

MS OUTLOOK 2003 TIPS

Q. I love the new E-mail Desktop Alert in Outlook 2003, but I wish it would stay up longer. Is there any way to customize it?

A. Yes. You can change the amount of time it displays (up to a point), its position, and its level of transparency. Another thing many people don't realize is that you can also affect the incoming e-mail message through the alert.

To modify the duration and appearance of the alert:

1. From within Outlook 2003, Choose **Tools→Options**.
The Options dialog box opens.
2. Choose the **E-mail Options** button located in the E-mail area of the dialog box.
3. Choose the **Advanced E-mail Options** button, and then the **Desktop Alert Settings** button.
The Desktop Alert Settings dialog box opens.



4. Drag the indicator bar in the **Duration** area to the left or right to adjust how long the alert will display. You can set it to display up to 30 seconds.
5. Drag the indicator bar in the **Transparency** area to adjust the level of transparency for the alert.
6. If necessary, click the **Preview** button to see how the alert will appear.
7. Choose **OK**.
The settings are saved.

To modify the location where the alert appears:

1. Follow the steps listed above to display the Desktop Alert Settings dialog box. (Choose **Tools→Options→Advanced E-mail Options→Desktop Alert Settings**.)

2. Choose **Preview**.

A preview of the desktop alert displays. By default it is located in the lower left corner of your monitor.



3. Using the mouse, drag the alert to the desired position.

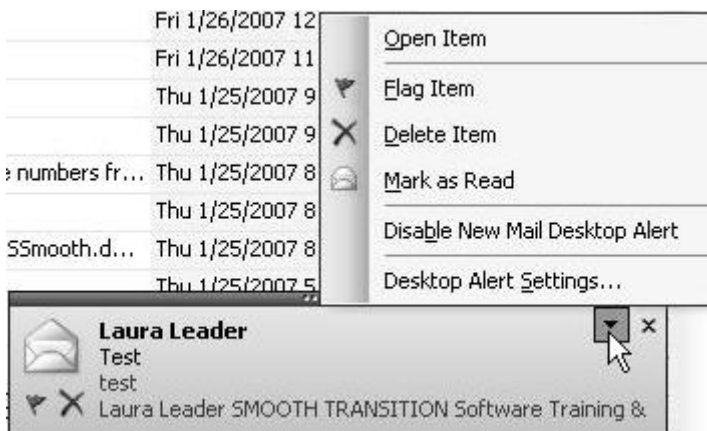
4. Choose **OK** in the Desktop Alert Settings dialog box.

Future Desktop Alerts will display where you left the alert preview.

To take action on an incoming e-mail through the desktop alert:

1. Click the pull down arrow in the upper right of the desktop alert when it appears on your screen.

A menu displays.



2. Click the action to take. For example, you can Open, Delete, Mark as read, or Flag an item for follow up. (While you are flagging it you will also have an opportunity to add a pop up reminder to it.)

About the Author:

Laura Leader is the founder of Smooth Transition. Smooth Transition provides customized MS Word templates and macros to law firms as well as software training on most applications used by legal professionals. For a



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