

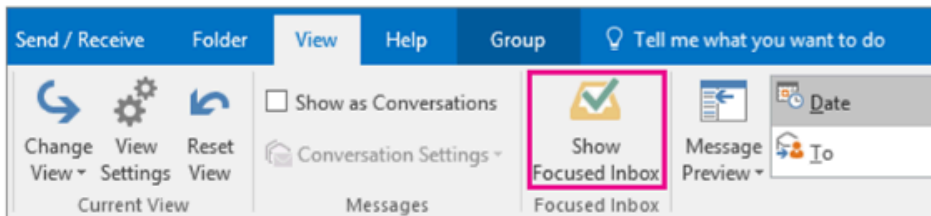
Focused Inbox for Outlook

The Focused inbox is designed to separate your emails into 2 sections Focused and Other. The focused tab will contain your important emails and the Other tab will contain other emails such as mailers from department stores, and other emails that are less important.

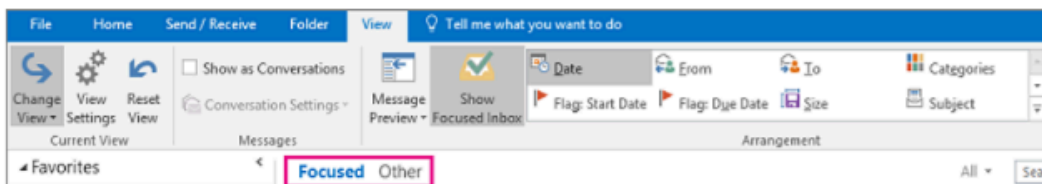
To Turn the Focused inbox on and off please follow the directions below:

Turn Focused Inbox on

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



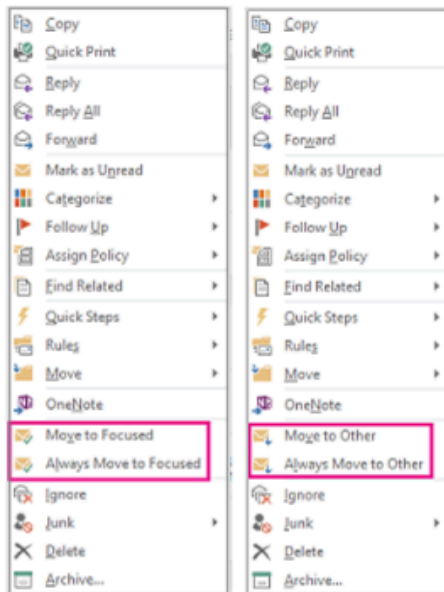
The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.



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.



Focused Inbox Video:

<https://support.office.com/en-us/article/focused-inbox-for-outlook-f445ad7f-02f4-4294-a82e-71d8964e3978>