## 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.

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## 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.

Step 1: Select o			
	or distribution list words in the subject		^
	specified account		
sent only to			
	ame is in the To box		
marked as marked as			
flagged for			
	ame is in the Cc box		
	ame is in the To or Cc box		
	ame is not in the To box le or distribution list		
	words in the body		~
Apply this rule	rule description (click an underlined after the message arrives clistribution list	value)	
	Cancel < Back	Next >	Finish

 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.

Step 1: Select ag	nt to do with the message?	
flag message		
	tion(s)	
	for action in a number of days	
clear the Mes	with <u>a colored flag</u> sane Flag	
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print it		
play <u>a sound</u> start <u>applicat</u>	ion	
mark it as rea		
run <u>a script</u>		
perform a cu	ng more rules	
display a spe	cific message in the New Item Alert window	
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	ule description (click an underlined value)	
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	Cancel < Back Next > Finish	
then click	Finish.	
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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.

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- 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	ules 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 print it	
	play a sound	
	start application	
	mark it as read	
	run <u>a script</u>	
	stop processing more rules perform a custom action	
_	display a specific message in the New Item Alert window	
-	✓ display a Desktop Alert	
	Step 2: Edit the rule gescription (click an underlined value)	
	Apply this rule after the message arrives	
	from Horace Grifton	
	display a Desktop Alert	
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	Cancel < Back Next > Finish	
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 Click OK to close the Rules and Alerts dialog box.