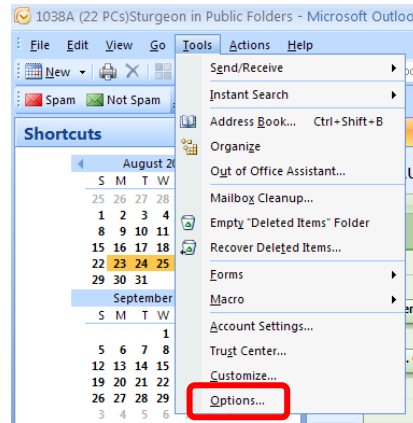
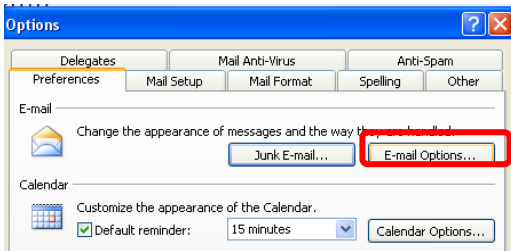


How to Eliminate Email Popups

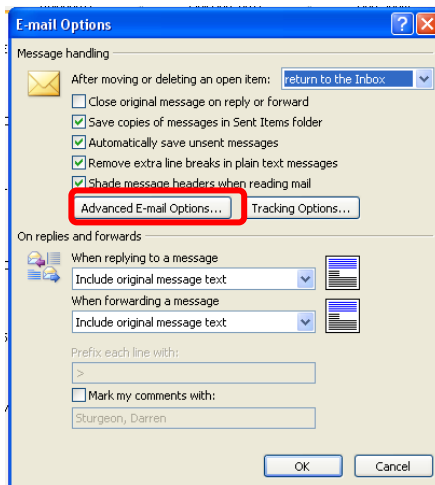
1. In Outlook, Tools>Options.



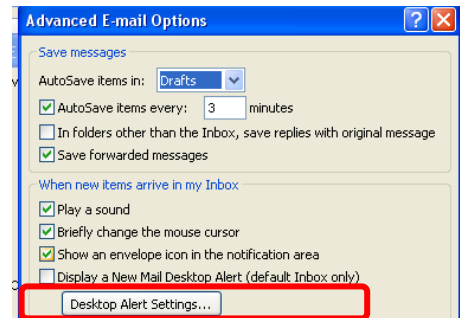
2.



3.



4. Uncheck



Text version of instructions

TURN OFF ALERTS

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, click **E-mail Options**, and then click **Advanced E-mail Options**.
3. Under **When new items arrive in my Inbox**, clear the **Display a New Mail Desktop Alert (default Inbox only)** check box.

NOTE To suppress other notifications such as playing sounds, changing the mouse pointer, or displaying an envelope icon in the notification area, clear the **Play a sound**, **Briefly change the mouse cursor**, or **Show an envelope icon in the notification area** check box, respectively.