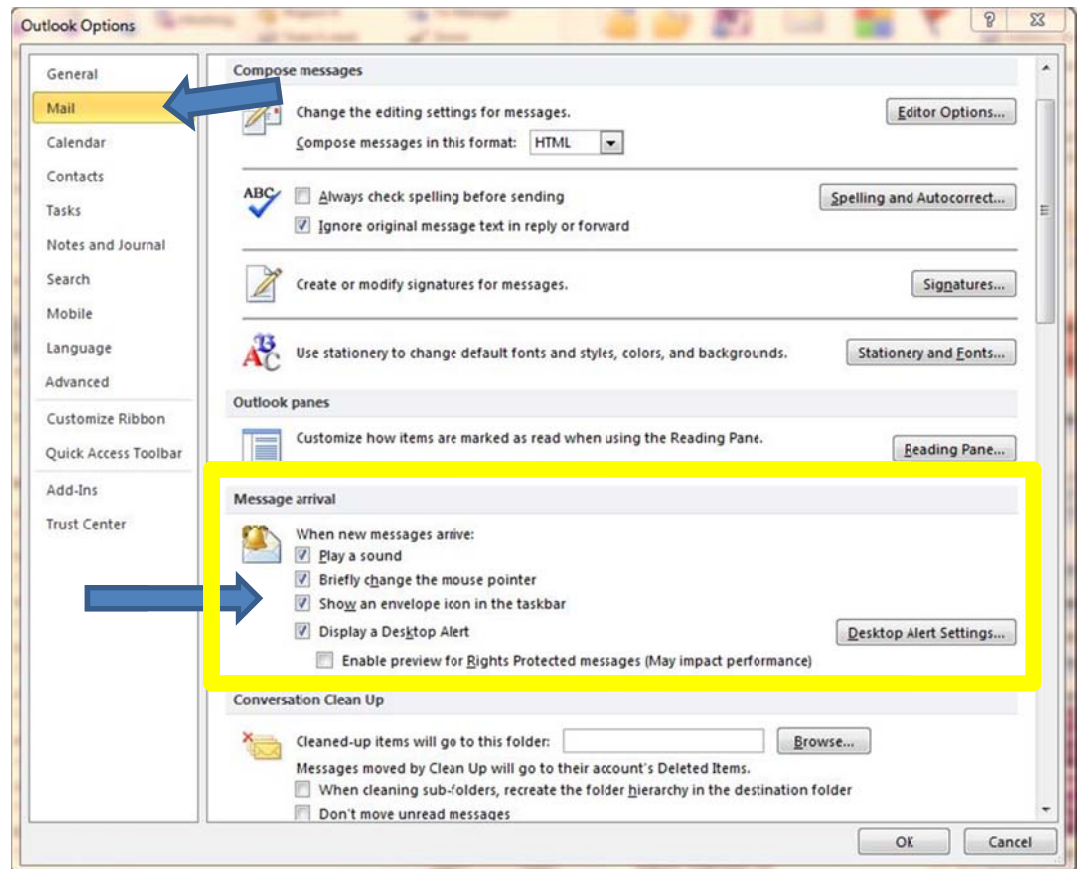


## Outlook Alerts

1. Click the File tab
2. Click Options
3. Click Mail
4. Under Message arrival, select or clear the Display a Desktop Alert check box

NOTE: To suppress other notifications such as playing sounds, changing the mouse pointer, or displaying an envelope icon in the taskbar, clear the respective check boxes for those functions.



5. You can also turn off Desktop Alert when one appears on your screen. Click the down arrow on the alert, and then click Disable New Mail Desktop Alert.
6. To change the transparency of Desktop Alerts or how long they are visible, click Desktop Alert Settings.