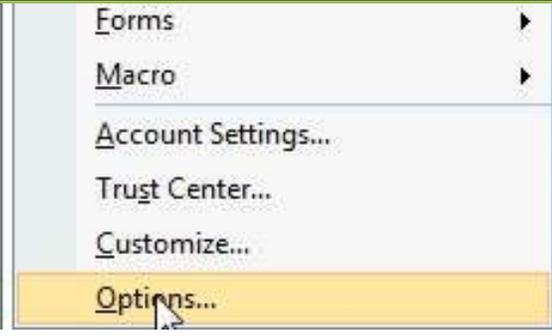
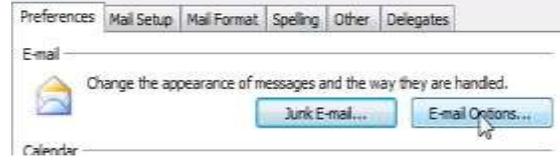
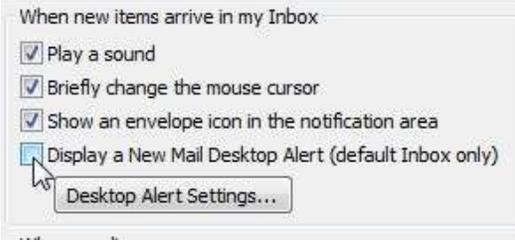


PURPOSE: The purpose of this procedure is to demonstrate how to DISABLE Outlook notification settings from displaying on your screen.

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP		REFERENCE IMAGE	
<p>STEP 1: After logging into your system, open Outlook Desktop.</p>			
<p>STEP 2: Click on TOOLS in the MENU</p>			
<p>STEP 3: OPTIONS in the TOOLS menu</p>			
<p>Step 4: EMAIL OPTIONS in the PREFERENCES menu</p>			

<p>Step 5: Select Advanced Email Options</p>			
<p>Step 6: Uncheck "Display a NEW Mail Desktop Alert"</p>			
<p>Step 7: Click OK to close the Advanced Settings Box.</p>			
<p>Step 8: Click OK to close the Email Options Box.</p>			
<p>Step 9: Click OK to close the Options Box</p>			