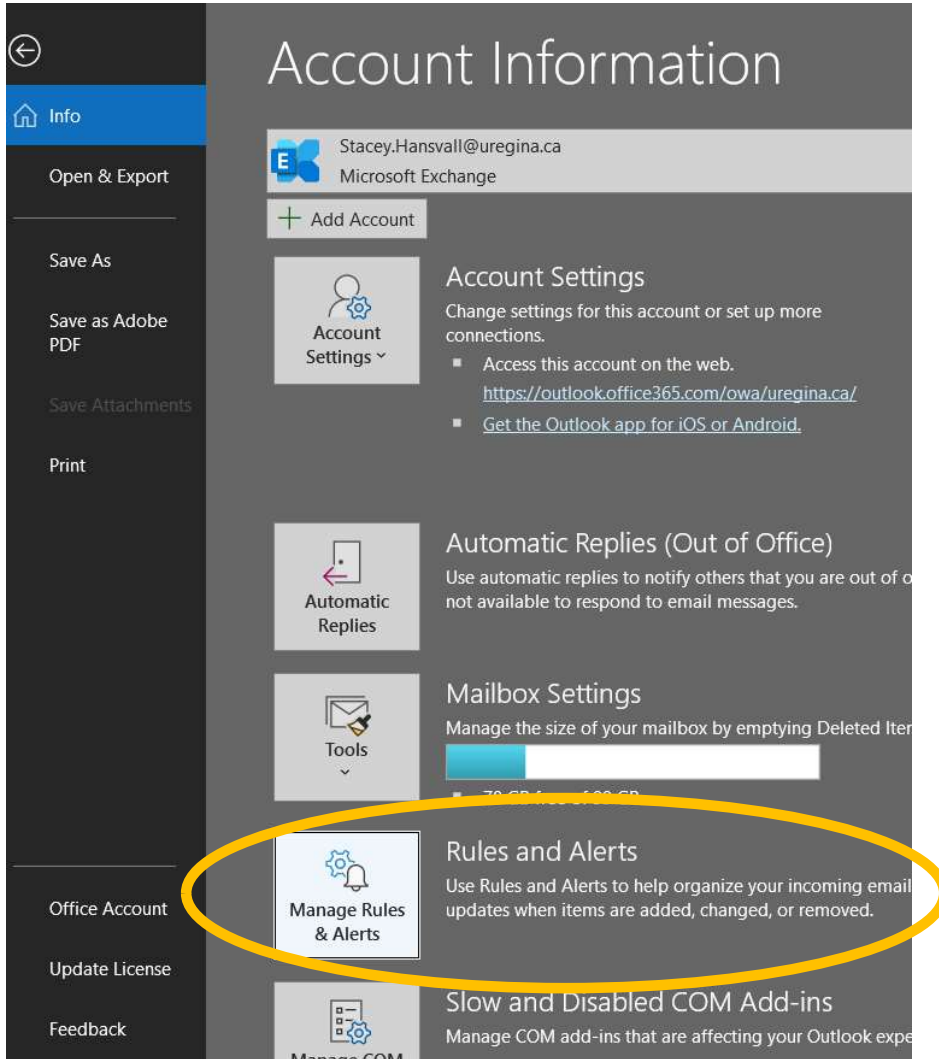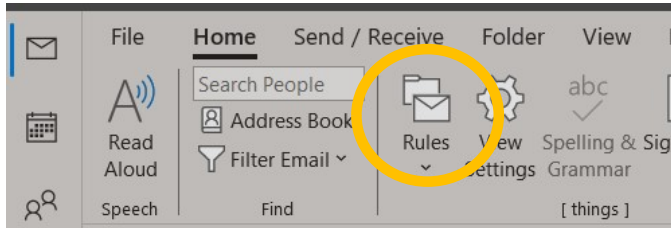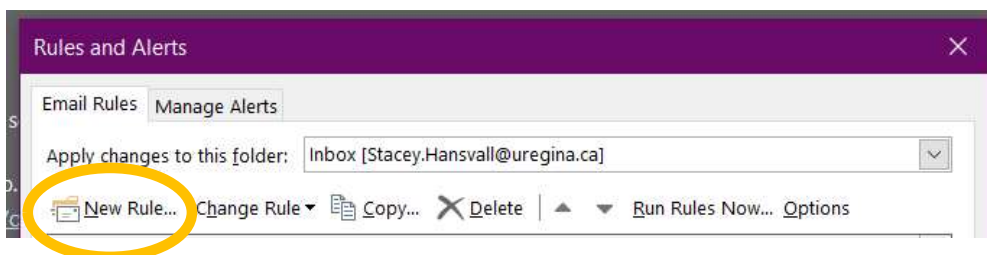# Outlook Inbox – Steps to Disabling Notifications in multiple accounts
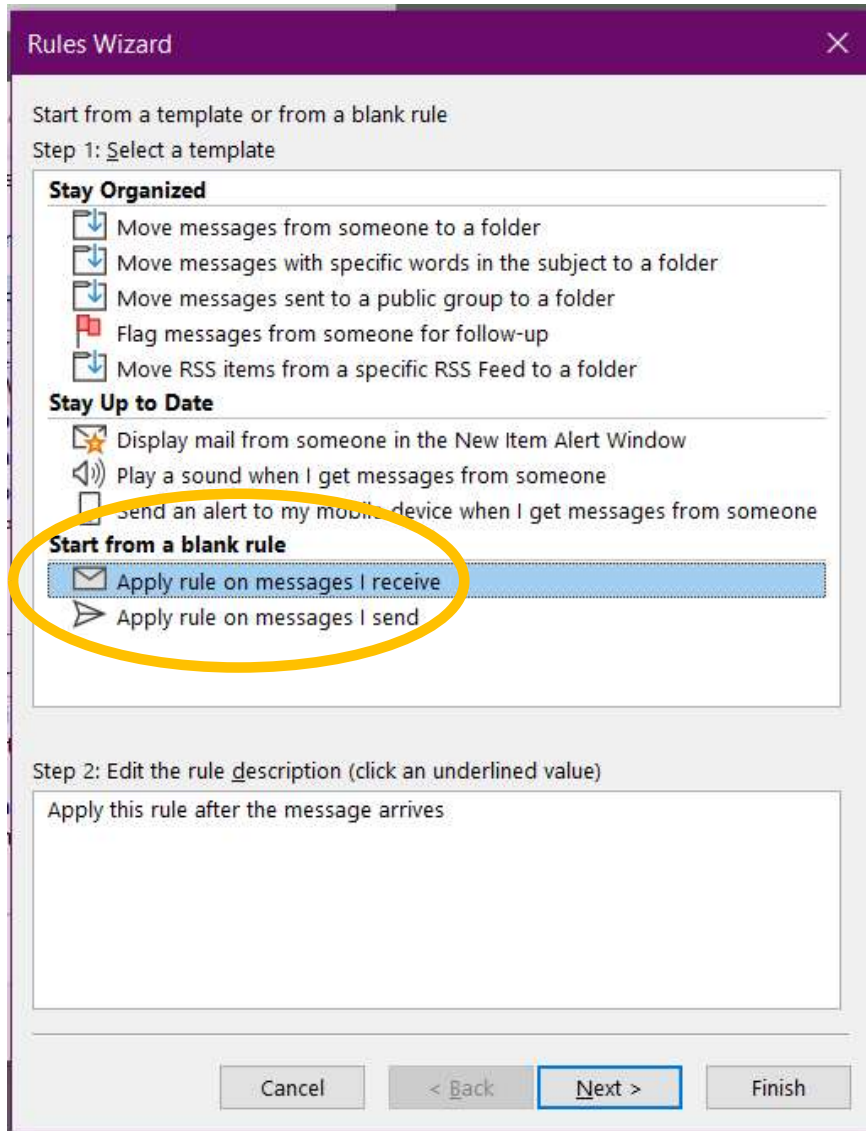
1. Click the RULES icon on the ribbon OR Click File
2. Select MANAGES RULES & ALERTS
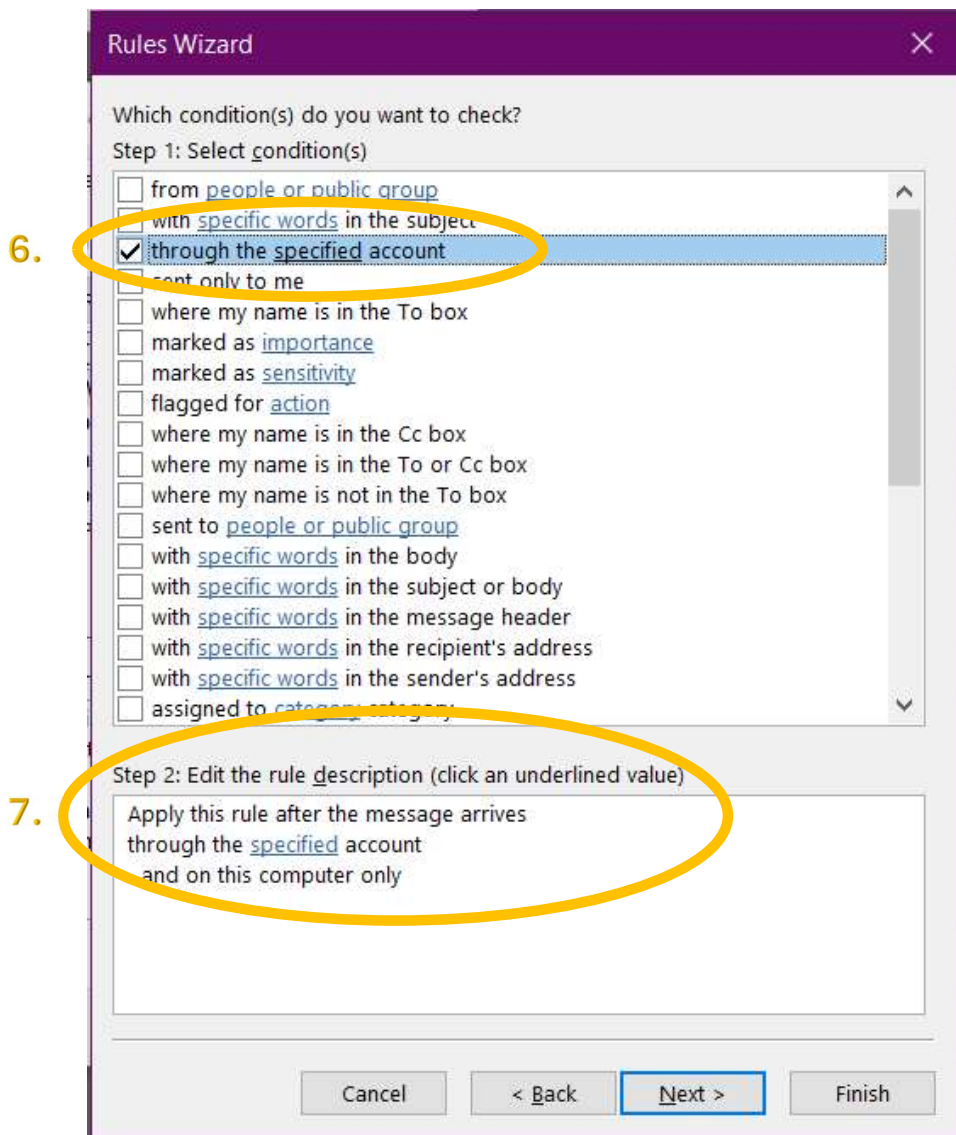

3. Click NEW RULE

4. The Rules Wizard will open, in the Stay Up to Date section, select APPLY RULE ON MESSAGES I RECEIVE
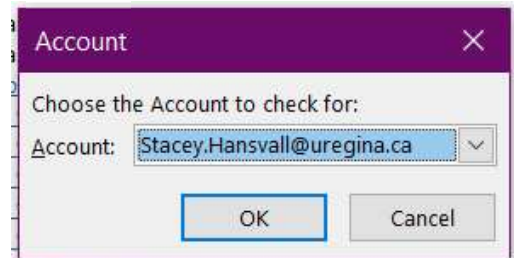5. Click NEXT

6. In the Step 1: Select conditions section, check the box for THROUGH THE <u>SPECIFIED</u> account.
7. In the Step 2: Edit the rule description, click on the underlined value "specified"
   6A. In the Account box, select the account you want the rule set for, click OK

Rules Wizard ✕

Which condition(s) do you want to check?
Step 1: Select condition(s)

6.
- [ ] from people or public group
- [ ] with specific words in the subject
- [x] through the specified account
- [ ] sent only to me
- [ ] where my name is in the To box
- [ ] marked as importance
- [ ] marked as sensitivity
- [ ] flagged for action
- [ ] where my name is in the Cc box
- [ ] where my name is in the To or Cc box
- [ ] where my name is not in the To box
- [ ] sent to people or public group
- [ ] with specific words in the body
- [ ] with specific words in the subject or body
- [ ] with specific words in the message header
- [ ] with specific words in the recipient's address
- [ ] with specific words in the sender's address
- [ ] assigned to category category

Step 2: Edit the rule description (click an underlined value)

7.
Apply this rule after the message arrives
through the specified account
 and on this computer only

Cancel   < Back   Next >   Finish

6A.

Account ✕

Choose the Account to check for:
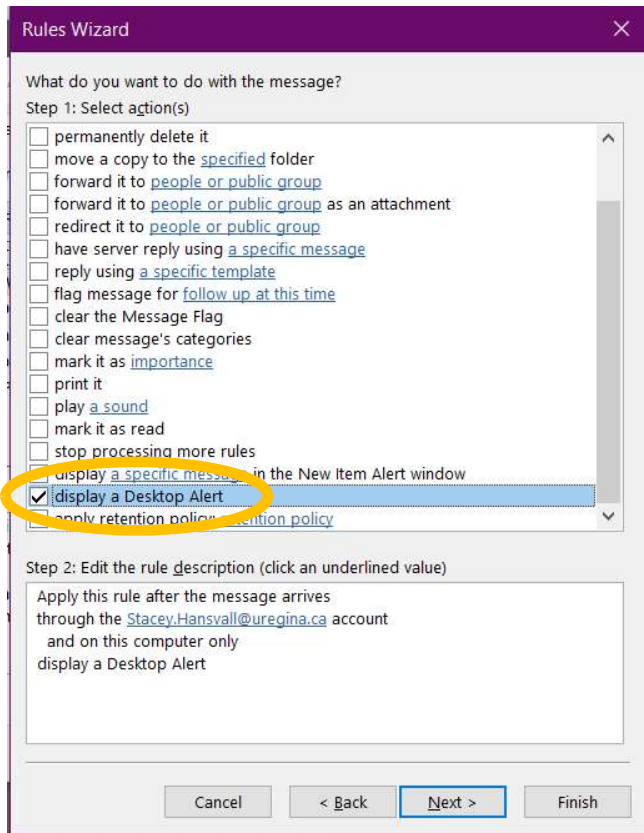
Account: Stacey.Hansvall@uregina.ca ⌄

OK   Cancel

NOTE: In the Step 1: Select conditions, THIS COMPUTER ONLY is set by default. Scroll down and uncheck this option if you prefer.

- [x] on this computer only

8. Click NEXT

9. In the RULES WIZARD, scroll down and check DISPLAY DESKTOP ALERT
10. Click NEXT

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)

- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- mark it as read
- stop processing more rules
- display a specific message in the New Item Alert window
- ✔ display a Desktop Alert
- apply retention policy retention policy

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
through the Stacey.Hansvall@uregina.ca account
  and on this computer only
display a Desktop Alert

[Cancel] [< Back] [Next >] [Finish]
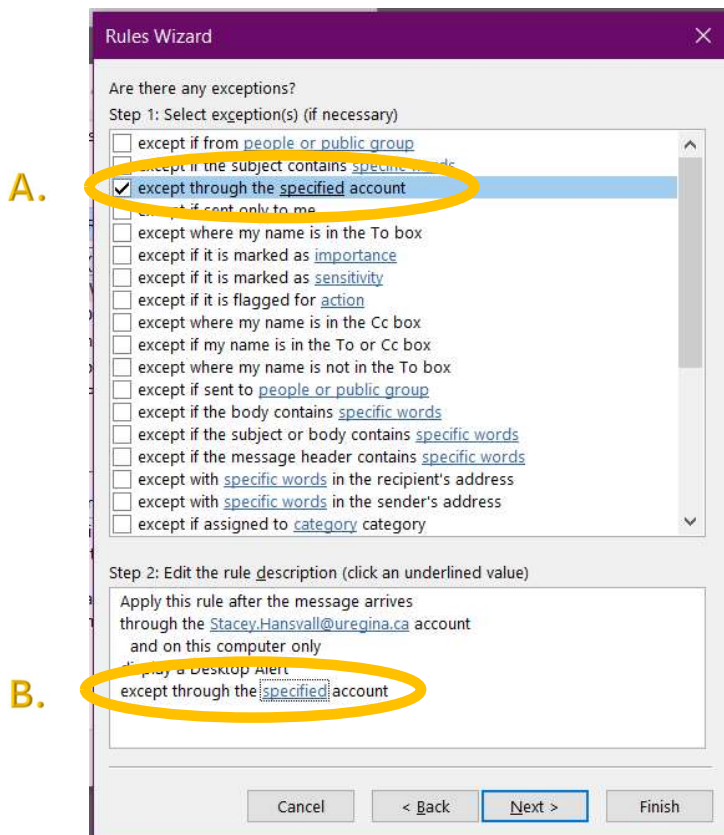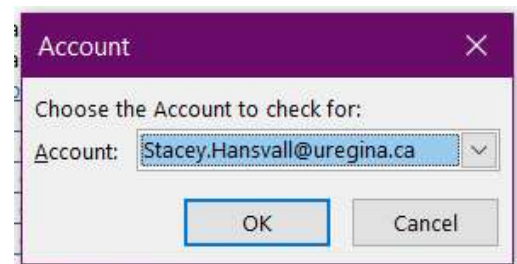
11. In the RULES WIZARD, check EXCEPT THROUGH THE <u>SPECIFIED</u> ACCOUNT
            11A. In the Account box, select the account you want the rule set for, click OK
12. Click NEXT

Rules Wizard

Are there any exceptions?
Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- **A.** ✔ except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
through the Stacey.Hansvall@uregina.ca account
  and on this computer only
display a Desktop Alert
B. except through the specified account

[Cancel] [< Back] [Next >] [Finish]

11A.

Account

Choose the Account to check for:

Account: Stacey.Hansvall@uregina.ca

[OK] [Cancel]

13. In the Step 1: Specify a name for this rule section, type a name of your choice for this rule
14. In the Step 2: Setup rule options, check the box TURN ON THIS RULE
15. In the Step 3: Review rule descriptions (ensure the underlined values have been set accordingly)
16. Click FINISH
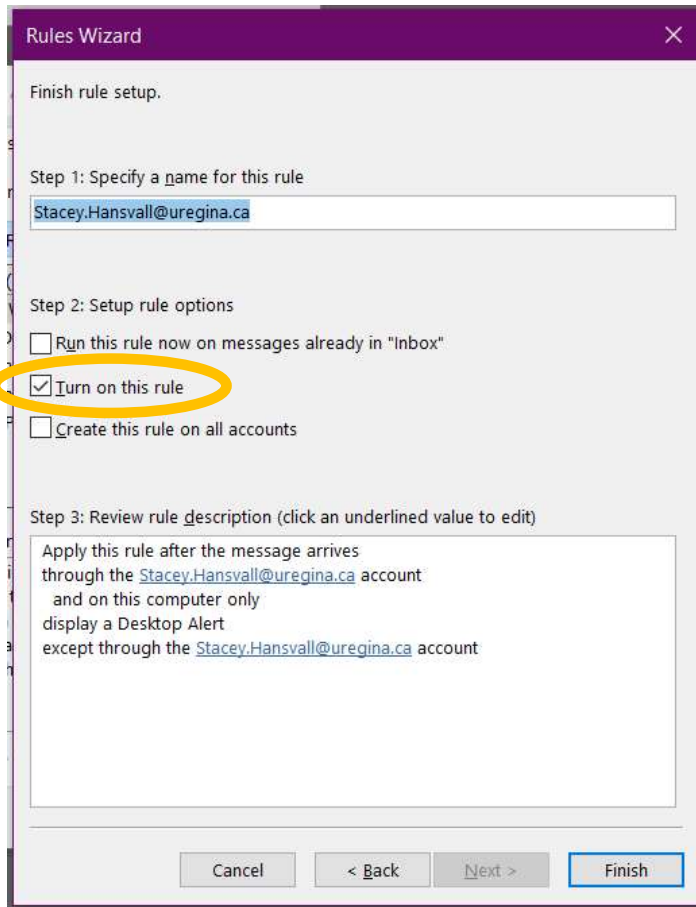
17. Click OK
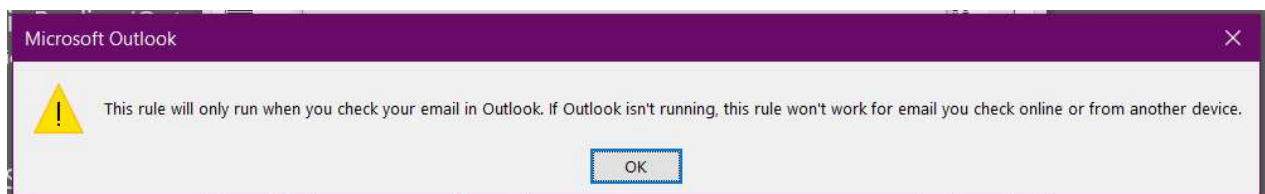
18. The rule is now created, in the RULE box it should be check marked and in the RULE DESCRIPTION box the setting will appear for this specific rule.
19. Click APPLY, Click OK