

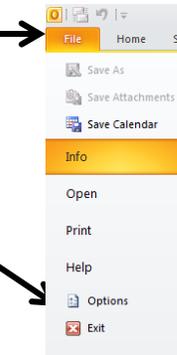
Turn Off Mail Notifications When Using a Projector

While in Outlook, not Webmail, desktop notifications were changed back to **on** as a default when computers were upgraded to Windows 7. If you are teaching with Outlook open notifications will appear as mail is received.

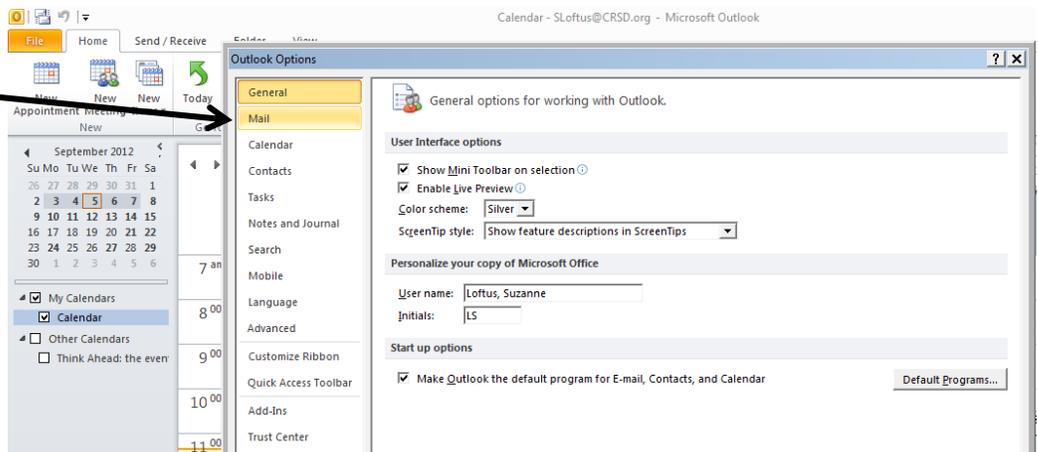
If you use a projector and need to turn off email notifications please do the following:

Go to the **file** tab and select

options



Next-choose **Mail**



Scroll down to **Messages arrival** and **uncheck display a desktop alert**

This will remove the preview alert.

You might want to consider unchecking the play a sound, briefly change the mouse pointer and show an envelope icon in the taskbar as well.

Once you have made your changes click **OK**.

These settings will need to be changed on multiple computers if you move from room to room.

If Outlook is not open it will not be an issue.

