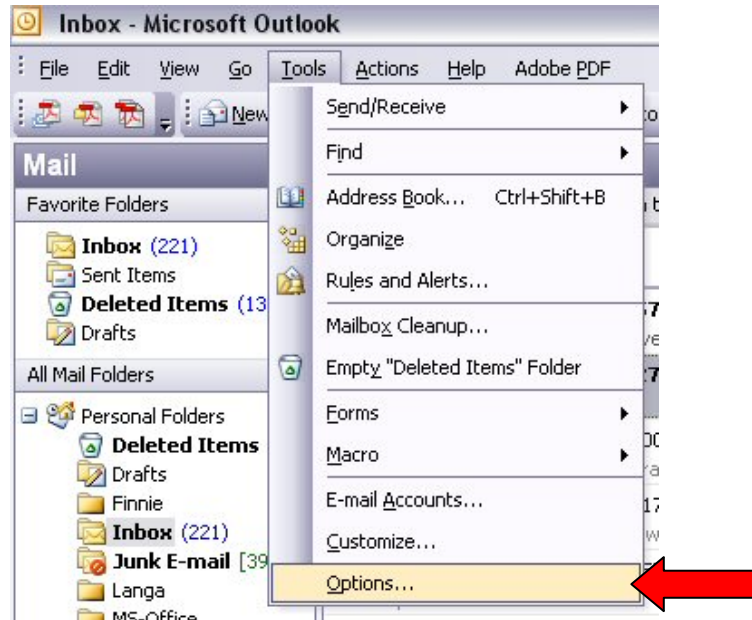
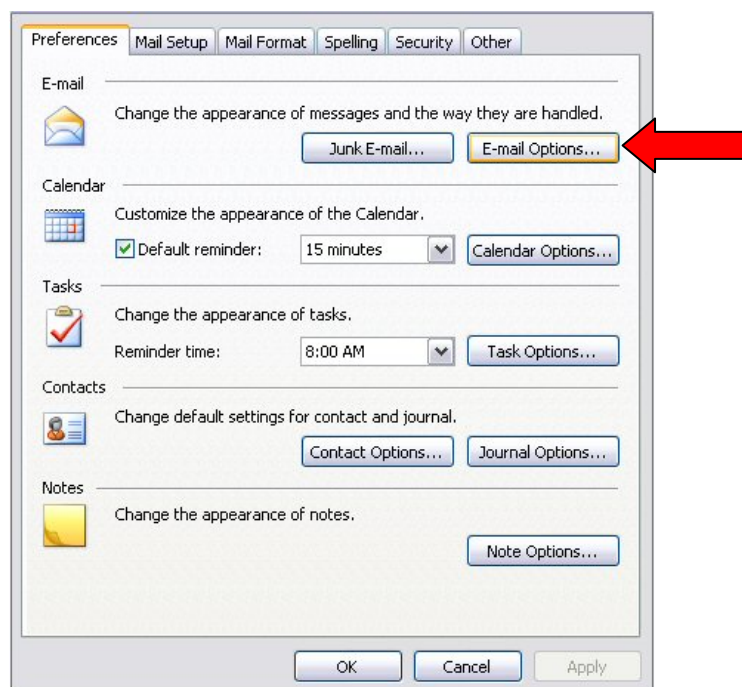


Outlook 2003: Turning Off Desktop Alerts for New Mail

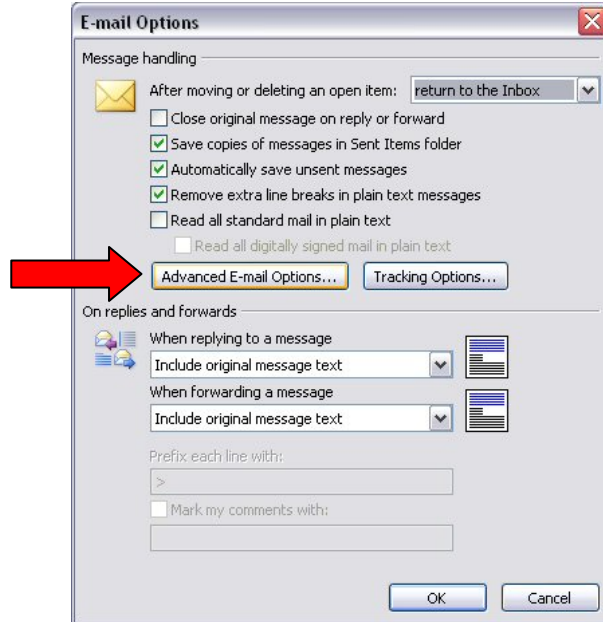
1. Outlook 2003 has many ways of alerting you to the arrival of new email. One of them is a Desktop Alert window that appears in the bottom right corner of your monitor. If you find the desktop alerts annoying, you can turn them off. Click **Tools** on the menu bar and then click **Options** in the drop-down menu.



2. On the Preferences tab, click the **Email Options** button.



3. Click the **Advanced Email Options** button.



4. About halfway down the dialog box, **click the box next to *Display a New Mail Desktop Alert*** to clear the check mark. Click **OK** to close each dialog box.

Note: You can also adjust the settings to have Outlook play a sound, briefly change your mouse cursor, or display an envelope icon in the notification area (right end of your task bar) when a new email arrives.

