

## Adjust Outlook Settings to Make You More Productive

### Show Calendar when application starts

By default, Outlook shows the Inbox when the application is launched. Nothing can derail your day quicker than getting lost in your email first thing in the morning. By setting up Outlook to launch your Calendar when it opens, you get a visual reminder of your commitments for the day. This allows you to prioritize more effectively.

It only takes a minute to make the change, so don't wait. You will be so glad you did.

1. Click **Tools** and select **Options**.
2. Select the **Other** tab.
3. Under **General**, click the **Advanced Options** button.
4. At the top, under **General Settings**, click the **Browse** button for **Startup in this folder**.
5. Select the folder that you want Outlook to show when it launches.
6. Click OK and continue clicking OK out
7. Restart Outlook.

### Turn email notifications off

Those little bings, bongs and visual cues that tell you "You've Got Mail!" are a serious distraction to your productivity. Be deliberate about when and how long you are going to spend processing your email. Turn all of your notifications off so that you can focus on what's in front of you instead.

1. Click **Options** and select **Preferences**.
2. In the **Email** section, click **Email Options**.
3. Select **Advanced Email Options**.
4. Under the heading: **When new items arrive in my inbox** – deselect all options.
5. Click OK and continue clicking OK out.
6. Some versions may require that you restart Outlook to activate the changes.