

Managing Focused Inbox

Focused Inbox is a refinement and improvement of a previous feature called Clutter, which Delta College users had the option to enable. Clutter's purpose was also to help you focus on the most important items in your inbox, but it did so by moving "Other" email to a separate folder. Focused Inbox makes it easier for you to stay on top of incoming email without having to visit another folder.

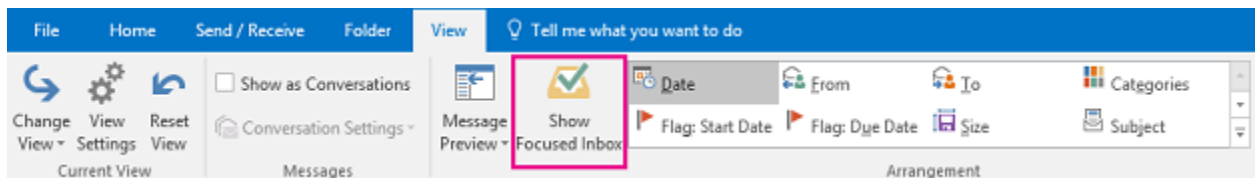
Below are instructions for how to manage the focused inbox, including how to turn the feature on and off.

Outlook 2016 for Windows

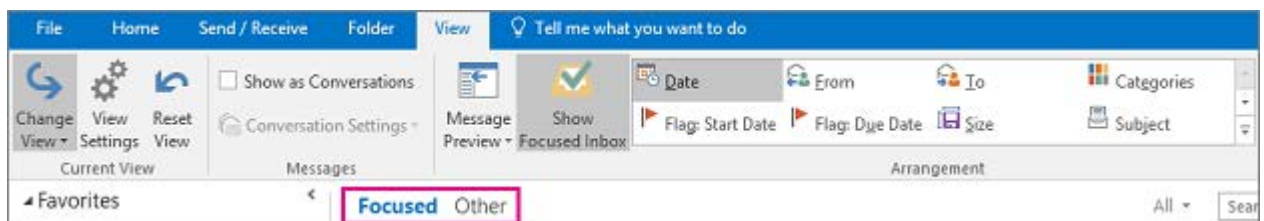
Turn Focused Inbox on or off

In Outlook 2016, select the **View** tab.

1. Select **Show Focused Inbox**.



The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.



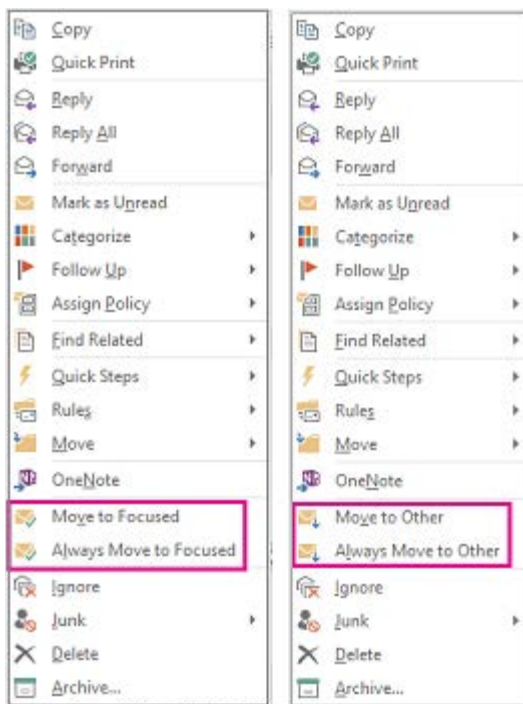
2. Repeat steps 1 and 2 to turn off Focused Inbox.

Change how your messages get organized in Outlook 2016 for Windows

If messages weren't organized the way you want, you can easily move them and specify where all future messages from that sender should be delivered.


1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
2. If moving from Focused to Other, choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.

If moving from Other to Focused, choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



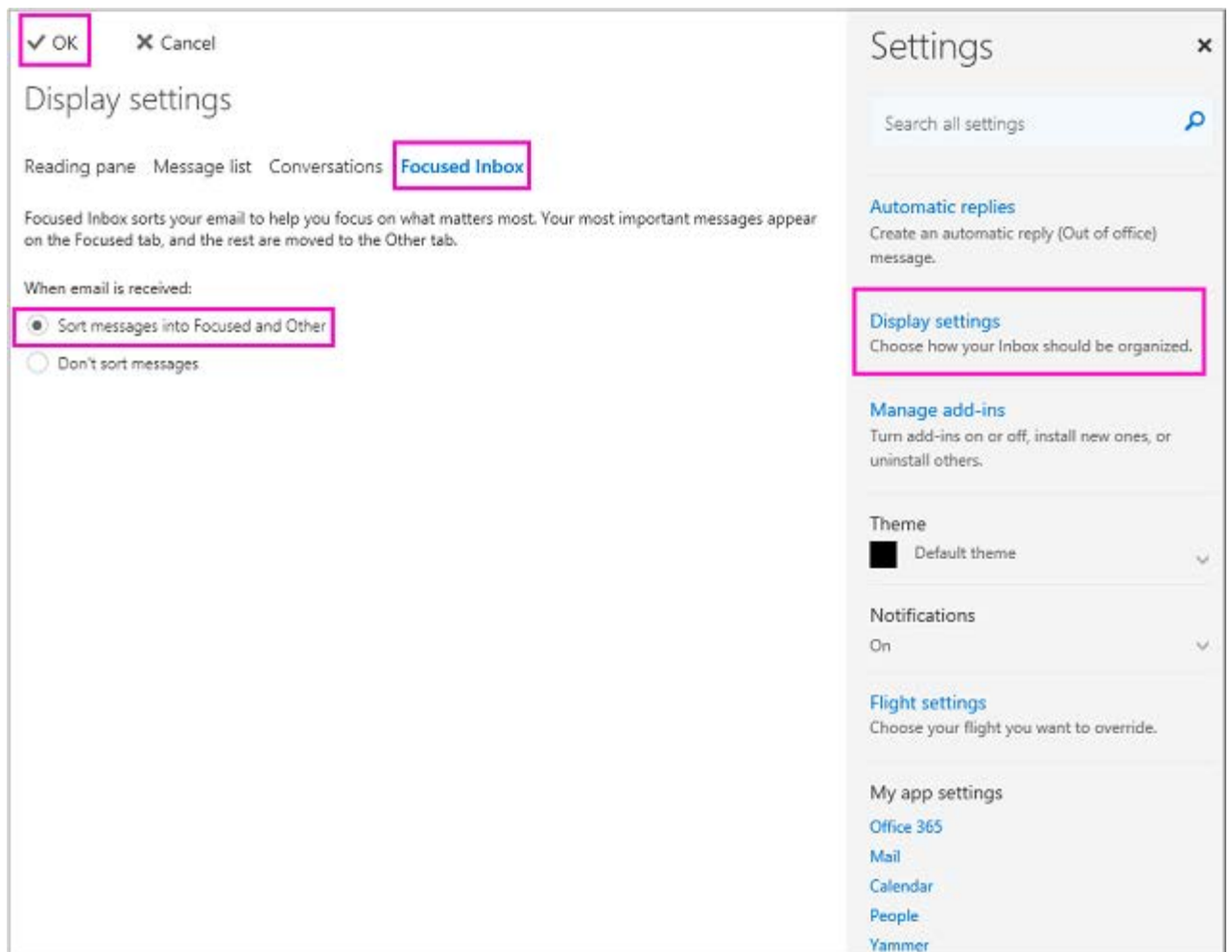
Outlook on the web and Outlook.com

Turn Focused Inbox on or off

In Outlook on the web or Outlook.com, select  > **Display settings** > **Focused Inbox**

1. Under **When email is received**, select **Sort messages into Focused and Other**. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

If you want to turn off Focused Inbox, select **Don't sort messages**.



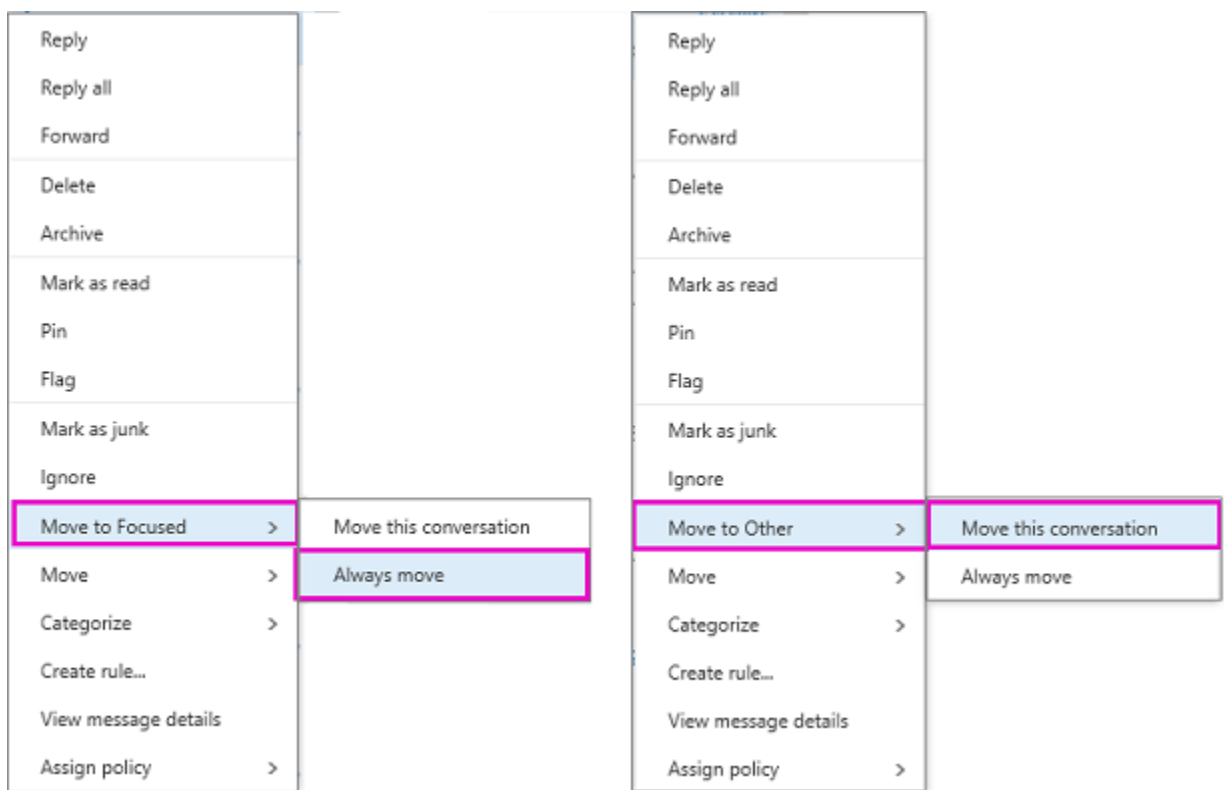
2. Click **OK**.

Change how your messages get organized

If messages weren't organized the way you want, you can easily move them and specify where all future messages from that sender should be delivered.

1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
2. If moving from Focused to Other, choose **Move to Other > Move this conversation** if you want only the selected message moved. Choose **Move to Other > Always Move** if you want all future messages from the sender to be delivered to the **Other** tab.

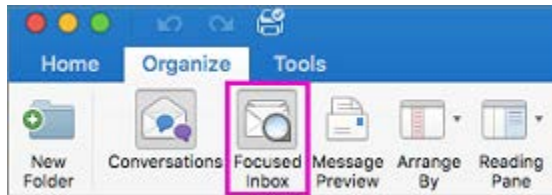
If moving from Other to Focused, choose **Move to Focused > Move this conversation** if you want only the selected message moved. Choose **Move to Focused > Always move** if you want all future messages from the sender to be delivered to the **Focused** tab.



Outlook 2016 for Mac

Turn Focused Inbox on or off

In Outlook 2016 for Mac, on the **Organize** tab, select **Focused inbox**.



The Focused and Other tabs will appear at the top of your inbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

1. Repeat to turn off Focused Inbox.

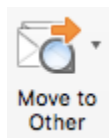
Tip: You can set the badge count—the count of unread mail—to include only the messages in the Focused list. See **Outlook > Preferences > Notifications and Sounds > Badge count** to adjust this setting.

Change how your messages get organized

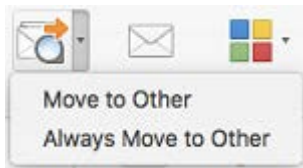
If messages weren't organized the way you want, you can easily move them and specify where all future messages from that sender should be delivered.

Move messages from Focused to Other

1. From your inbox, select the **Focused** tab, and then select the message you want to move.
2. On the **Home** tab of the ribbon, select the down arrow on the **Move to Other** button.

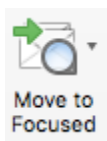


3. Choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.

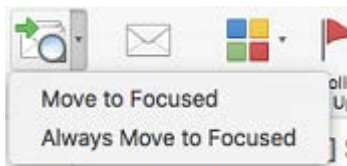


Move messages from Other to Focused

1. From your inbox, select the message.
2. On the **Home** tab of the ribbon, select the down arrow on the **Move to Focused** button.



3. Choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



Additional Questions?

If you have additional questions about using the Focused Inbox or the transition away from the Clutter feature, please refer to the Microsoft Support Article by following this link:

<https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d8964e3978?ui=en-US&rs=en-001&ad=US>

For questions not covered in this document or the referenced Microsoft Support article, please contact the OIT Helpdesk by emailing help@delta.edu or calling (989)686-9575.