

Global Alerts ⚙️ Settings > Alerts

Control the type and number of alerts you receive so Symphony can work with you instead of distract you.

The screenshot shows the 'Alerts' settings page in the Symphony application. The page is divided into sections for 'Message Notifications', 'Sound Notifications', and 'Offline Notifications'. Callouts point to specific settings:

- Visual Alert:** Points to the 'Numbered Badge' dropdown menu under 'Message Notifications'.
- Desktop Alerts:** Points to the 'Enable Desktop Alerts' checkbox under 'Message Notifications'.
- Audio Alert:** Points to the 'Sound Volume' slider and 'Default Sound' dropdown under 'Sound Notifications'.
- Do Not Disturb:** Points to the 'Mute all sound notifications' checkbox under 'Sound Notifications'.
- Offline Alerts:** Points to the 'Offline Notifications' section, which includes checkboxes for 'When offline, notify me via e-mail when I am mentioned' and 'When offline, notify me of new IMs via e-mail'.

At the bottom of the settings page, there are links for [Help](#), [EULA](#), [Diagnostics](#), and [Sign Out](#).

PRO TIP 1

Alerts overload?
 Hide badges and blinking rows by unchecking the "Enable Desktop Alerts" checkboxes.

Room Alerts (i) Chat Details > Notifications

Use room alerts to target important chats and chatrooms to help you prioritize the order of your responses.

The screenshot displays the SYMPHONY chat interface. On the left is a dark sidebar with a 'CHATS' list. The main area shows an 'Internal Private Room' with 12 members. A 'Chat Details' panel is open on the right, showing 'Options' with 'Notifications' selected. A 'PRO TIP 2' box provides instructions on setting alerts. Callouts explain the 'Chat Details' icon, the 'Alert Type' dropdown (set to 'Blinking Row'), and the 'Visual Alerts' checkbox (checked).

Chat Details
To assign visual alerts to rooms and chats, first open Chat Details.

Notifications
Set visual alerts under Notifications, inside the Options menu.

Alert Type
Select numbered badges or a blinking row to indicate new chat activity.

Visual Alerts
Turn on or off visual alerts for this chat.

PRO TIP 2
Notice critical alerts right away
Assign unique visual alerts to important rooms and chats:
1. Open chat or room details
2. Select "Notifications"
3. Set an alert type

People Alerts Profile > Sound

Assign a special sound and color to alerts for chats from people who need quick responses.

