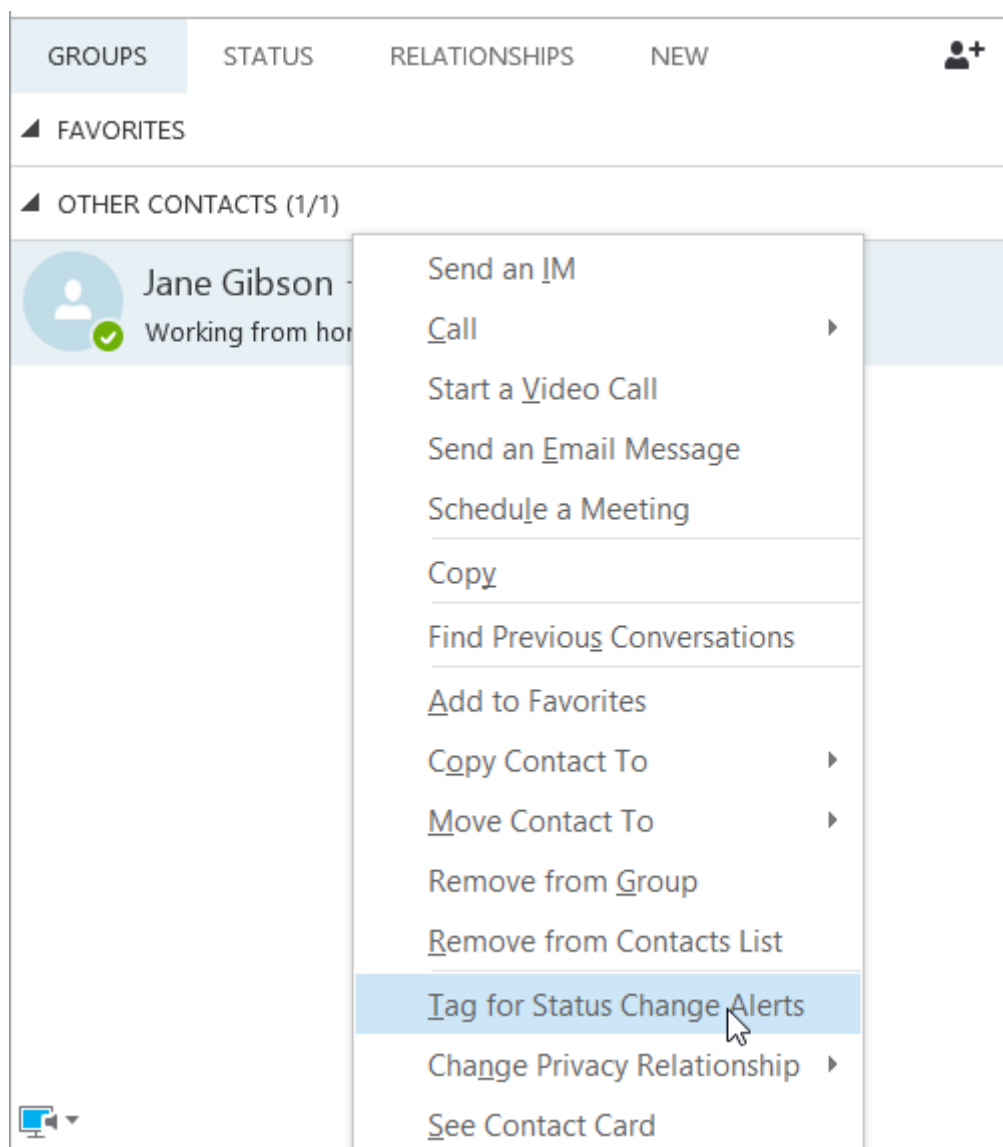
Click OK to apply the default settings.

Setting Status Change Alerts

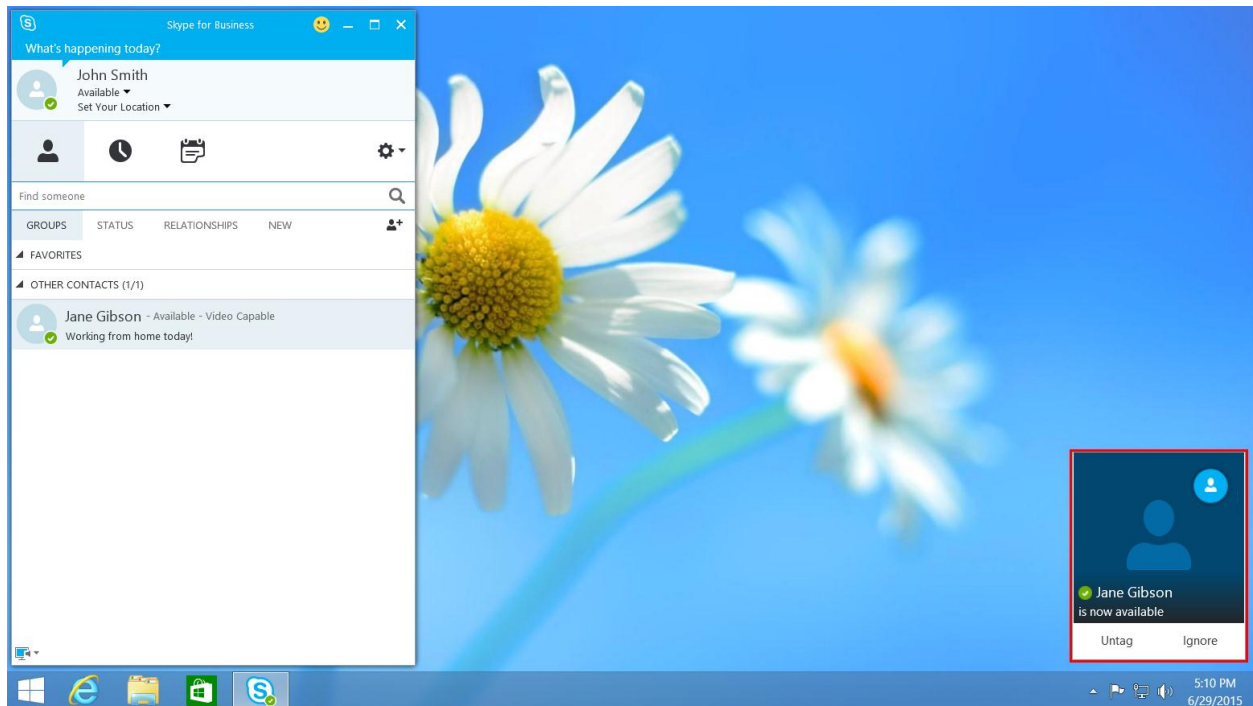
To begin, open Skype for Business and sign into your account. Ensure that you have at least one contact.

A useful feature in Skype for Business is to have an alert displayed when a particular contact changes their status to Available. This way you will be notified if someone changes from Busy to Available, for example.

To tag a contact for status change alerts, right-click on the contact in question and then click “Tag for Status Change Alerts.”



With this option selected, you will now see an alert displayed whenever that contact changes to the Available status from any other status:



When clicked, this notification will open a messaging window with the contact in question. It also offers the option to untag this particular contact or ignore only the current instance of the alert.

To untag a contact for status change alerts on the Skype for Business window, use the same sequence as outlined above; but keep in mind that this time you are deselecting the "Tag for Status Change Alerts" option.

Configuring Do Not Disturb

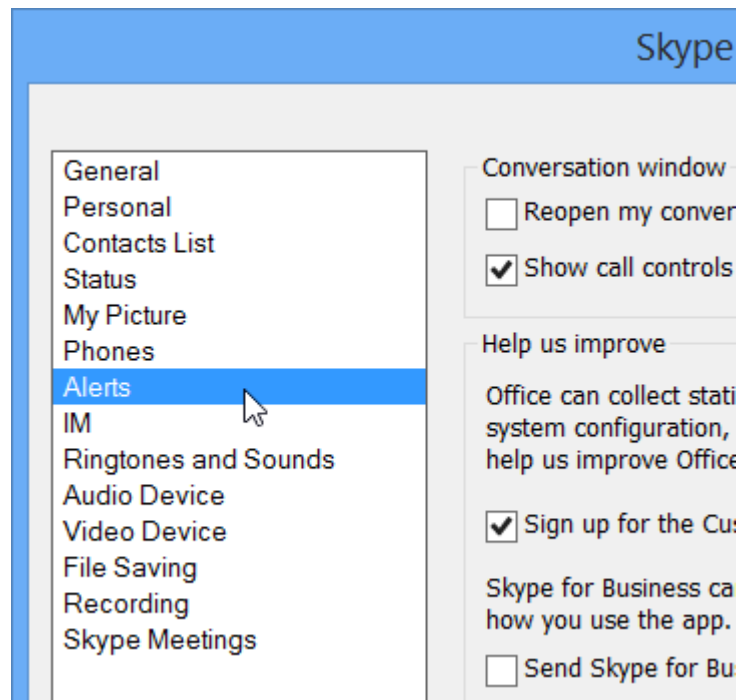
To begin, open Skype for Business and sign into your account.

Do Not Disturb is a presence status setting that allows you to control the types of alerts that you want to receive. To fine tune this presence status setting, first open the Skype for Business – Options dialog by clicking the Options button (⚙️) on the Skype for Business window:

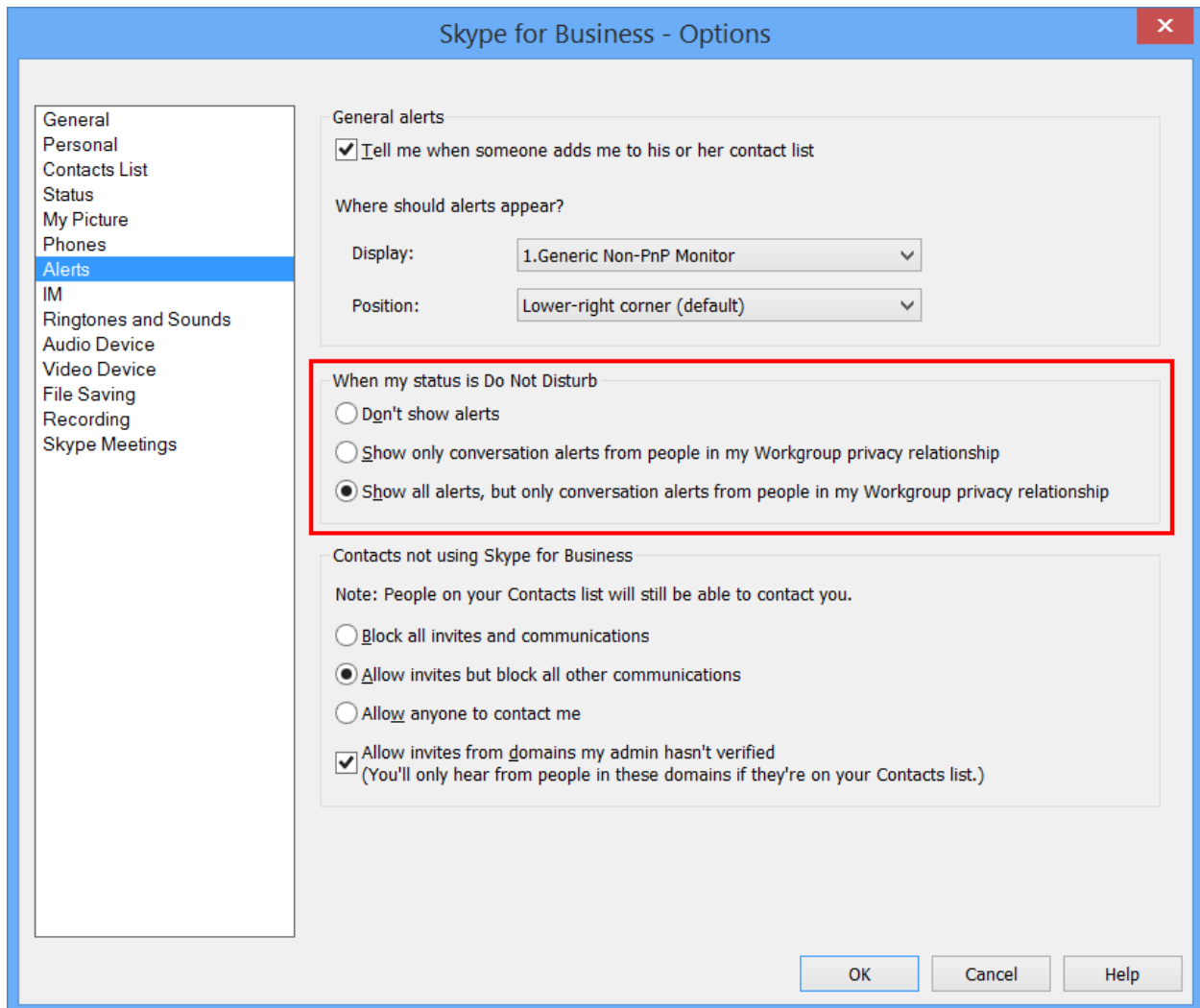


(Take care not to click the drop-down portion of this button.)

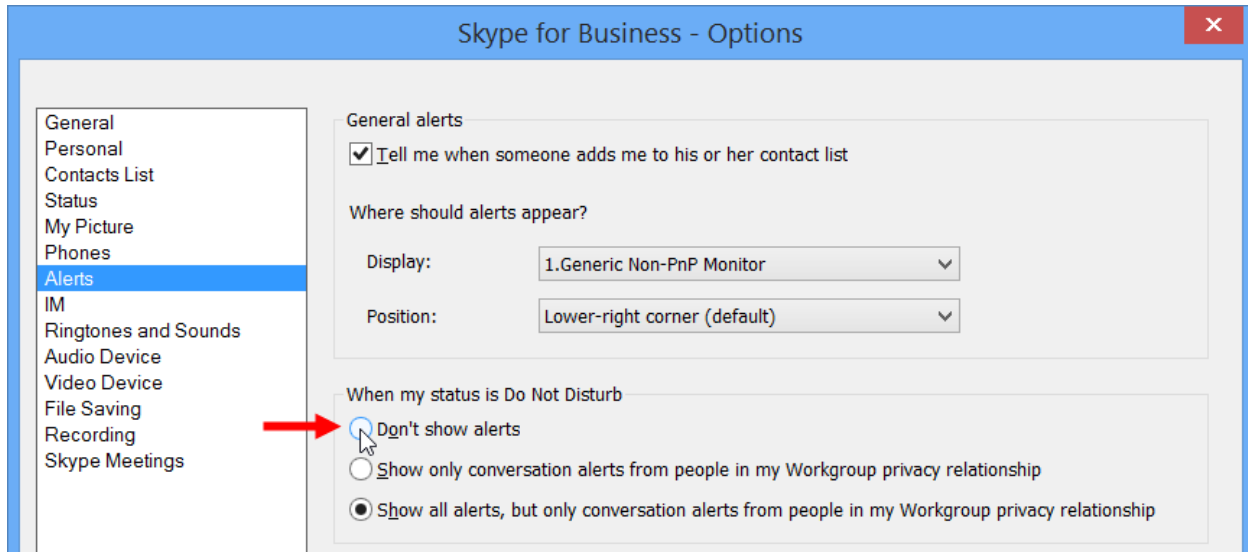
The Skype for Business – Options dialog will now be open. On the left side of this dialog, click the Alerts category:



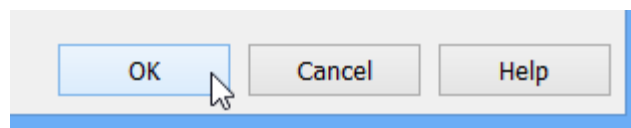
This category will display all sorts of controls that you can use to customize how alerts are displayed in Skype for Business. Within the “When my status is Do Not Disturb” section, you will see three radio buttons. Only the last one will be selected:



By default, all alerts will still be shown when your presence status is set to Do Not Disturb; however, only conversation alerts from contacts in your Workgroup privacy relationship will be shown. To block all alerts while this presence status is applied, click the “Don’t show alerts” radio button:



In the lower right-hand corner of the dialog, click OK to apply the new settings:



Now when someone tries to send you a message while you have the Do Not Disturb status applied they will be unable to, even if they are in your own workgroup:

