4/6/16 MSAD54 Email Turning off Clutter

If you have been missing emails, please turn off Clutter. **Clutter** is an email filtering option available to Office **365** customers. It is similar to an anti-spam filter as it moves less important email (based on your reading habits) into a '**Clutter**' folder where they can be ignored or reviewed later.

The problem with clutter is that you may not see some of your emails and it is best to just turn it off.

To turn off Clutter please follow the directions below. Open your MSAD54 email through the webmail. Webmail Link ٠ Go to Settings by clicking the gear in top right corner Settings P Search all settings Automatic replies Create an automatic reply (Out of office) Look toward bottom to My app settings message. Click on Mail **Display settings** Choose how your Inbox should be organized. Offline settings Use this computer when you're not connected to a network. Manage add-ins Turn add-ins on or off, install new ones, or uninstall others. Theme Default theme Notifications On My app settings Office 365 Mail Calendar People Yamme You will see Options for Mail on Options the left Save X Discard Shortcuts General Clutter ⊿ Mail Automatic processing Click on Clutter Automatic replies Over the past 7 days, Outlook would have moved 0 items to Clutter. This would have saved you about 0 minutes. Clutter ail is received: Inbox and sweep rules Separat ems identified as clutter Junk email reporting Learn more ab t Clutter Mark as read tra seconds? We'd love to know what you think about Clutter. **Uncheck Separate items** Got a few Read receipts identified as clutter **Reply settings** Retention policies

Click Save

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