

New Email Popup

Some teachers have expressed a concern of having their email alert displayed on their screen while the computer is being viewed on the projector screen during class. There is a setting in the email to turn this off. If you have this concern and wish to stop the notification of new emails being delivered, follow these instructions. There are screen shots to help you.

Step 1. In the FILE menu select “options”

Step 2. Click on the Mail option on the left of the page

Step 3. Under the “Message arrival” area UNCHECK the option to Display a Desktop Alert

