

Focused Inbox - Office 365

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What is the Focused Inbox?

The Focused Inbox is an email sorting feature created for Office 365, similar to Junk Mail. The Focused Inbox moves your low priority messages out of your Inbox so you can easily scan for important messages. It analyzes your email habits, and based on your past behavior, it determines the messages that you're most likely to ignore. After determination, it moves the messages into its own folder so that you may review them at a later date.

 [Click here for more information regarding Focused Inbox](#)

How Does the Focused Inbox Work?

Focused Inbox determines your habits and preferences, as well as assigning priority to messages based on your behavior. It then moves those messages to the 'Other' folder so that you may keep high priority messages front and center in your 'Focused Inbox'. Since the Focused Inbox does sort messages based on your behavior, it can be trained to keep important messages in the Inbox. In order to 'train' Clutter you can drag important messages to the Inbox. The tool will get smarter over time, learning from your behavior and the dragging of important messages back to the Inbox.

Can I Disable the Focused Inbox?

The Focused Inbox can be disabled, but not removed from your settings altogether. To disable the Focused Inbox, please log into the following link which takes you directly to the Focused Inbox settings: <https://outlook.office.com/owa/?realm=uccs.edu&path=/options/focusedinbox>

Step 1: Turning Off Focused Inbox

After logging in, click the **Settings** gear in the top-right corner and **toggle** the **Focused Inbox** switch:

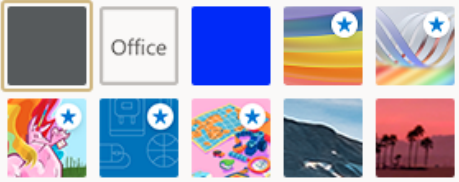


Settings



Search Outlook settings

Theme



View all

Dark mode ⓘ

Focused Inbox ⓘ

Desktop notifications