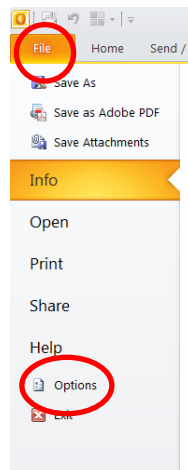


Turn Off MS Outlook Notifications

As required in Virtual Health Clinical Requirements, clinicians would like to provide a private communication space for virtual health events. Clinicians can turn of their Microsoft Outlook notifications (desktop alerts), to reduce the distractions and privacy risks. A Desktop Alert is a notification that appears on your desktop when you receive a new email message, a meeting request, or a task request. By default, Desktop Alerts are turned on. [Microsoft](#) does have additional tutorials on this.

Turn Off MS Outlook Notifications

From your Microsoft Outlook inbox, click on **File** tab on the top ribbon. Click on **Options**.

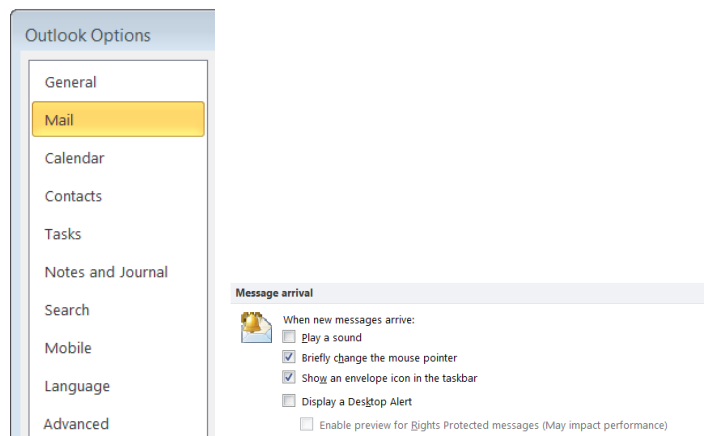


Another menu appears, select Mail.

On the right pane, locate “Message Arrival”. Ensure that the following are disabled / unchecked:

- Play a sound
- Display a desktop alert

Click OK at the bottom of the screen.



Once you have completed your Virtual Health Visit, you can go and turn the notifications back on by completing the same process and enabling/checking the 2 functions on message arrival.