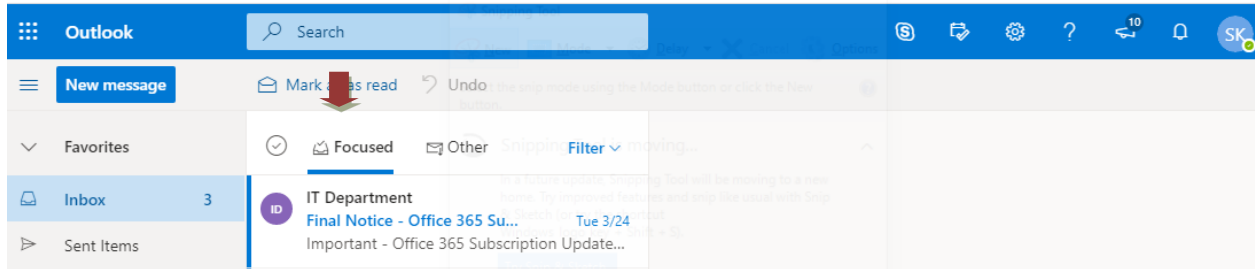
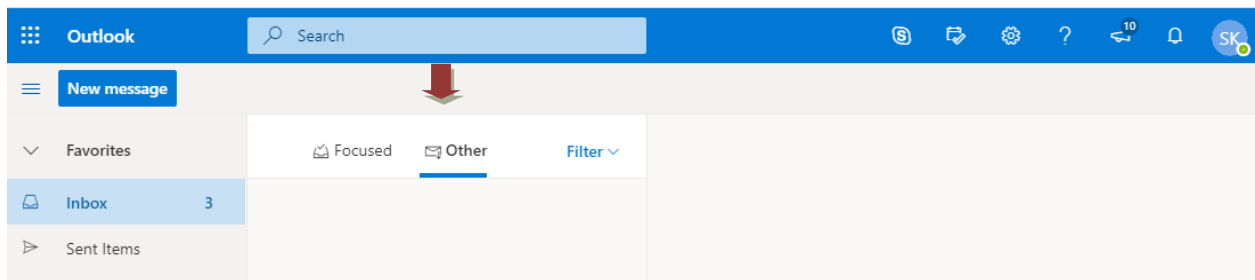


Focused Inbox

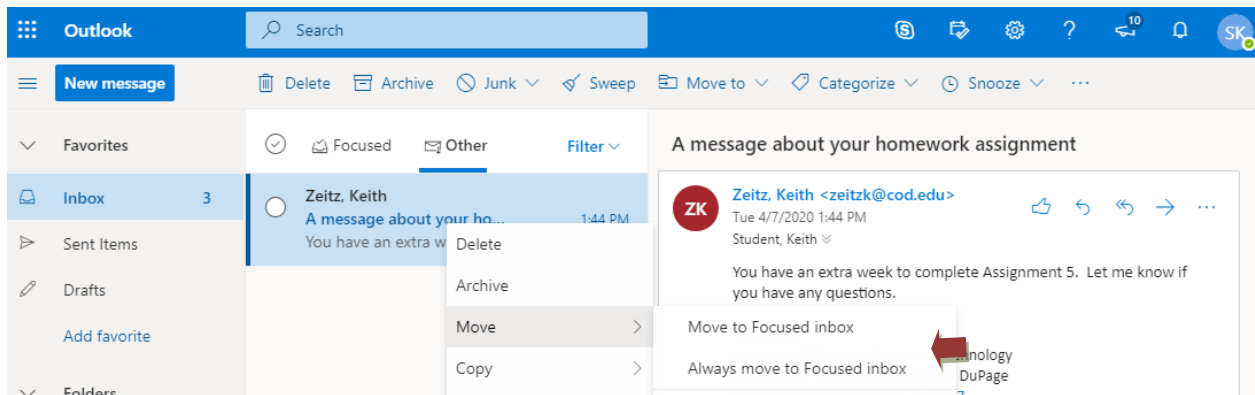
By default, your student email presents your inbox in Focus mode. Focus mode uses machine learning to determine what emails are most important and displays those on the Focused tab.



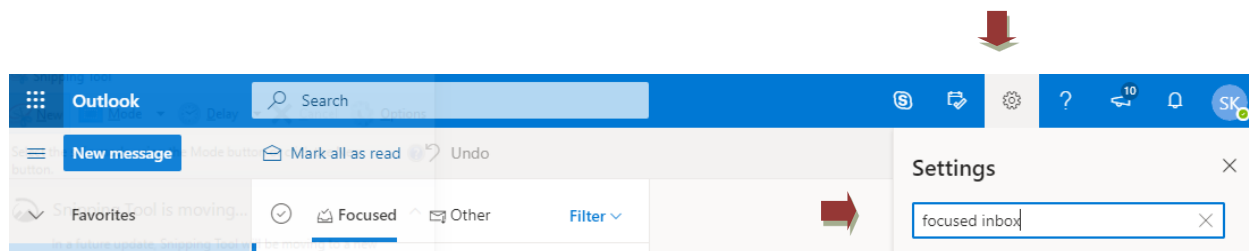
All other emails are displayed on the Other tab. Be sure to occasionally check the “Other” for email messages.



As you interact with emails in the “Other” tab you can right click on the message and choose “Move > Always move to Focused Inbox” to tell the system to always display the message on the Focused tab.



If you'd like to disable this functionality, click on settings and type "focused inbox" into the search box.



Then click the option to "Don't sort my messages" and click "Save."

Focused Inbox

Do you want Outlook to sort your email to help you focus on what matters most?

- Sort messages into Focused and Other
- Don't sort my messages

The "Focused" and "Other" tabs are removed.

