

Focused Inbox for Outlook

Focused Inbox works with you to prioritize what's most important. What lands in Focused Inbox is based on the content of the email (e.g., newsletters, machine-generated email, and so on) and who you interact with most often. If you need to fine-tune your Focused Inbox, **Move to Focused** and **Move to Other** options are available to do that.

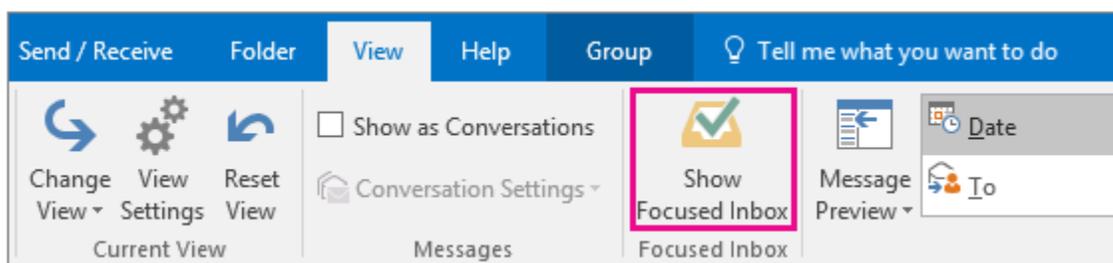
Clutter replacement

Focused Inbox is a refinement and improvement of a previous feature called Clutter. Clutter's purpose was also to help you focus on the most important items in your inbox, but it did so by moving "Other" email to a separate folder. Focused Inbox makes it easier for you to stay on top of incoming email without having to visit another folder.

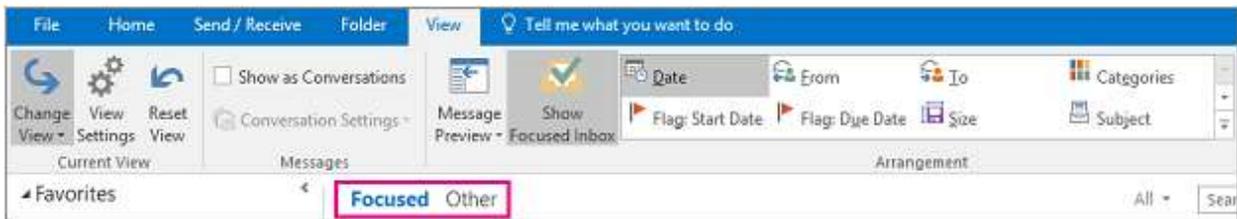
As Focused Inbox rolls out, messages will stop moving to the Clutter folder. See the ["Frequently Asked Questions"](#) on page 3 for more details on how this will work.

Turn Focus Inbox on

1. In Outlook 2016, select the View tab
2. Select Show Focused Inbox

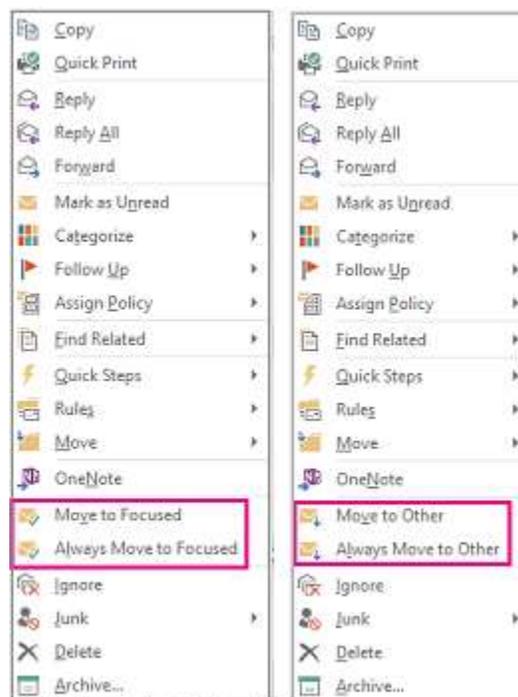


The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.



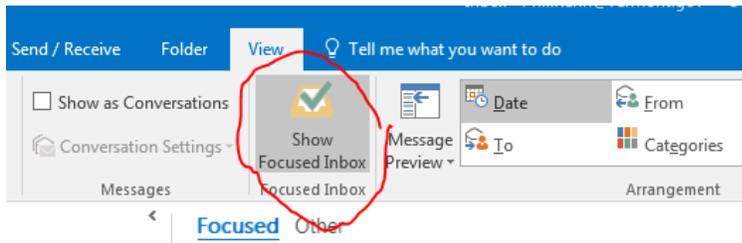
Change how your messages get organized

1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
2. If moving from Focused to Other, choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.
3. If moving from Other to Focused, choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



Turn Focused Inbox off

Click on Grayed “Show Focused Inbox” button.



Focus Inbox for Outlook on the web instructions can be found here:

https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d8964e3978?ui=en-US&rs=en-US&ad=US#ID0EAACAAA=Outlook_on_the_web

Frequently Asked questions

Q. What will the experience be for users of Clutter moving to the Focused Inbox?

A. Active Clutter users will receive the Focused Inbox, but it will be off by default and able to be turned on in Settings. If the users choose to enable, they will no longer receive less important email in the Clutter folder. Instead, email will be split between the Focused and Other tabs in their inbox. The same machine-learned algorithm that moved items to the Clutter folder now powers Focused Inbox, meaning that any emails that were set to move to Clutter will now be moved to Other.

Q. Can I keep using Clutter instead of Focused Inbox?

A. You can keep using the existing Clutter experience through the transition. However, after the transition period, Clutter will be completely replaced by Focused Inbox.

Q. If I turned off Clutter, will I still be able to try Focused Inbox?

A. Yes, you'll receive a prompt to try the Focused Inbox when your mailbox is ready.

Source: <https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d8964e3978?ui=en-US&rs=en-US&ad=US>