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.

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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.

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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.

