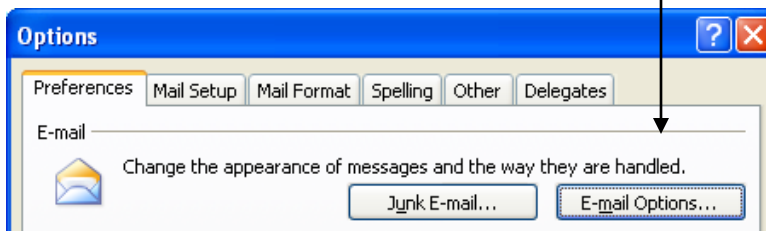
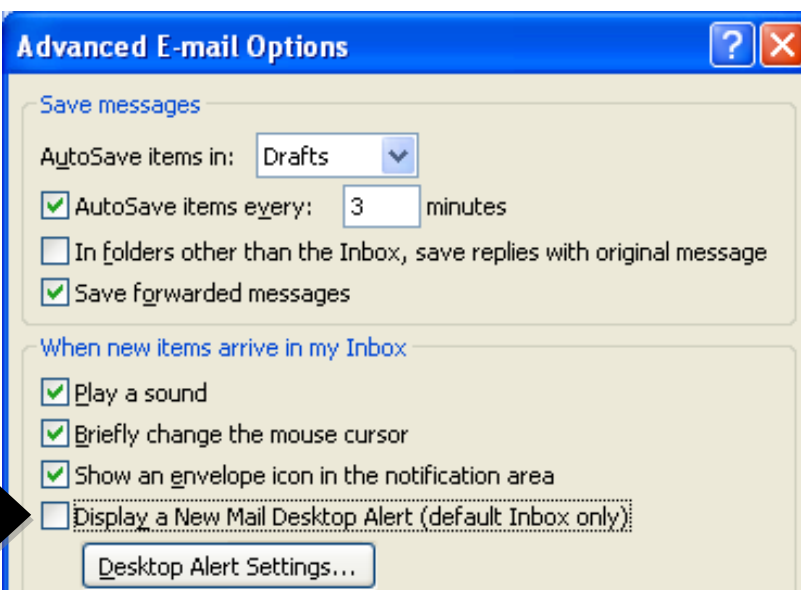
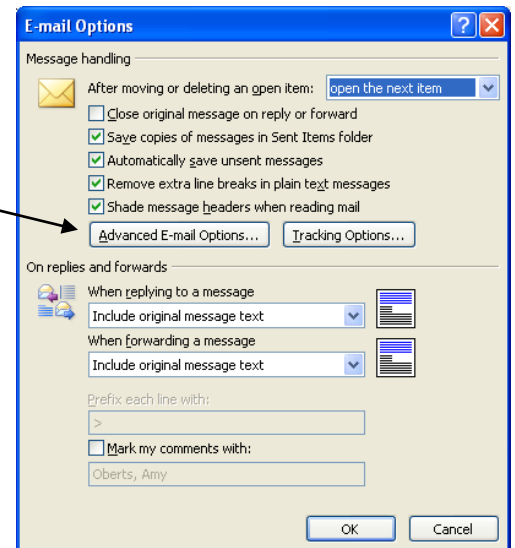


# Removing Email Notifications within Outlook

1. Launch Microsoft Office Outlook.
2. Click on the “Tools” drop-down menu; select “Options.”
3. Click the “E-mail Options” button.



4. Click the “Advanced Email Options” button.
5. **Uncheck** the box next to “Display a New Mail Desktop Alert” (default Inbox only)



Now you have eliminated visual distractions caused by incoming emails!