


TURN OFF CLUTTER IN OUTLOOK

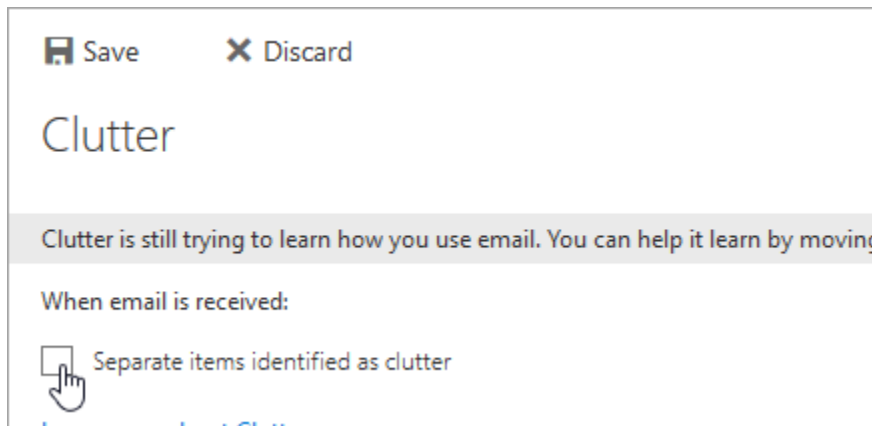
De-clutter your inbox in Office 365

Microsoft has rolled out a new feature called 'Clutter' that is designed to help users focus on the most important messages in their inbox. It uses machine learning to de-clutter a user's inbox by moving lower priority messages out of the way and into a new Clutter folder.

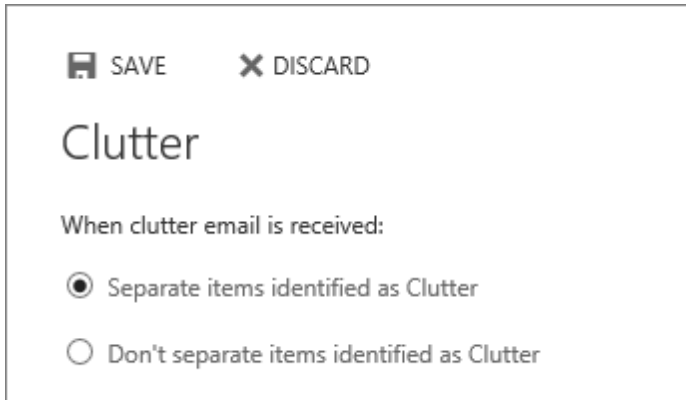
Below you will find instructions on how to turn this feature off.

If you're currently in Outlook 2016:

1. In Outlook 2016, right-click the **Clutter** folder and then choose **Manage Clutter**.
2. If you're not using Outlook 2016, sign in to [Outlook on the web](#) (<http://myemail.ucdenver.edu>) using your work or school account. For help, see [Sign in to Outlook on the web](#).
3. It will take you directly to the **Clutter options** page.
4. Unselect **Separate items identified as clutter** > **Save** .




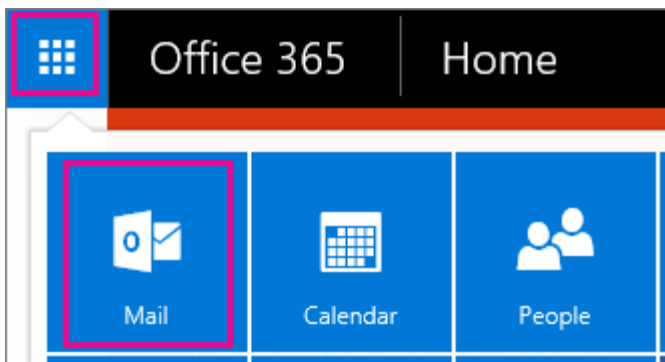
Or, if your page looks like the one below, choose **Don't separate items identified as Clutter**.





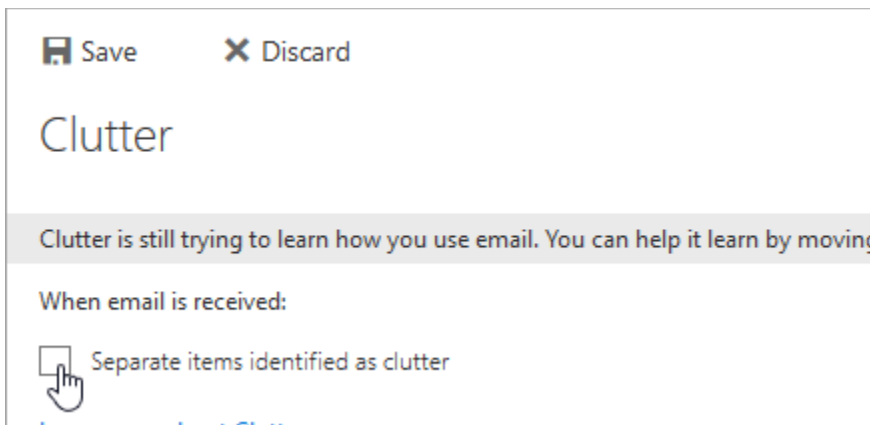
5. The Clutter folder remains in Outlook even after you turn off the feature.

If you're not currently in Outlook 2016:



1. Sign in to [Outlook on the web](#). For help, see [Sign in to Outlook on the web](#).
2. In the upper-left corner of the page, choose **App launcher**  > **Mail**.



3. On the navigation bar, go to **Settings**  > **Options** > **Mail** > **Automatic processing** > **Clutter**.
4. Unselect **Separate items identified as clutter** > **Save** .



Or, if your page looks like the one below, choose **Don't separate items identified as Clutter**.

 SAVE  DISCARD

Clutter

When clutter email is received:

Separate items identified as Clutter

Don't separate items identified as Clutter

5. The Clutter folder remains in Outlook even after you turn off the feature.