

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.

Message arrival

When new messages arrive:

- Play a sound
- Briefly change the mouse pointer
- Show an envelope icon in the taskbar
- Display a Desktop Alert
- Enable preview for Rights Protected messages (May impact performance)

Desktop Alert Settings...

- 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”.

Calendar options

Default reminders: 15 minutes

Allow attendees to propose new times for meetings

Use this response when proposing a new meeting time: ? Tentative

Add holidays to the Calendar: Add Holidays...

Change the permissions for viewing Free/Busy information: Free/Busy Options...

Enable an alternate calendar

English Gregorian

When sending meeting requests outside of your organization, use the iCalendar format

Show bell icon on the calendar for appointments and meetings with reminders

- Click on **OK**.