

# Turn off desktop alerts in Outlook

By default, Outlook has the Desktop Alerts feature turned on - when you receive a new email, a little box appears in the lower right corner of your screen with the name of the sender, the subject, and the first 2 lines of the email. If you don't want these alerts to appear, you can turn them off.

## Outlook 2003 & 2007

1. In Outlook, go to the **Tools** menu and select **Options**.
2. On the **Preferences** tab, click **E-mail Options**.
3. Click **Advanced E-mail Options**.
4. Uncheck **Display a New Mail Desktop Alert**.
5. Click **OK** 3 times to close all windows.