

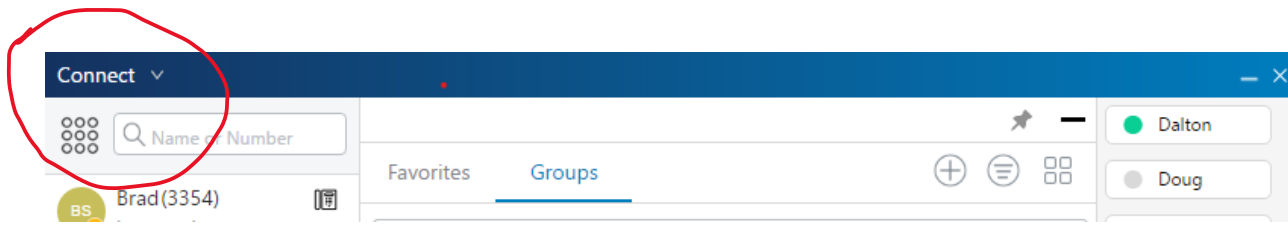
INFORMATION SHARING REPORT August 31, 2020

IT Answers:

We have had several requests asking how to make the instant message (IM) notification popup stay on the screen for more than a couple of seconds. The default from Mitel is 2 seconds. The instructions on how to change it are below.

Step 1:

With Mitel Connect open on your computer, click on the Connect menu button at the top of the Mitel screen.



Step 2:

Select Settings from the Drop Down. It will bring up the screen below. On that screen click on Notifications (1.) and then on the Popup tab at the top (2.). On the Popup setting screen change the "Keep Notification on Screen" selection from 2 seconds to 15 seconds (3.). Then simply click the x in the top right of the screen to close the Settings Menu.

