

E-mail

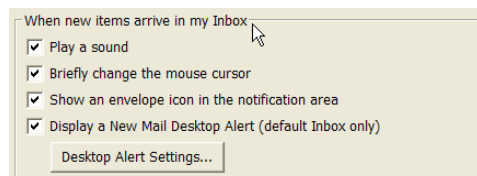
Turn off All Email Alerts and Set up Rule for Specific Email Alerts

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.



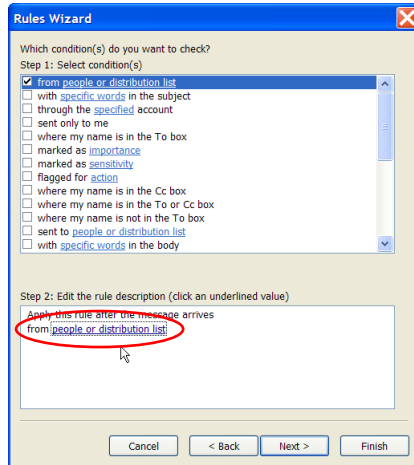
5. Click **OK** three times to close the three dialog boxes.

Rules (Continued)

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

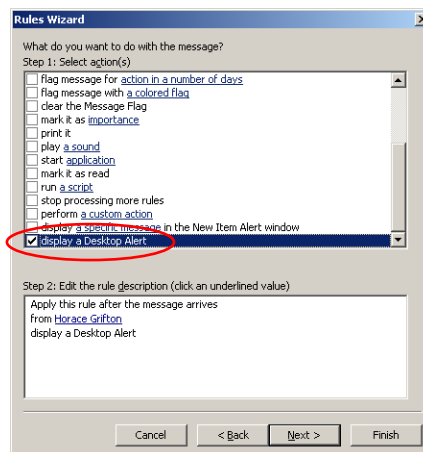
Once you have deactivated e-mail alerts, use the following steps to activate alerts for specific people.

1. Select **Tools, Rules and Alerts** from the menu bar.
2. The Rules and Alerts dialog box displays. Click **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.**
6. Choose **from people or distribution list**, and then in Step 2 in the bottom half of the dialog box, click **people or distribution list**.

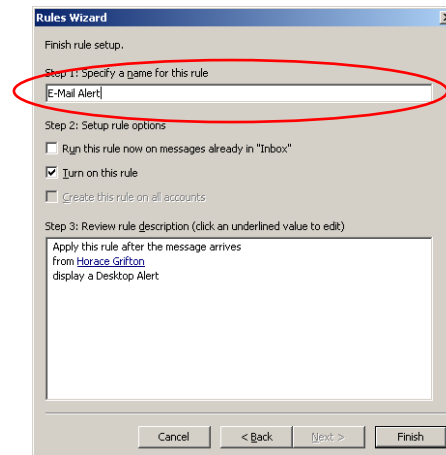


7. Select the appropriate name(s) in the Rule Address dialog box by double-clicking on the names, and then verify that the requested names display in the From text box near the bottom of the Rule Address dialog box.

8. Click **OK** to close the Rule Address dialog box.
9. Click **Next.**
10. 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.**



11. Click **Next** again to bypass the exceptions list.
12. Name the rule in Step 1 of this dialog box, and then click **Finish.**



13. Click **OK** to close the Rules and Alerts dialog box.

E-mail

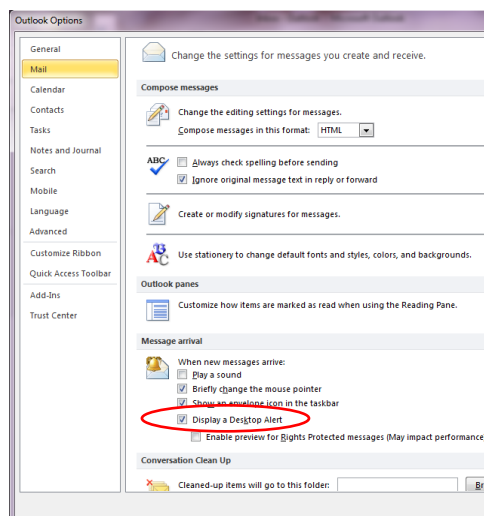
Turn off All Email Alerts and Set up Rule for Specific Email Alerts

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**.

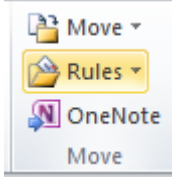



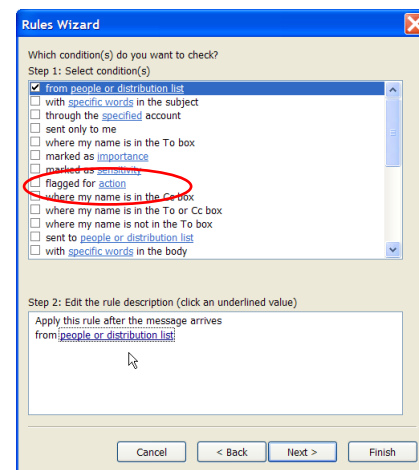
4. Click **OK** to close the dialog box.

Rules (Continued)

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

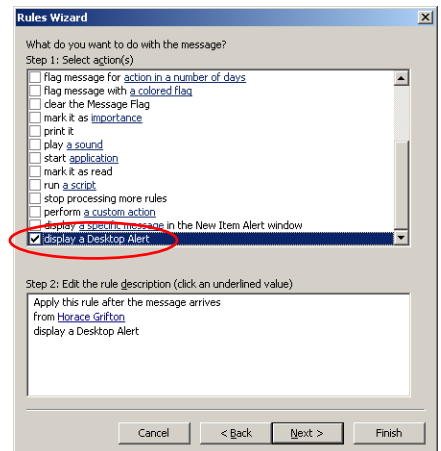
Once you have deactivated e-mail alerts, use the following steps to activate alerts for specific people.

1. On the Home ribbon, click the **Rules** button.
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**.
6. Choose **from people or public group**, and then in Step 2 in the bottom half of the dialog box, click **people or public group**.

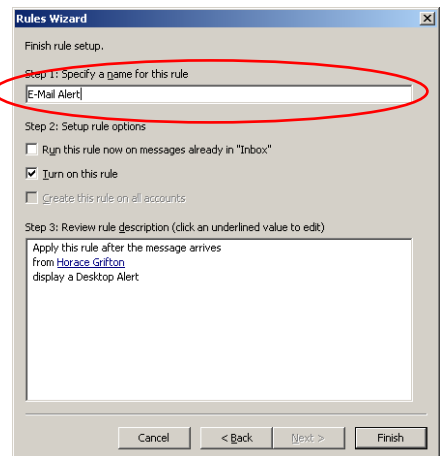


7. Select the appropriate name(s) in the Rule Address dialog box by double-clicking on the names, and then verify that the requested names display in the From text box near the bottom of the Rule Address dialog box.

8. Click **OK** to close the Rule Address dialog box.
9. Click **Next**.
10. 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**.



11. Click **Next** again to bypass the exceptions list.
12. Name the rule in Step 1 of this dialog box, and then click **Finish**.



13. Click **OK** to close the Rules and Alerts dialog box.