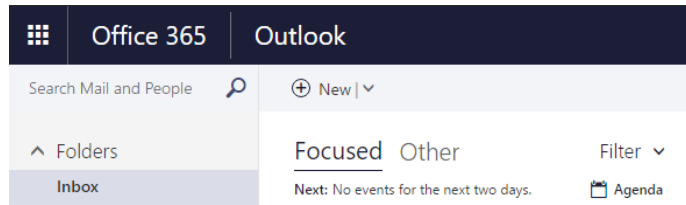


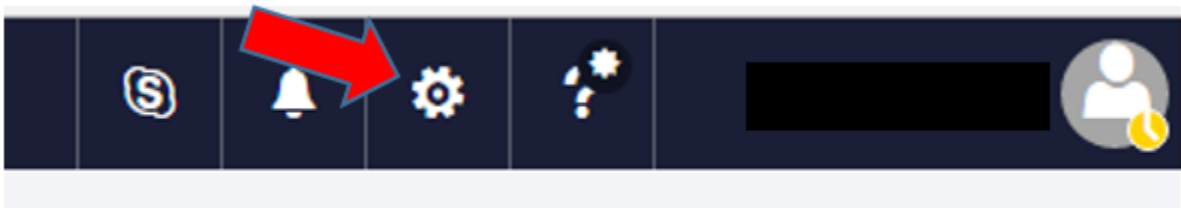
How to Disable Focused Inbox

Focused inbox is a new feature similar to Clutter. Clutter will be phased out to the Focused inbox. Like Clutter, Focused inbox organizes your inbox based on reading patterns and determines what message or sender you are likely to read.

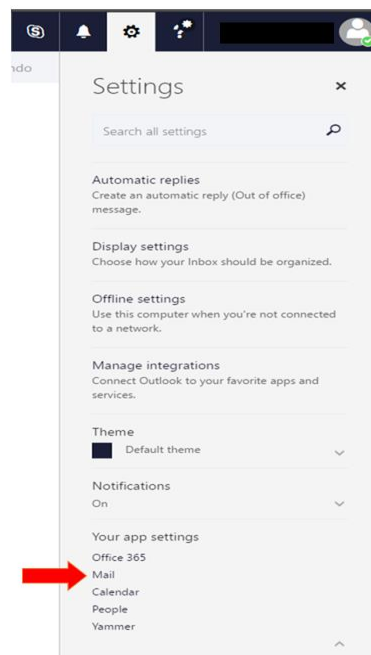
After logging onto webmail.wesley.edu, you will see two inbox options in the center of Office 365: Focused and Other.



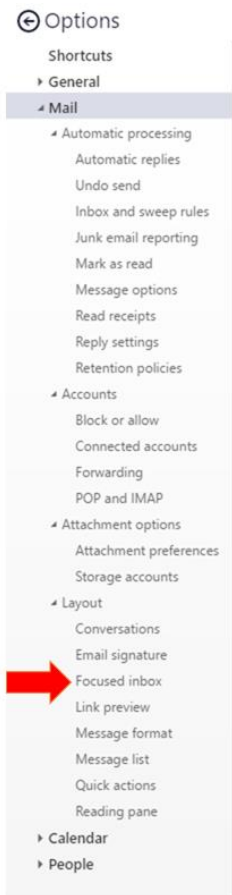
Click the gear located in the upper right hand corner.



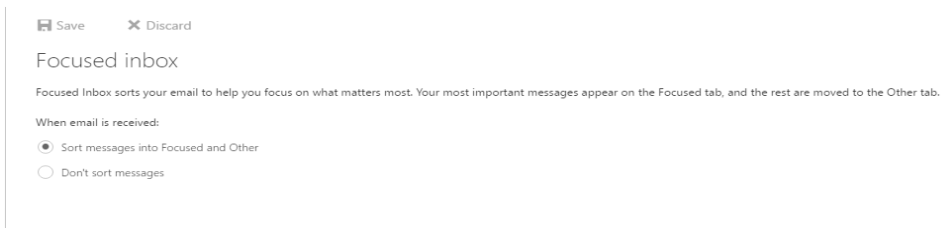
This opens your settings. Under Your app settings, click 'Mail.'



Under Options, click on **Focused Inbox**.



After clicking 'Focused inbox,' you will see that your email is set to 'Sort messages into Focused and Other.'



To disable the Focused Inbox, please click 'Don't sort messages.'

