

Reminders in Outlook Calendar

AgIT Operations

FAQ No. S1.1.39

How can I turn off the Reminders feature in Outlook calendar?

Turning off the Reminders Feature

Follow the steps below for any “new” appointments to turn off the reminders option.

1. Have the Calendar displayed in your Outlook window.
2. Click on the **Tools** menu then the **Options** menu. The Options window will be displayed.
3. Click the **Other** Tab.
4. Click the **Advanced Options** button.
5. Click the **Reminder Options** button in the Advanced Options window.
6. **Uncheck** the two check boxes “When a reminder comes due” in the Reminder Options window
7. Click the **OK** button.
8. Click the **OK** button.
9. Click the **OK** button.

Note: The above procedure will turn off reminders for any new appointments. To turn them off for any appointments/meetings already in the calendar you will need to open each meeting and uncheck the “reminder” box.

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/>.

Frequently Asked Questions

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