09/30/2013 Rev 1

**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
STEP 1: After logging into your system, open Outlook Desktop.	a Miterosofit Office=Ouill
STEP 2: Click on TOOLS in the MENU	<u>View Go</u> <u>Tools</u> <u>A</u> ctions O « Inbox
STEP 3: <b>OPTIONS</b> in the TOOLS menu	Eorms <u>Macro</u> <u>Account Settings</u> Tru <u>s</u> t Center <u>C</u> ustomize <u>Options</u>
Step 4: EMAIL OPTIONS in the PREFERENCES menu	Preferences Mail Setup Mail Format Spelling Other Delegates E-mail Change the appearance of messages and the way they are handled. Unic E-mail Options Calendar

Step 5: Select Advanced Email Options	Message handling After moving or deleting an open ite Close original message on reply of Save copies of messages in Sent Automatically save unsent messa Remove extra line breaks in plain Shade message headers when re Advanced E-pail Options
<b>Step 6: Uncheck</b> "Display a NEW Mail Desktop Alert"	When new items arrive in my Inbox Play a sound Briefly change the mouse cursor Show an envelope icon in the notification area Display a New Mail Desktop Alert (default Inbox only) Desktop Alert Settings
Step 7: Click OK to close the Advanced Settings Box.	ENTER to send messages
Step 8: Click OK to close the Email Options Box.	es while completing To, Cc, and Bcc fields ENTER to send messages Cancel
Step 9: : Click OK to close the Options Box	hange the settings for mobile notification and messaging. Notifications Mobile Cancel