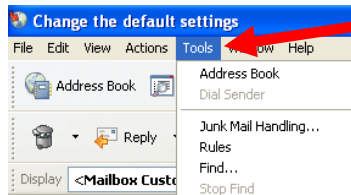




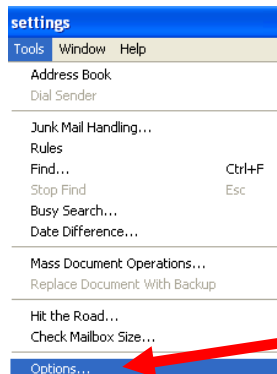
How to Turn Off GroupWise Notifications

If email and alarm notifications pop up on your SMART Board when you are using it you will need to turn off this feature to prevent private email information from showing. You may complete the following steps to **turn off the message and alarm notifications in GroupWise**:

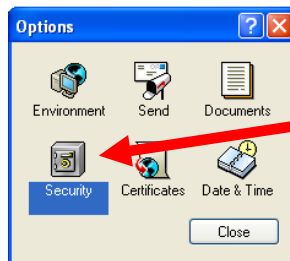
1. Go to **Tools** at the top of the screen



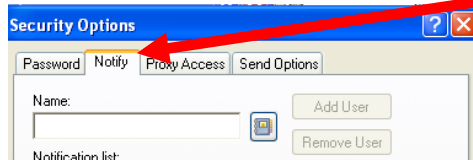
2. Click on **Options**



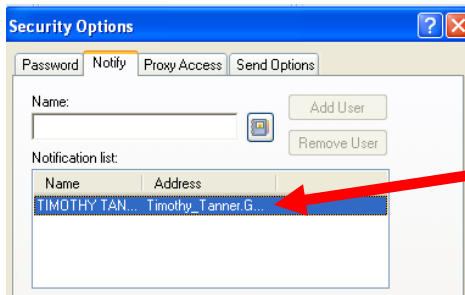
3. Double-click **Security**



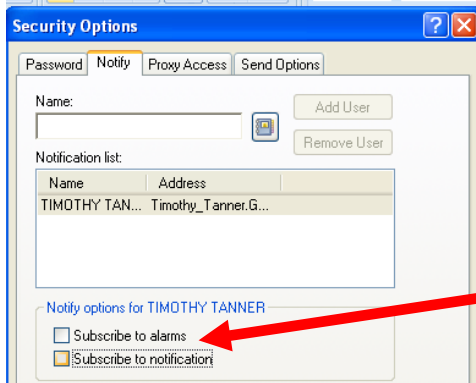
4. Click the **Notify** tab



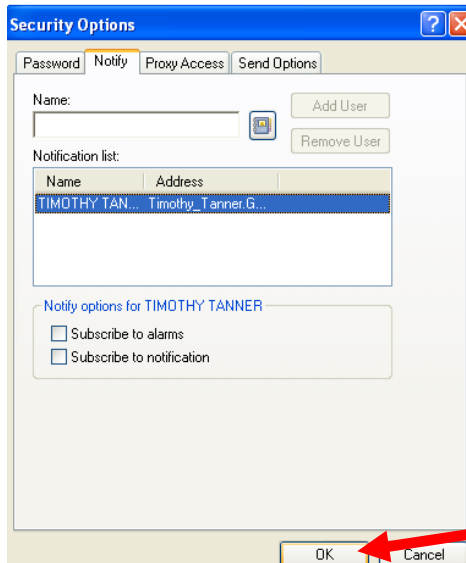
5. Click on your name



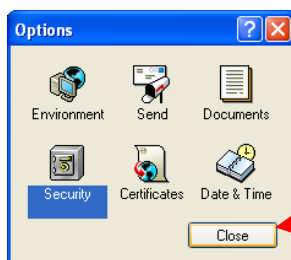
6. Deselect the check boxes for **Subscribe to alarms** and **Subscribe to notification**



7. Click **OK**



8. Click **Close**

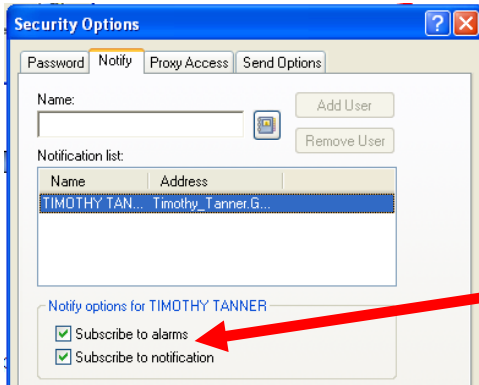




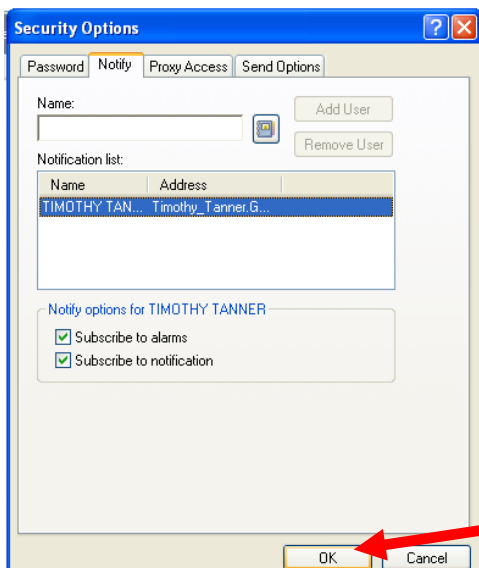
How to Turn On GroupWise Notifications

You may complete the following steps to **turn on** the message and alarm notifications in GroupWise:

1. Complete steps 1 – 5 above.
2. Select the check boxes for **Subscribe to alarms** and **Subscribe to notification**



3. Click **OK**



4. Click **Close**

