

## HOW TO TURN OFF EMAIL NOTIFICATIONS ON YOUR IPHONE AND IPAD

On iOS devices there are a group of functions that notify you when new mail hits your inbox. These include sounds, badges and banners that can light up your screen and grab your attention, even when your device is locked.

Distractions and interruptions such as these can distract you from important work and challenge healthy inbox processing skills. Free yourself of the need to know the second an email arrives in your inbox by following the steps below.

### HOW DO I REMOVE EMAIL NOTIFICATIONS FROM MY iPhone AND iPad?

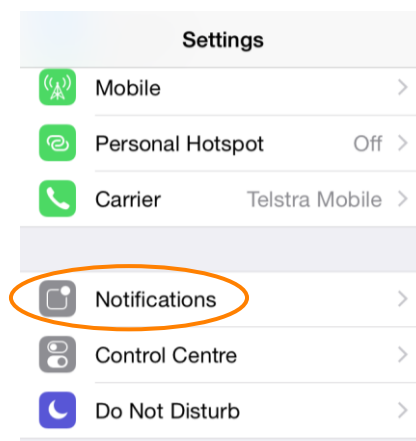
To turn off the banners, pop-ups and email 'pings' follow the steps below.

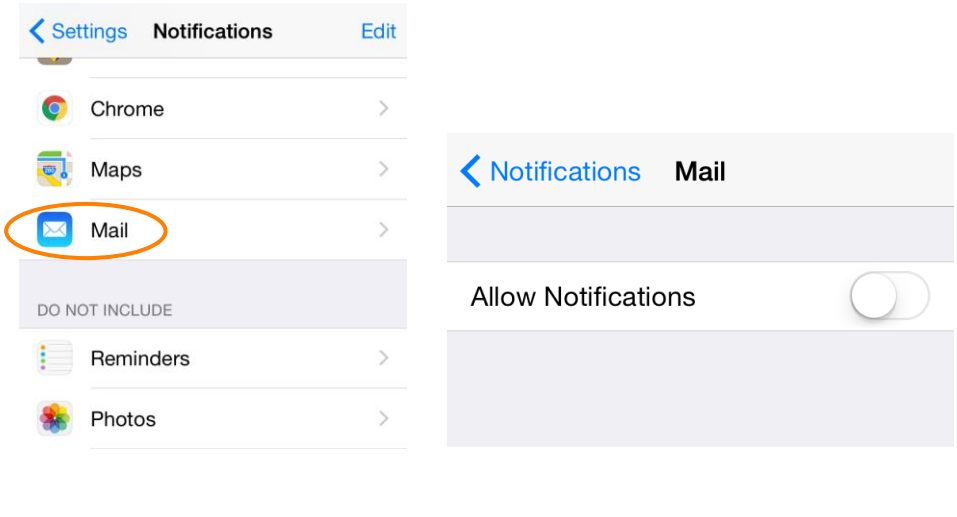
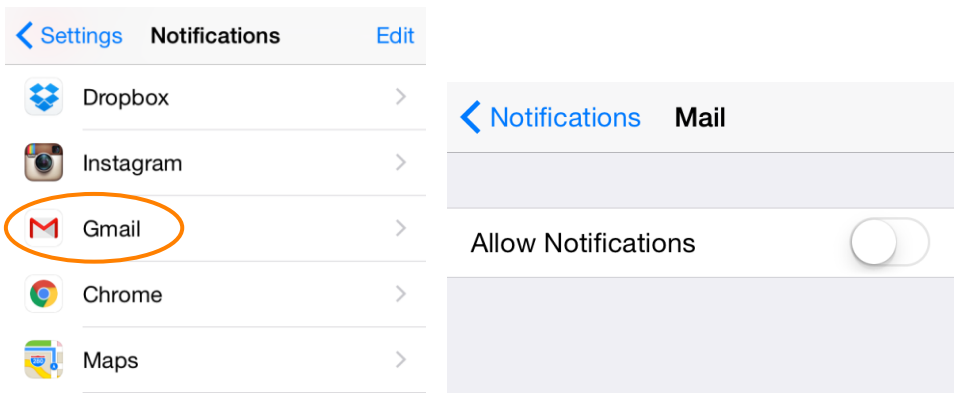
*Note: steps are based on iOS 10.*



Start by tapping on the **Settings** icon.

Tap on **Notifications**.



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|---|---|
| <p>For iOS Mail App:</p> <p>Tap on <b>Mail</b>.</p> <p>Then tap the button next to <b>Allow Notifications</b> to turn off all mail notifications.</p>                             |  <p>The screenshot shows the 'Settings' app, 'Notifications' section. The 'Mail' app is selected and circled in orange. The 'Allow Notifications' toggle switch is turned off.</p>   |
| <p>For Gmail App:</p> <p>From the Notifications screen tap on <b>Gmail</b>.</p> <p>Then tap the button next to <b>Allow Notifications</b> to turn off all mail notifications.</p> |  <p>The screenshot shows the 'Settings' app, 'Notifications' section. The 'Gmail' app is selected and circled in orange. The 'Allow Notifications' toggle switch is turned off.</p> |

Ahhhh... now doesn't that feel better...

Now go and do some undistracted work!