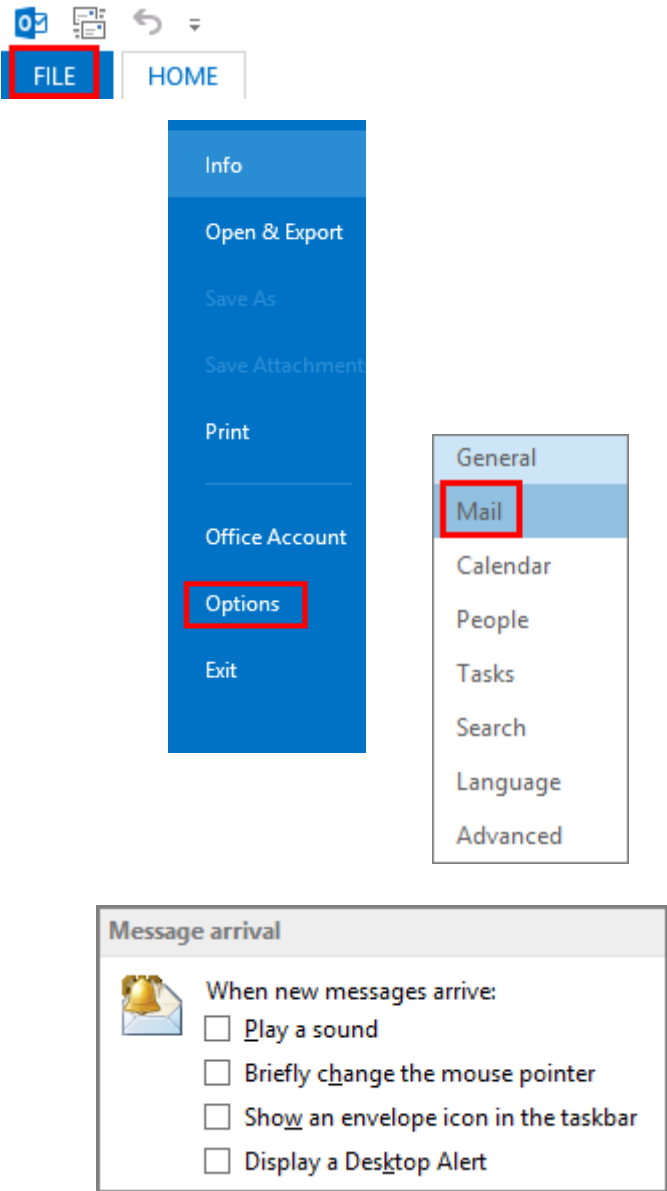




How to remove notification of a new e-mail in Outlook

What are you going to do?	How to do it?	Where is it?
<p>Change how Outlook notifies you when new mail arrives</p>	<p>Select the FILE tab.</p> <p>Select Options.</p> <p>The dialog box Settings opens.</p> <p>Select Mail in the left side of the dialog box.</p> <p>In the group Message arrival you can customize what should happen when you receive an e-mail.</p>	 <p>The screenshot shows the Outlook interface. The 'FILE' tab is selected in the ribbon. The 'Options' menu is open, and the 'Options' item is highlighted. The 'Mail' settings dialog box is open, and the 'Message arrival' section is highlighted. In this section, the 'When new messages arrive:' group box contains four unchecked options: 'Play a sound', 'Briefly change the mouse pointer', 'Show an envelope icon in the taskbar', and 'Display a Desktop Alert'.</p>

