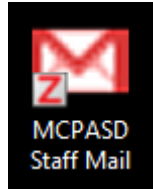
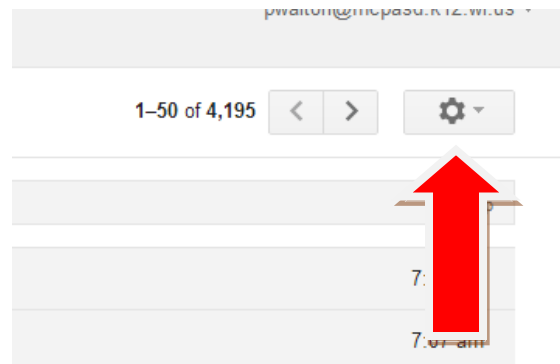


## Turning On Gmail Desktop Notifications

1. Open the icon on your desktop MCPASD Staff Mail



2. Login to your email as normal
3. When in email click the Gear Icon in the top right hand corner and click settings



4. Make sure you are on the General tab (Defaults to this normally) and scroll down to

**Desktop Notifications:**  
(allows MCPASD Staff Mail to display popup notifications on your desktop when new chat and email messages arrive)  
[Learn more](#)

[Click here to enable desktop notifications for MCPASD Staff Mail.](#)

- Chat notifications on
- Chat notifications off
- New mail notifications on - Notify me when any new message arrives in my inbox
- Important mail notifications on - Notify me only when an important message arrives in my inbox
- Mail notifications off

5. Turn on the Desktop Notifications **You Require**
6. After clicking “Click here to enable desktop notifications for MSCPASD Staff Mail” Click Allow at the top of the page, then Save Changes at the bottom

