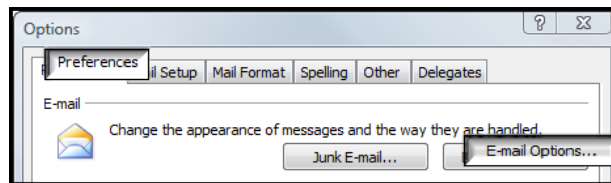


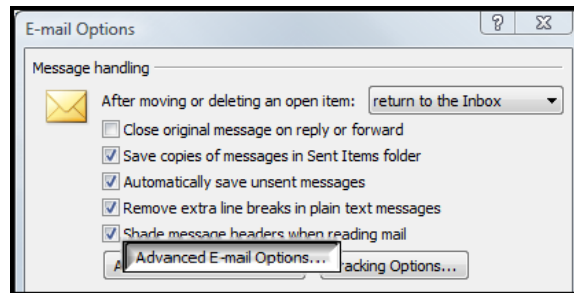
HOW TO: TURN OFF NOTIFICATIONS:

Purpose: To minimize interruptions, you can turn off the notification window that pops up every time you receive a new e-mail. Don't forget to turn it back on again though!!

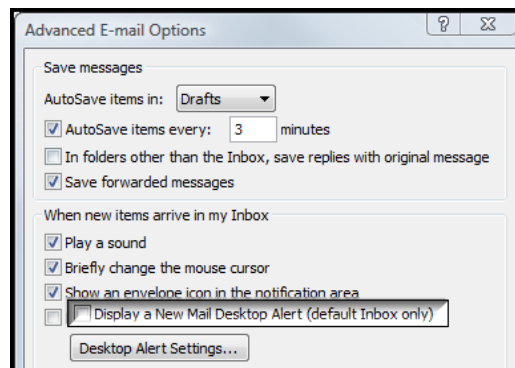
1. At the **Inbox**, select **Tools, Options**.
2. At the **Preferences Tab**, choose **E-mail Options**.



3. At the **E-mail Options** dialog box, choose **Advanced E-mail Options**.



4. At the **Advanced E-mail Options** dialog box, remove the checkbox from **Display a New Mail Desktop Alert (default Inbox only)** under *When new items arrive in my Inbox*.



5. Click **OK** three times.