

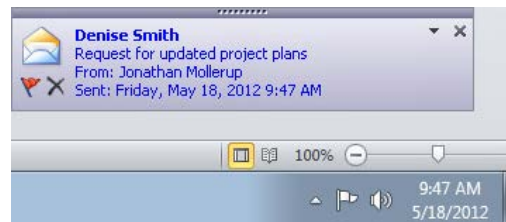
Turn on Notifications

Outlook is running in the background on your PC but you are busy working on another program. When a new message arrives in your inbox, you would like to see a pop-up display notifying you of its arrival. Or, Outlook is running in the background and you have been away from your desk, you would like to see an icon letting you know you have received a new message without having to go to your inbox and check. Notifications can be delivered to your desktop in a variety of ways and here's how you can configure Outlook to provide just what you need:

Turn on or off new message alert pop-up window

A Desktop Alert is a notification that appears on your desktop when you receive a new email message, meeting request, or task request. By default, Desktop Alerts are turned on.

The information displayed in a Desktop Alert varies depending on the item that you receive in your Inbox.



- **Email message** Displays the name of the sender, the subject, and the first two lines of the message. A Desktop Alert doesn't display the contents of an encrypted or digitally signed message. To view the message, you must open it.
- **Meeting request** Displays the sender, subject, date, time, and location of the meeting.
- **Task request** Displays the sender, subject, and start date of the assigned task.

TIP: If you want to keep a Desktop Alert visible so that you can take more time to read it, rest the pointer on the alert before it fades from view.

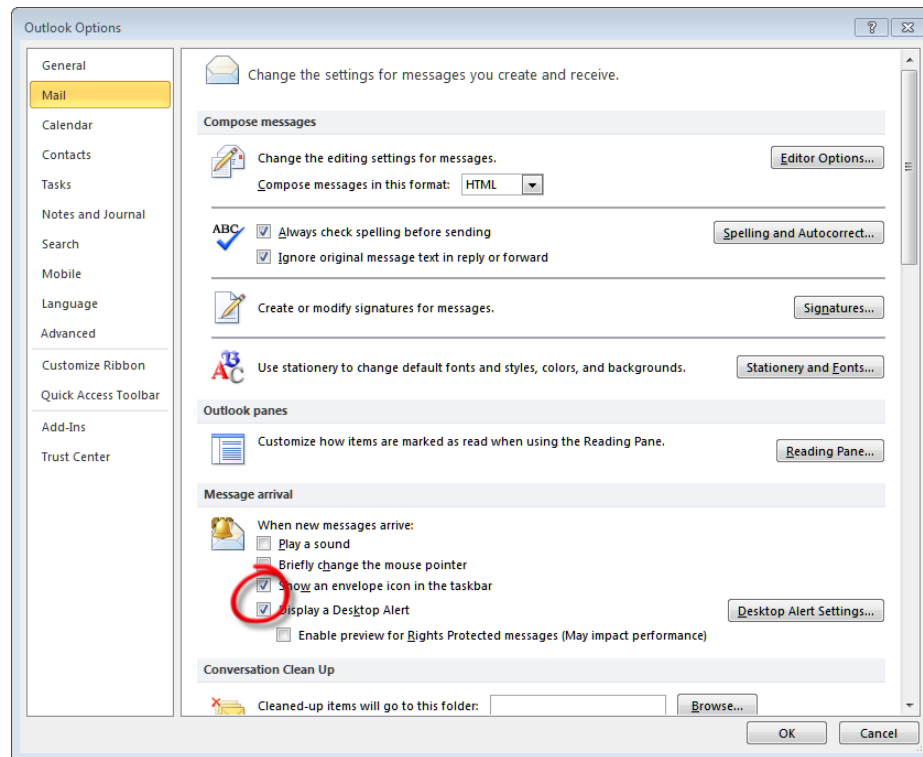
To turn on or off Desktop Alerts, do the following:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under Message arrival, select or clear the **Display a Desktop Alert** check box.

Also, if you are using message rules and a new message is moved out of the default account Inbox, you might not receive a Desktop Alert notification, or the Desktop Alert notification might not appear for the full duration of time that you configured in the settings for the Desktop Alerts feature.

For additional information on this topic, check out this link:

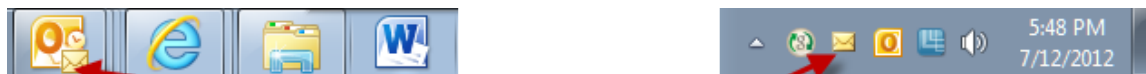
<http://compusavvy.wordpress.com/2011/05/29/display-envelope-icon-when-new-mail-arrives-outlook-2010-and-windows-7/>



Icon in your taskbar

If you wish to see a special icon in the taskbar similar to the ones pictured below, follow these steps:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under Message arrival, select or clear the **Show an envelope icon in the taskbar** check box.



Note the tiny envelopes representing arrival of new messages