

# How to disable email/facebook alerts while presenting

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To: Seamon, Joshua <jseamon@williston.com>;

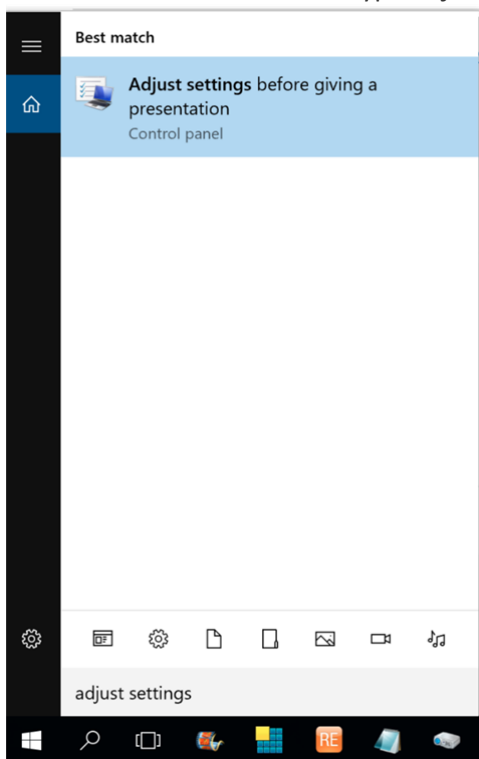
Hi all:

We've been asked to pass along a tip on how to disable email or chrome alerts while you are projecting/presenting.

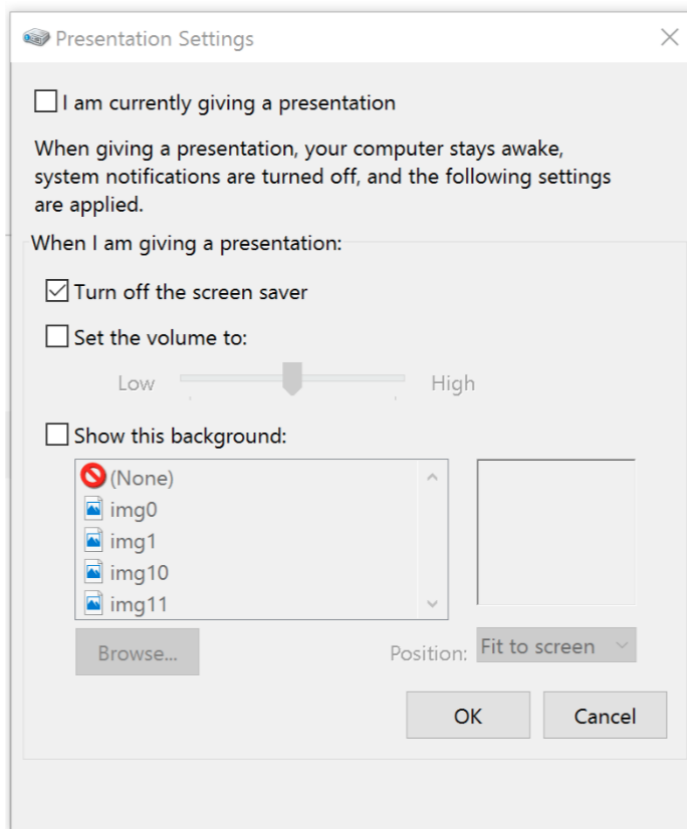
## OPTION ONE:

You can go into "presentation mode"

1. Click on the search icon and type **adjust settings**. Select on the top **Adjust settings before giving a presentation**.



2. Check **I am currently giving a presentation**. This will disable alerts from popping up (including email). Click **ok**.



- Once you are finished, go back to the presentation settings and uncheck **I am currently giving a presentation**. You can also reboot your computer to disable.  
(ADVANCED TIP: if you press the windows key plus "X" then select **mobility center** you can toggle the presentation mode on and off)

#### OPTION TWO:

- Open Outlook 2016.
- Click on **File > Options > Mail**. In the **Message arrival** section uncheck **Play a sound** and **Display a Desktop Alert**.

#### Message arrival



When new messages arrive:

- Play a sound
- Briefly change the mouse pointer
- Show an envelope icon in the taskbar
- Display a Desktop Alert
- Enable preview for Rights Protected messages (May impact performance)

- Click on **Ok** at the bottom to exit the settings.

#### HOW TO DISABLE CHROME ALERTS:

- In the upper right hand corner of Chrome, click on the three vertical dots. Select **Settings**.
- Scroll down and select **Show Advanced Settings**.
- Under **Privacy** click the **content settings** button.
- Scroll down to **Notifications** and select **Do not allow any site to show notifications**.
- In the bottom right-hand corner click on the **done** button.

As always you are welcome to contact us for assistance with any of these options.

Sincerely,

Joseph Lorenzatti  
Technology Director