You may turn off mail notifications or change the action of each new message. This will reduce interruptions and allow you to work more effectively.

## Turn on/off or modify Incoming Email Notifications

- On the **File** tab, select **Options** and then **Mail.**

- In the Message arrival section, ensure all boxes are not selected.



- Click on **OK**.

You should also set your calendar reminders to a time that is best for you. If too short (e.g. 1 minute), you may be late for meetings. If too long (e.g. 15 minutes) you will waste time constantly "snoozing" the reminder.

## Turning off or Changing the Calendar Reminder

- On the **File** tab, select **Options** and then **Calendar.**

- In the Calendar options section, change the default reminder time or deselect the check box to turn reminders off. The default reminder time should be set based on your needs. If set too long you will ignore the reminder or constantly click on "snooze".



- Click on **OK**.