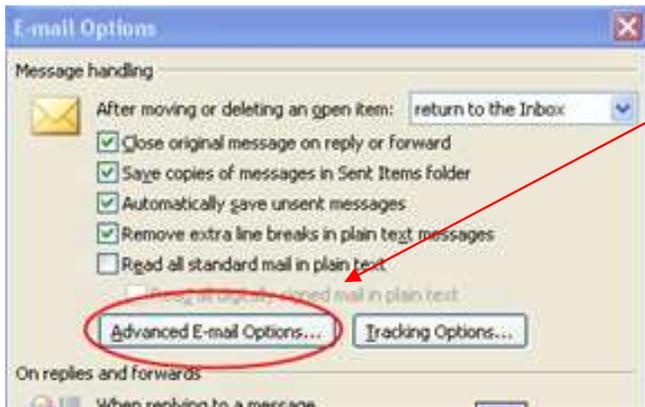
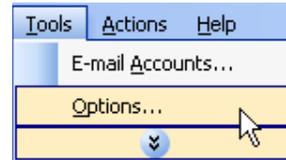


Customize MS Outlook's Email Notification Feature – In 60 Seconds or Less!

Are you distracted every few minutes when Outlook automatically downloads your email and incoming messages float across your screen tempting you to lose focus? Did you know you can adjust how often your email is downloaded – or even turn the automatic setting “off.”

To make changes to the Outlook email notification that appears in the lower right hand corner of your screen or any of the audio notifications that you receive:

- On the Outlook tool bar, go to **Tools > Options**.
- Click the **Email Options** button.



- Choose the **Advanced Email Options** button.



- Uncheck all the items under **When new items arrives in my Inbox**.

To change how often Outlook will download email into your Inbox:

- From the Outlook tool bar, go to **Tools > Options**.
- In the Options window, choose the **Mail Setup** tab.
- Click on the **Send/Receive** button.
- Under the section called **Settings for Group**, check
 - **Include this group on send/receive** and **Schedule an automatic send/receive every “___” minutes**. Leave this box unchecked if you do not want Outlook to automatically download your email.
 - Click **Close > OK**



To override the scheduled setting (or if no setting is chosen), click on the **Send/Receive** button at the top of your e-mail screen.



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