E-mail

Turn off All Email Alerts and Set up Rule for Specific Email Alerts

Outlook versions 2003 and 2007

Turn Off E-mail Alerts

To turn off all notifications when new e-mail messages arrive, follow these steps.

- 1. Select **Tools**, **Options** on the menu bar.
- 2. Click the **E-mail Options** button on the Preferences tab.
- 3. Click the Advanced E-mail Options button.
- 4. Uncheck all the boxes in the *When new items arrive in my Inbox* area of the dialog box.

When new items arrive in my Inbox

- ✓ Play a sound
- Briefly change the mouse cursor
- \overline{ullet} Show an envelope icon in the notification area
- Display a New Mail Desktop Alert (default Inbox only)
 Desktop Alert Settings...
- Click OK three times to close the three dialog boxes.

Rul	es (Cont	inued)

Rule 4: Create a Rule to Activate E-mail Alerts for Specific People

Once you have deactivated e-mail alerts, use the following steps to activate alerts for specific people.

- 1. Select **Tools**, **Rules and Alerts** from the menu bar.
- The Rules and Alerts dialog box displays. Click New Rule.
 New Rule...
- 3. Select Start from a blank rule.
- 4. Click Check messages when they arrive if it isn't already selected.
- 5. Click Next.
- Choose from people or distribution list, and then in Step 2 in the bottom half of the dialog box, click people or distribution list.

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from people	or distribution list	^
with specific	c words in the subject	
through the sent only to	specified account	
where my n	ame is in the To box	
marked as	importance	
marked as	sensitivity	
tlagged for whore my n	action	
where my n	ame is in the CC box	
where my n	name is not in the To box	
sent to peo	ple or distribution list	1200
with specific	<u>; words</u> in the body	<u> </u>
Stop 2: Edit the	rule description (click an underlined value)	
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from people o	r distribution list	
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 Select the appropriate name(s) in the Rule Address dialog box by double-clicking on the names, and then verify that the requested names display in the From text box near the bottom of the Rule Address dialog box.

8. Cl	ick OK	to close	the R	ule Addr	ess dialog bo	DX.
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- 9. Click Next.
- In Step 1 of this dialog box click the check box next to display a Desktop Alert (at the very end of the list), and then click Next.

	Rules Wizard
	What do you want to do with the message?
	Step 1: Select action(s)
	flag message for action in a number of days
	clear the Message Flag
	mark it as importance
	print it
	start application
	mark it as read
	run <u>a script</u>
	perform a custom action
	display a specific message in the New Item Alert window
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E-mail

Turn off All Email Alerts and Set up Rule for Specific Email Alerts

Outlook version 2010

Turn Off E-mail Alerts

To turn off all notifications when new e-mail messages arrive, follow these steps.

- 1. Select File, Options on the menu bar.
- 2. Click the Mail link in the navigation window on the left.
- 3. Under the Message arrival section, uncheck **Display a Desktop Alert**.



4. Click **OK** to close the dialog box.

Rules (Continued)

Rule 4: Create a Rule to Activate E-mail Alerts for Specific People

Once you have deactivated e-mail alerts, use the following steps to activate alerts for specific people.

1. On the Home ribbon, click the **Rules** button.

	Move 🔻	
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	Move	

- 2. Click Manage Rules and Alerts.
- 3. Click the **New Rule** button.
- 4. Under Start from a blank rule click **Apply** rule on messages I receive.
- 5. Click Next.
- Choose from people or public group, and then in Step 2 in the bottom half of the dialog box, click people or public group.



 Select the appropriate name(s) in the Rule Address dialog box by double-clicking on the names, and then verify that the requested names display in the From text box near the bottom of the Rule Address dialog box.

- 8. Click $\ensuremath{\mathsf{OK}}$ to close the Rule Address dialog box.
- 9. Click Next.
- In Step 1 of this dialog box click the check box next to display a Desktop Alert (at the very end of the list), and then click Next.

R	tules Wizard
	What do you want to do with the message?
	Step 1: Select action(s)
	flag message for action in a number of days
	flag message with a colored flag
	clear the Message Flag
	mark it as importance
	price
	start application
	mark it as read
	run <u>a script</u>
	stop processing more rules
	display a specific message in the New Item Alert window
	display a Desktop Alert
	Step 2: Edit the rule description (click an underlined value)
	from Horace Grifton
	display a Desktop Alert
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 Click OK to close the Rules and Alerts dialog box.