

How to Enable and Disable focused inbox

Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important emails are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.

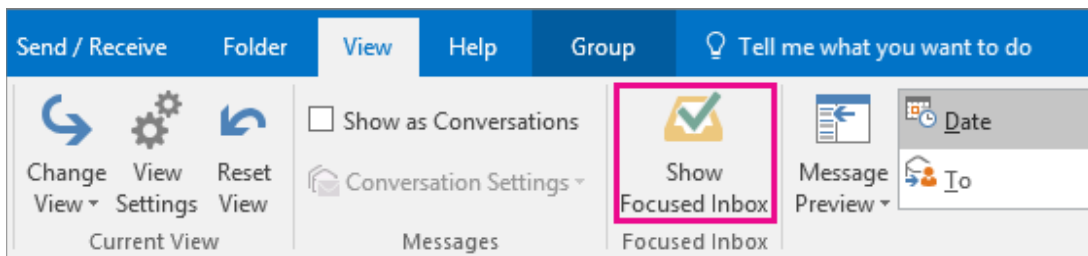
Contents

Outlook 2016 – Desktop	1
Outlook on the web – OWA	3
Outlook 2016 for Mac	5
Outlook Mobile	6

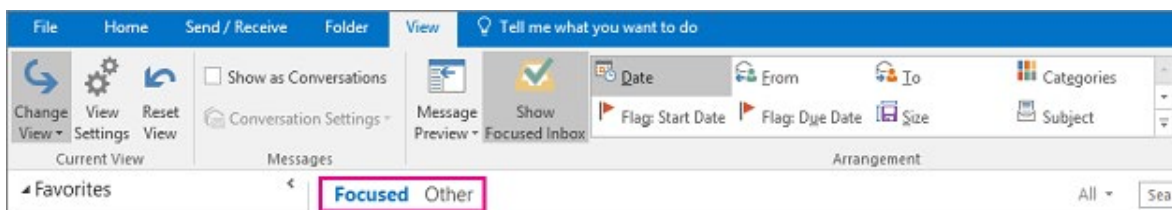
Outlook 2016 - Desktop

Turn Focused 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.

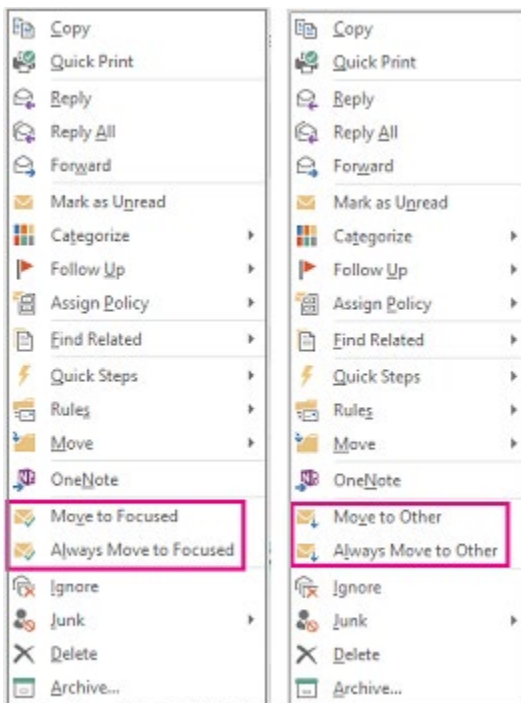


NOTE: Clicking on "Show Focused Inbox" a second time will disable this feature.

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.

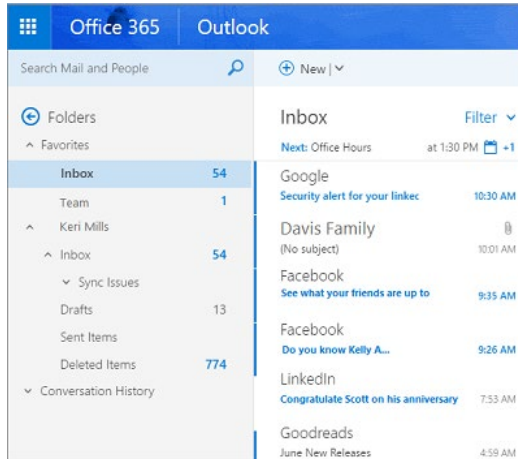
If moving from Other to Focused, choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



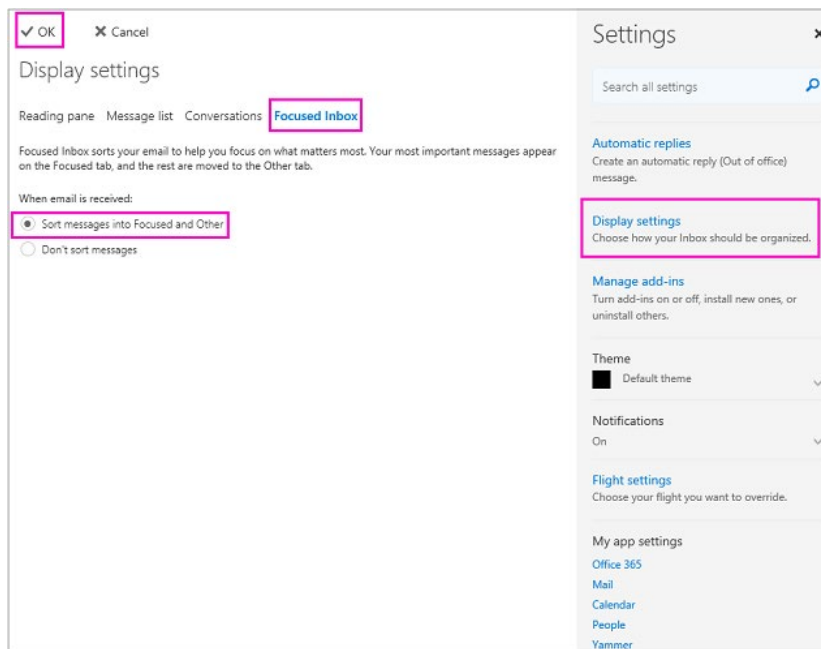
Outlook on the web

Turn Focused Inbox on

1. Open Outlook on the web.



2. Select the gear shaped icon > **Display settings** > **Focused Inbox**.
3. Under **When email is received**, select **Sort messages into Focused and Other**. 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. Select "Don't Sort Messages" to turn off focused inbox.

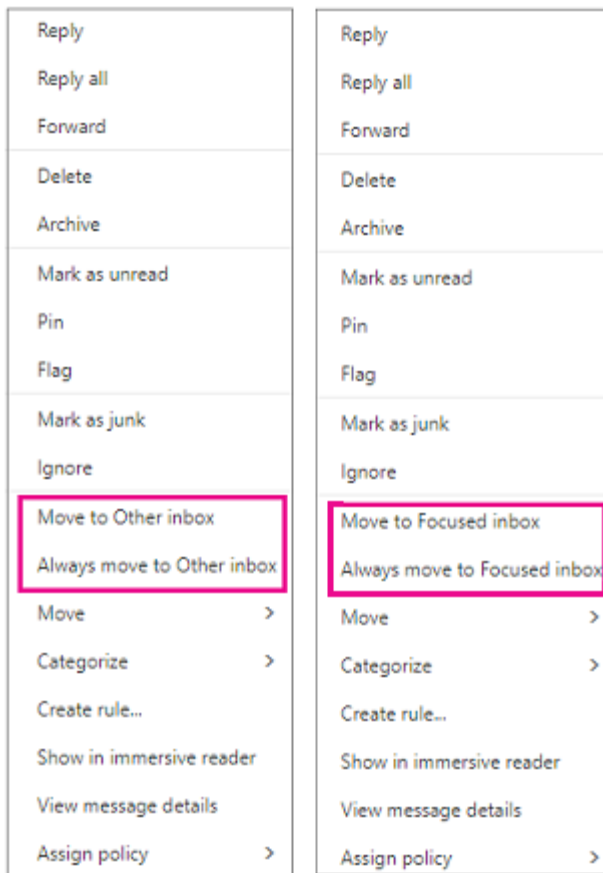


4. Click **OK**.

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 a single message from Focused to Other, choose **Move to Other inbox**. Choose **Always move to Other inbox** if you want all future messages from the sender to be delivered to the **Other** tab.

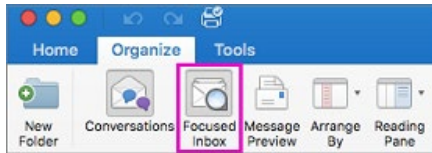
If moving a single message from Other to Focused, choose **Move to Focused inbox**. Choose **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the **Focused** tab.



Outlook 2016 for Mac

Turn Focused Inbox on

1. Open Outlook 2016 for Mac.
2. On the **Organize** tab, select **Focused inbox**.



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

Note: You can set the badge count—the count of unread mail—to include only the messages in the Focused list. See **Outlook > Preferences > Notifications and Sounds > Badge count** to adjust this setting.

Change how your messages get organized

1. From your inbox, select the **Focused** tab, and then select the message you want to move.
2. Select **Message > Move to Other** if you want only the selected message moved. Choose **Message > Always Move to Other** if you want all future messages from the sender to be delivered to the **Other** tab.

Select **Message > Move to Focused** if you want only the selected message moved. Choose **Message > Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.

Message	Format	Tools	Wind	Message	Format	Tools	Wind
Reply			⌘R	Reply			⌘R
Reply All			⌘⇧R	Reply All			⌘⇧R
Forward			⌘J	Forward			⌘J
Forward As Attachment			⌘⇧J	Forward As Attachment			⌘⇧J
Create			▶	Create			▶
Mark as Unread			⌘⇧T	Mark as Unread			⌘⇧T
Mark All as Read			⌘⇧T	Mark All as Read			⌘⇧T
Edit Message				Edit Message			
Attachments			▶	Attachments			▶
Sender			▶	Sender			▶
Move to Other			⌘O	Move to Focused			⌘F
Always Move to Other			⌘⇧O	Always Move to Focused			⌘⇧F
OneNote				OneNote			
Junk Mail			▶	Junk Mail			▶
Priority			▶	Priority			▶
Follow Up			▶	Follow Up			▶
Categorize			▶	Categorize			▶
Archive			⌘E	Archive			⌘E
Move			▶	Move			▶
Rules			▶	Rules			▶

Outlook Mobile

1. Click the menu button at the top of your screen.
2. Choose the gear-shaped icon.
3. Use the **Focused Inbox** slider to turn Focused Inbox On/Off.

