1
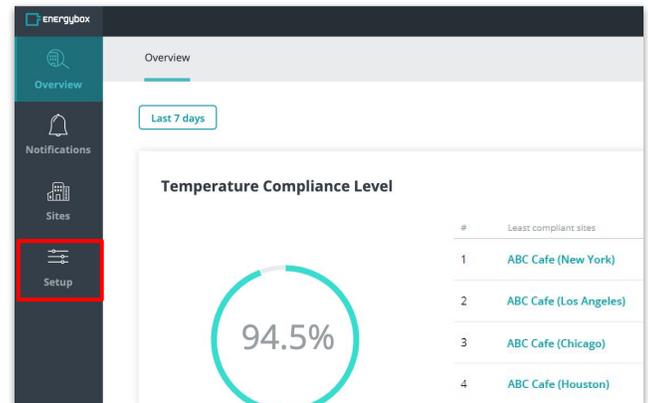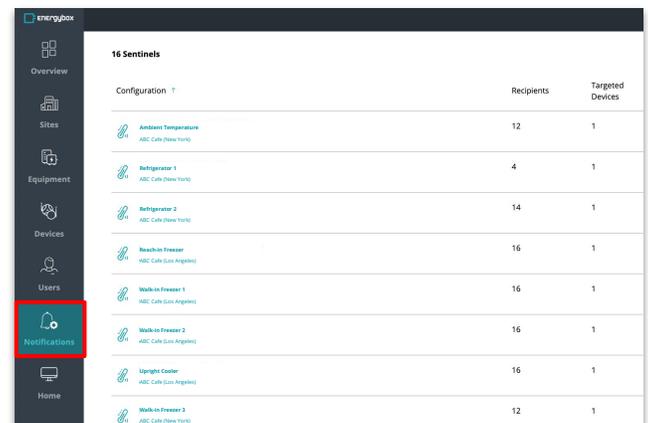
Click the "**Setup**" button on the bottom left of the menu bar. This will take you to the Admin side of the platform.

2

Click the "**Notifications**" button on the bottom left of the menu bar.

3

Click the alarm icon in the "**Status**" column of a Notification to mute it. The icon will show a slash through it once the notification has been muted. The notification can be unmuted by clicking the same icon.