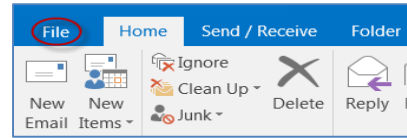


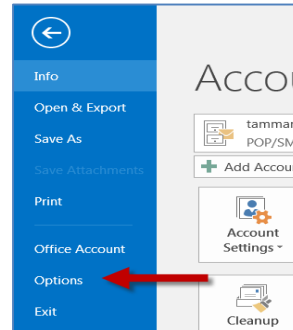
## Turning Off Display Alerts or Notifications

Display Alerts (notifications) appear on your computer screen, when you receive mail items. For some, Display Alerts can be distracting. You can turn off these Display Alerts. These instructions will guide you in this process.

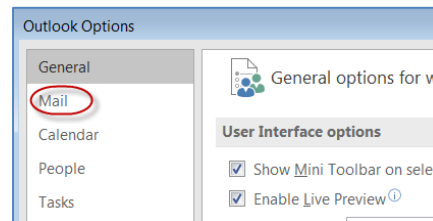
1. On the ribbon, click **File**



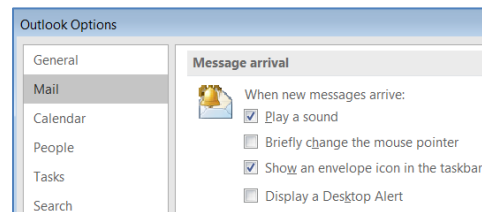
2. From the File menu, click **Options**



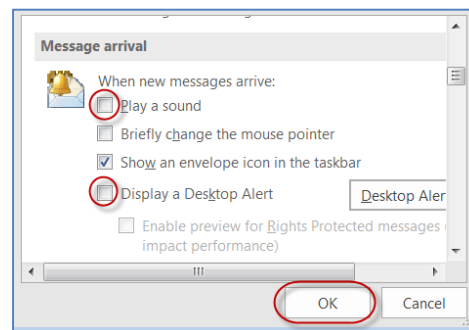
3. On the Outlook Options screen, click **Mail**



4. In the center pane, scroll down to **Message Arrival**



5. In the Message Arrival,
- Uncheck Play a sound
  - Check Show an envelope icon in the taskbar
  - Uncheck Display Desktop Alert
  - Click OK



6. With these settings, new mail items will show as an icon on your taskbar.