

Customizing the Appearance of Outlook Desktop Alerts

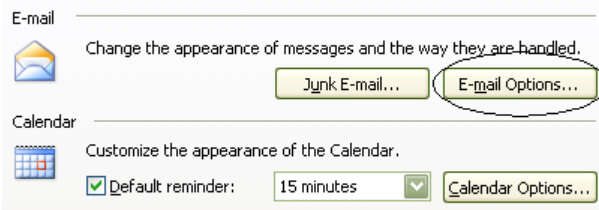
AgIT Operations

FAQ No. S1.1.15

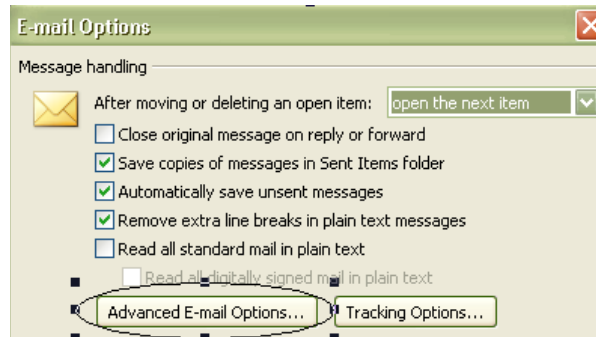
How can I change the appearance of my desktop alerts?

How to change Desktop Alerts:

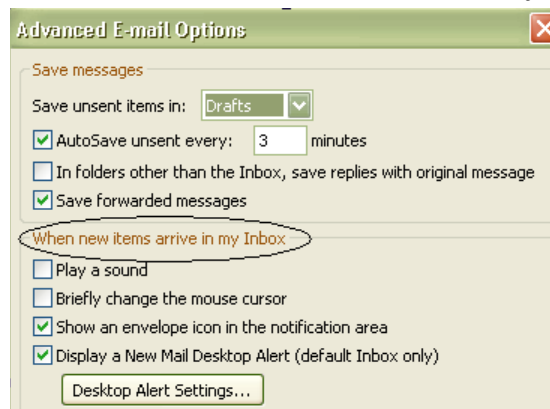
1. From your Outlook Inbox, select **Tools**. In the **Tools** menu, select **Options**. Next, select the **Preferences** tab from the new window that appears on your screen.
2. Select the **Email Options** button.



3. When the **Email Options** dialog box opens, select **Advanced Email Options**.



4. Within the **Advanced Email Options** dialog box, you can change options in the **When new items arrive in my Inbox** section.



Frequently Asked Questions

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- To change the amount of time an alert will be displayed on your desktop and the degree of visibility for the alert, you can also click on **Desktop Alert Settings** and adjust the settings according to your preferences.



Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.