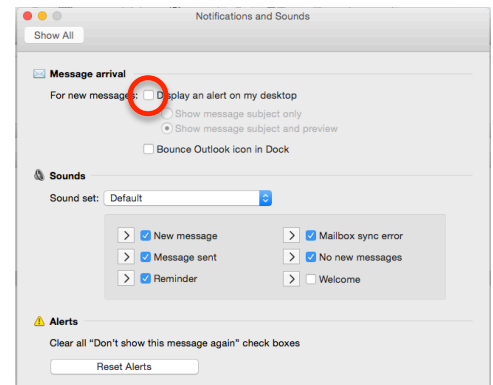


**How do I turn off the Outlook email notifications at the bottom right corner of my screen? They keep popping up while I am displaying on the SmartBoard.**

In Outlook:

- Click on Outlook on the menu bar at the top of the screen
- Click on Preferences
- Click on Notifications and Sounds
- Uncheck “Display an alert on my desktop”



**How do I turn off the notification sounds?**

- Click on Outlook on the menu bar at the top of the screen
- Click on Preferences
- Click on Notifications and Sounds
- Uncheck New Message, Message Sent, etc

