

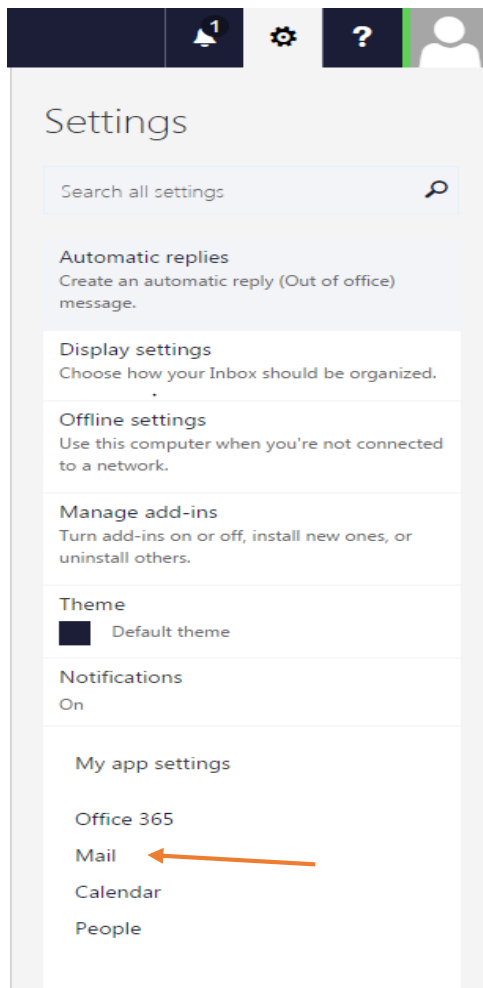
How to Disable Clutter in Office 365

Clutter is a new sorting feature in Outlook. To disable Clutter, you will need to log into your webmail.

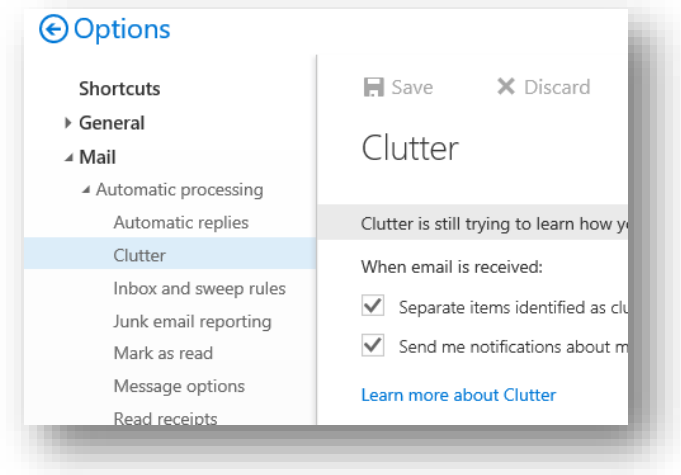
1. Go to webmail.wesley.edu and log in.
2. After logging on, click **Settings**. This is the gear icon located in the upper right-hand corner.



3. Next, click **Mail**, located below 'My app settings'.



4. On the left side of your screen, under Mail and under 'Automatic processing' click **Clutter**.



5. Uncheck the two boxes to disable clutter and then click **Save**.