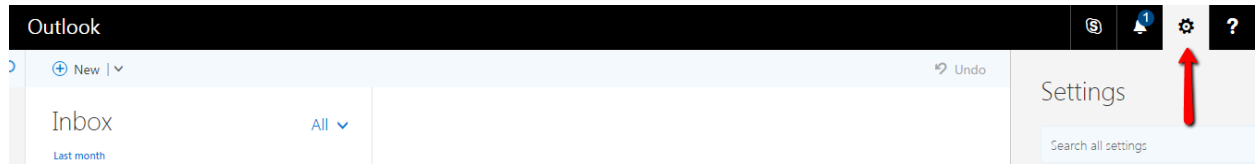
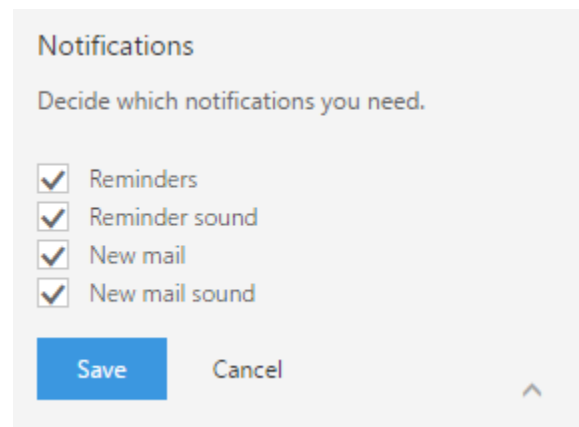
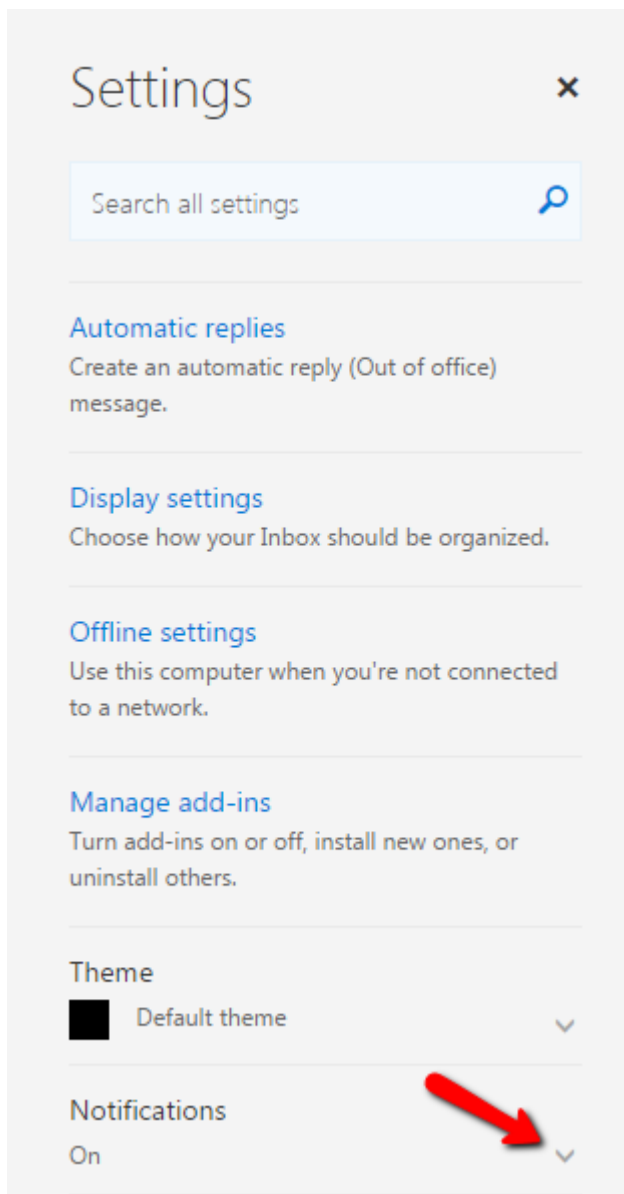


Turning on Notifications in Office 365 Outlook

From your Outlook mailbox, click on the Settings icon/Gear menu in the upper, right-hand corner of the screen.



From the Settings menu, click on the Down Arrow to display Notifications settings. Then select the desired Notification settings and click Save.



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