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WORK WELL TOGETHER

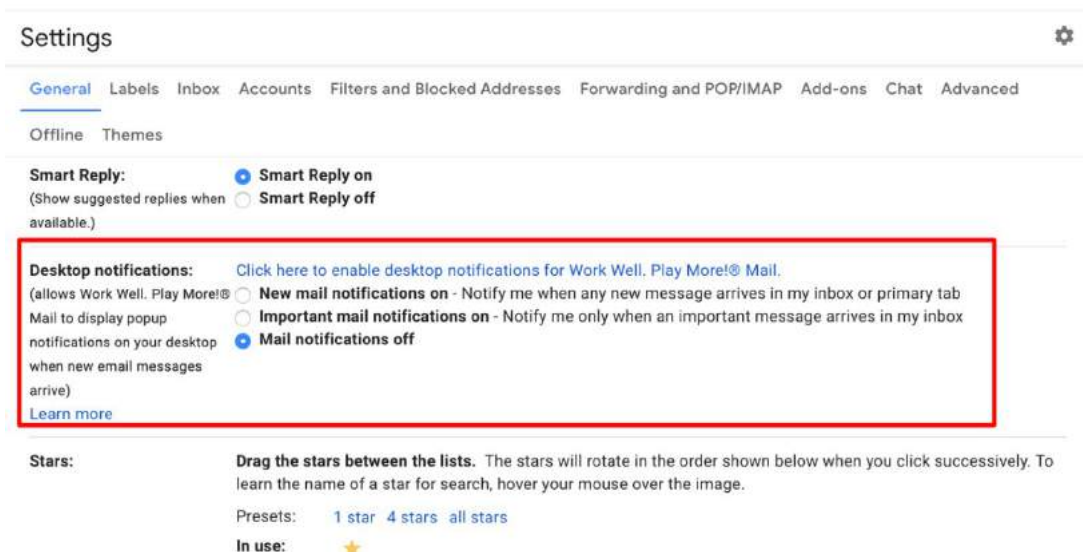
turn notifications on or off


Turn off notifications on Gmail

You can get email notifications on Google Chrome, Firefox, or Safari when you're signed in to Gmail and have it open in your browser.

Note: You won't see any notifications if you turned off all notifications for your browser.

1. On your computer, open [Gmail](#).
2. In the top right, click Settings  > Settings.
3. Scroll down to the **"Desktop notifications"** section.
4. Select **New mail notifications on**, **Important mail notifications on**, or **Mail notifications off**.
5. At the bottom of the page, click Save Changes.



Settings 

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#)

Offline [Themes](#)

Smart Reply: **Smart Reply on**
(Show suggested replies when available.) **Smart Reply off**

Desktop notifications: [Click here to enable desktop notifications for Work Well. Play More!® Mail.](#)
(allows Work Well. Play More!® Mail to display popup notifications on your desktop when new email messages arrive) [Learn more](#)


New mail notifications on - Notify me when any new message arrives in my inbox or primary tab

Important mail notifications on - Notify me only when an important message arrives in my inbox

Mail notifications off

Stars: **Drag the stars between the lists.** The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Presets: [1 star](#) [4 stars](#) [all stars](#)

In use: 

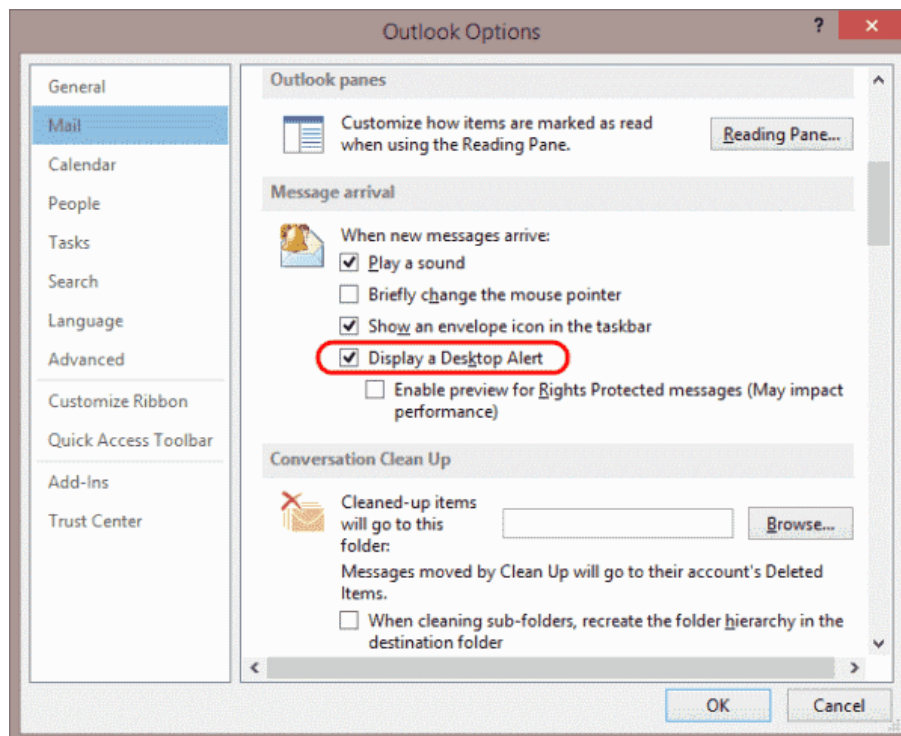


Note: If you use **inbox categories** and turned on notifications for new mail, you'll only get notifications about messages in your Primary category. If you turned on notifications for important mail, you'll get notifications for everything marked as **important**.

Turn off notifications on Outlook

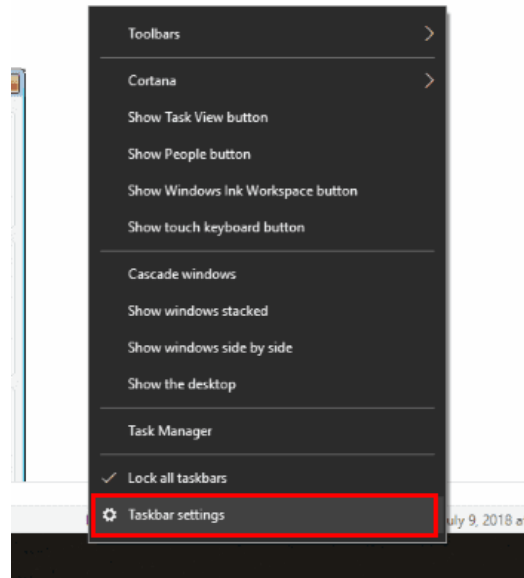
Fix 1: Outlook Setting

1. In Outlook, select the **"File"** menu.
2. Select **"Options"**.
3. Choose the **"Mail"** option in the left pane.
4. Scroll down to the **"Message arrival"** section. Check the **"Display a Desktop Alert"** box if you want a notification box to appear when you receive an email. Uncheck it if you don't want a notification box to appear. You can also choose **"Show an envelope icon in the taskbar"** if you wish.

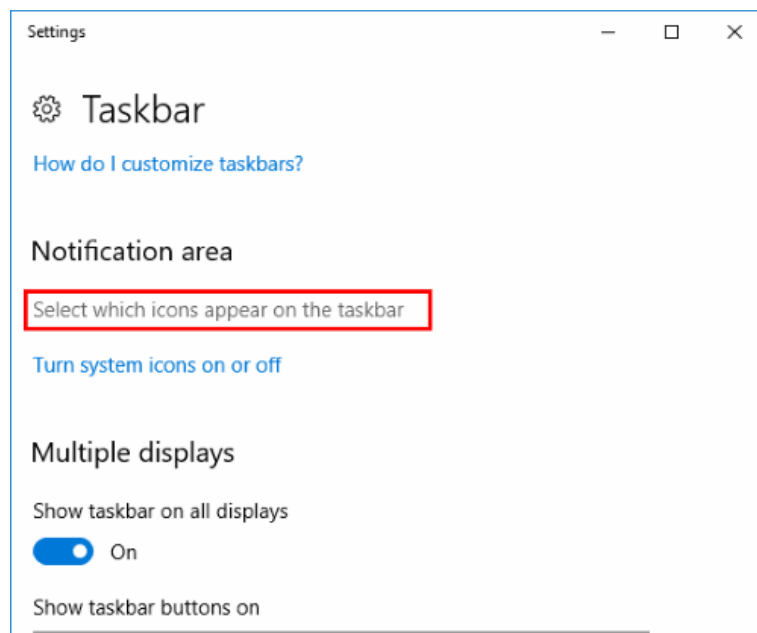


Fix 2 – Windows Notification Settings

1. Right-click a blank area on the taskbar, then select **"Taskbar settings"**.



2. Scroll down to the area that says **"Notification area"** and choose the **"Select which icons appear on the taskbar"**.



3. Look for "**Microsoft Outlook**" entry. There may be several, but look for the one that says "**Microsoft Outlook – You have new unread e-mail messages.**" and toggle it to the "**On**" position to enable it. Turn it "**Off**" to disable it.

