

Turn off the notifications

What Is It?

Most people have their email set so that it interrupts them to let them know that new emails have arrived in their inbox. We recommend turning this function off.

Why Should You Use This?

These notifications act as a constant distraction and you'll be surprised how much of a relief it can be remove all those interruptions!

How To Do It

1. Click 'File'.
2. Click 'Options'.
3. Click on the second tab "Mail".
4. In the "Message Arrival" section, underneath the bit that says "when new messages arrive", untick all those boxes. We recommend even turning off the envelope icon for new messages, as even this on its own can be distracting.
5. Click 'OK'.