## Phone Notifications: Turn on and off

- 1. Select the menu icon
- 2. Select the Settings Gear found on the bottom left.

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3. See Mail Notifications and/or Calendar Notifications



4. To turn email notifications off - select None Note: If you want email notifications on, select Focused or Focused and Other

Sound for Sent Mail	Default >
<b>1</b> Office 365 -	
Focused and Other Inboxes	
Focused Inbox Only	
None	~

5. For calendar notifications, turn enable Notifications on or off





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