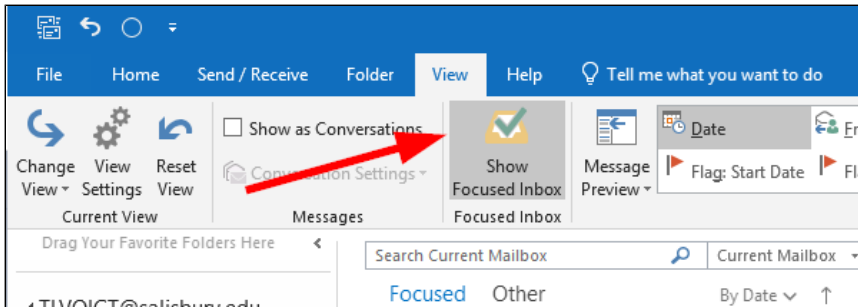


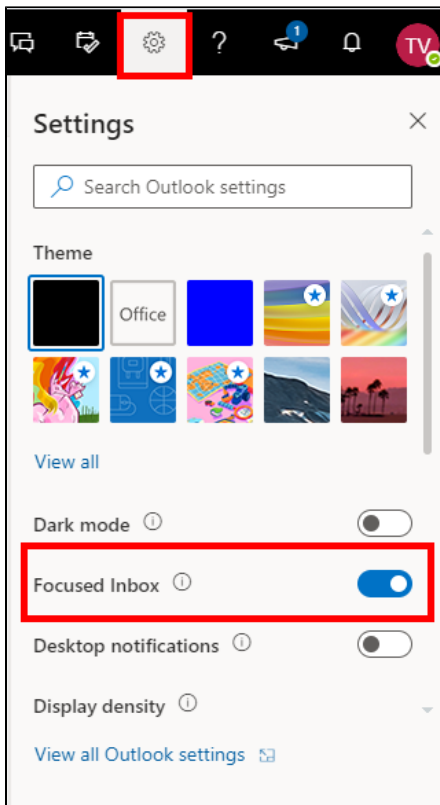
Managing the Focused Inbox with Microsoft 365

This article describes how to disable or move items from the Focused Inbox.

In **Outlook** select the **View** tab at the top and click the **Show Focused Inbox** icon to turn off the focused option. If the Show Focused Inbox icon is highlighted in grey it is turned on if it is not highlighted it is turned off.



If you are using the **Microsoft 365 Outlook WebApp** click on the **Settings** icon and turn the slider blue to turn on Focused or white to turn off Focused.



If you are using the **Focused Inbox** and items are going to **Other** that you would prefer to go to the **Focused**, **right click** on the email in question and select **Move to Focused** or **Always Move to Focused** if you wish for emails from that sender to always go to the Focused Inbox.

@salisbury.edu

Focused Other By Date

Inbox 1

- Keep
- Voice-mails 8
- Drafts
- Sent Items
- Deleted Items 1196
- Conversation History
- Junk Email [2]
- Archive
- Outbox
- RSS Subscriptions
- Sent Messages
- Search Folders
- Groups

Today

QM Quality Matters
FREE Research Webinar: Digital Accessib... Wed 6/3 8:0...
CAUTION: This email originated from

Yesterday

Office of Diversity and Inclusion
Dialogue on Race and Its Impact on Res... Tue 6/2 1:33

- Copy
- Quick Print
- Reply
- Reply All
- Forward
- Mark as Unread
- Categorize
- Follow Up
- Find Related
- Quick Steps
- Rules
- Move
- OneNote
- Move to Focused**
- Always Move to Focused
- Ignore
- Junk
- Delete
- Archive...

