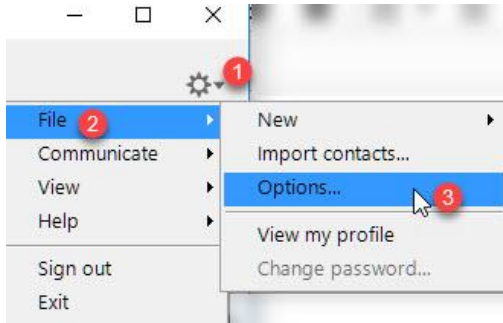


Cisco Jabber

How to Turn On/Off Sound Alerts in Chat

To turn on/off sound alerts in Jabber, follow the steps below.

1. In your Jabber Window, click on the gear icon and Choose **File > Options**.



2. Under **Notifications**, check or uncheck the box next to the correct options in the **Sounds** section.
 - To turn off Chat message sounds, uncheck **Chat Messages**.
 - To turn on Chat message sounds, check **Chat Messages**.
 - To notify sound on only the first message, select **Only the first message per conversation**.

Options ✕

General

Chats

Audio

Video

Calls

Status

Location

Notifications

Privacy

Self Care Portal

Meetings

Calendar

Notifications

- Chat messages
 - Notifications fade automatically
 - Notifications stay on screen until dismissed
- All incoming calls
When unchecked, calls can still be answered on desk phone or headset
- Do not show incoming call notifications when "Do not Disturb" is on

Sounds

- Chat messages
 - All
 - Only the first message per conversation
- Do not play ringtone when "Do Not Disturb" is on
- Mute all sounds when on a call

Chat message Classic ▾ ▶

Ringtone Sunrise ▾ ▶

OK Cancel Apply

- For older versions of Jabber, the options will be in **Sounds and Alerts**.

