Productiv**I.T.**y – For Internal Use Only

[?] [X]

WHAT's New?

Stay Up to Date with Outlook's New Mail Item Alert

With a busy day ahead of you, you've probably overlooked several messages especially those that are barely noticeable.

Outlook's New Item Alert rule can set alerts that will pop-up on your screen every time you receive a new email. You can also limit the alert to emails from a specific sender to make sure that only important messages will call your attention.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**
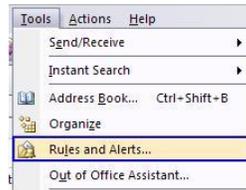
[<Back] [Next>]

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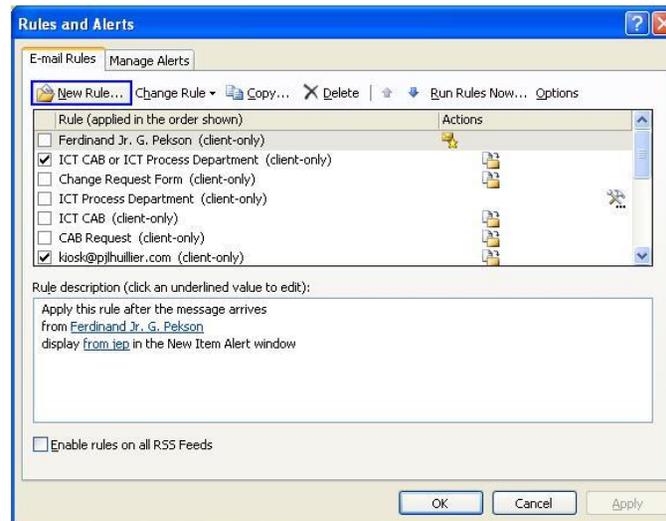
[OK] [Cancel]

NEW ITEM ALERT RULE IN OUTLOOK (2003-2007)

1. On Outlook's **Tools** menu, select **Rules and Alerts...** .
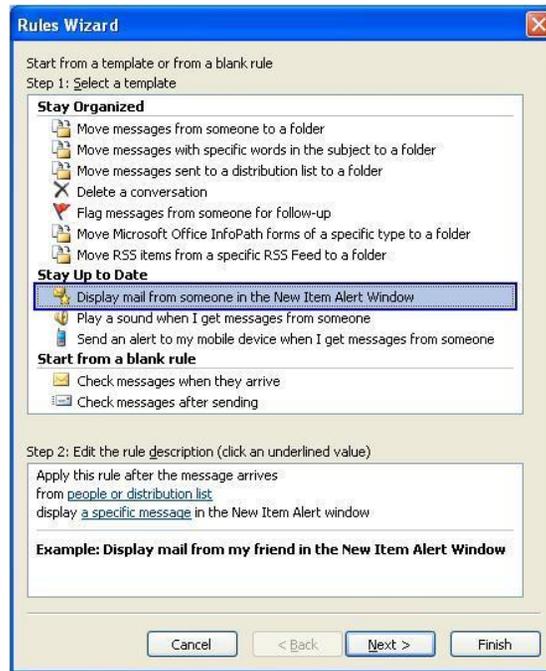

This will load the **Rules and Alerts** window.

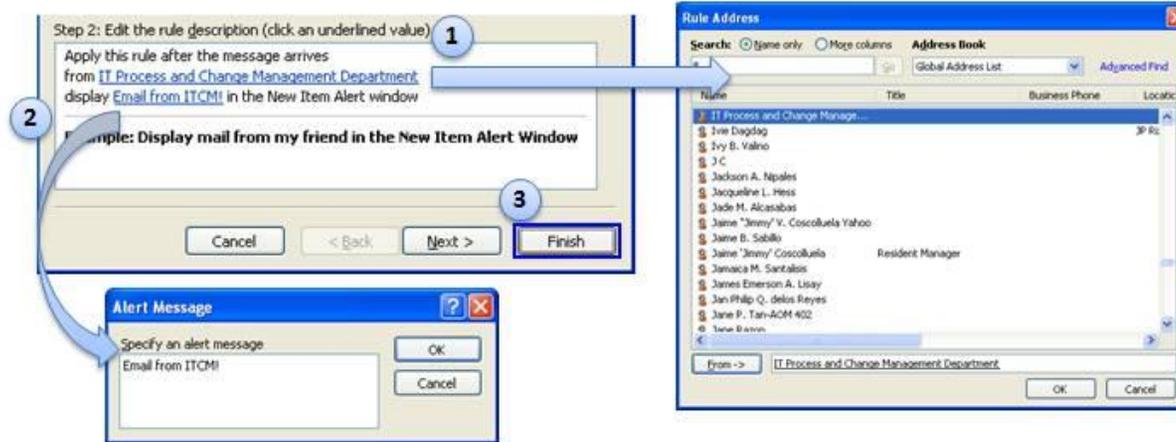2. From the *Rules and Alerts* window, select **New Rule...** under the *E-mail Rules* tab.

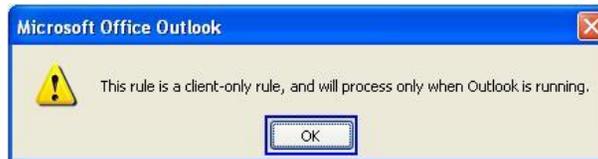This will load the **Rules Wizard** window.

3. Choose ***Display mail from someone in the New Item Alert Window*** template.
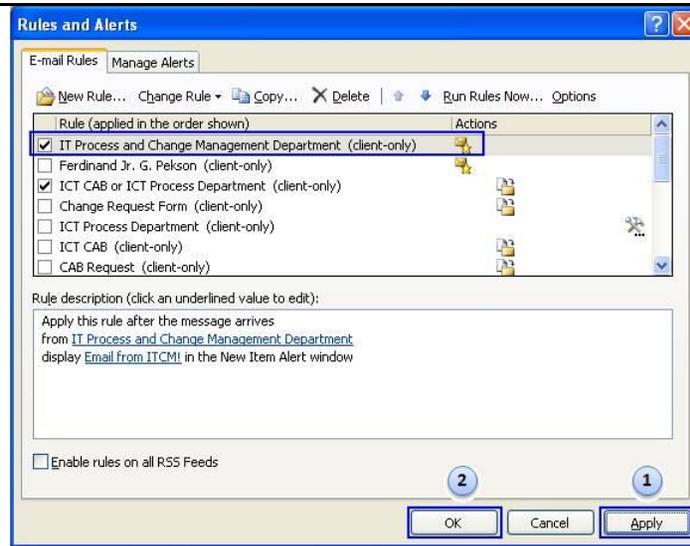
On the *Step 2* portion (bottom part) of the *Rules Wizard*, define the description for the rule and click **Finish.**

4. Click **OK** when this prompt appeared.

5. Make sure that the created *Rule* is <u>enabled</u> before you click **Apply**. Click **OK** to close the *Rules and Alert* window.

When this alert is enabled, a prompt will pop-up on your screen every time you receive a new message from the specified sender.