Setting Up Gmail Desktop Notifications

Set up desktop notifications to avoid missing important messages from your email.

1. Sign into your gmail account.
2. Click the **cog icon** in the upper right corner and select **Settings**.
3. Under the **General** tab, scroll to the **Desktop Notifications section**.
4. Select one of the options listed:
   New mail notifications on ← Recommended
   Important mail notifications on
   Mail notifications Off
5. Once selected, scroll down to the bottom of the page and click **Save Changes**.

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