

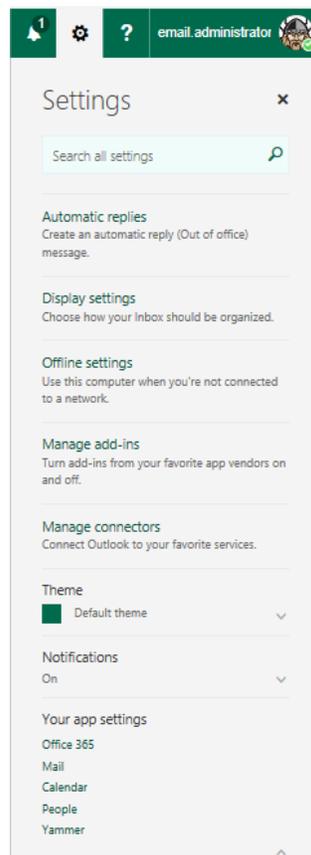


## Turn Off Clutter

Clutter is an option that will redirect mail that is not junk, yet is not of such importance that it would need to be delivered to your inbox folder. It will take this less important mail, as defined by you, and redirect it to a folder called clutter. As you mark mail as clutter, the system will learn from your choices and automatically redirect mail to clutter, based upon past choices.

To turn off clutter:

- 1) While signed in via a browser, select settings (gear icon) and then select Mail





- 2) On the left under Mail / Automatic Process – select Clutter. Then select the option “Don’t separate items identified as clutter”, select Save.

The screenshot shows the Outlook interface with the 'Options' pane open. The 'Mail' section is expanded, and 'Clutter' is selected. The 'Clutter' settings are displayed, showing a summary of clutter items and the option to 'Don't separate items identified as clutter'.

Office 365 Outlook

Options

- Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
    - Clutter
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies

Save Discard

### Clutter

Over the past 7 days, Outlook would have moved 3 item(s) to Clutter. This would have saved you about 0.6 minute(s).

When email is received:

- Separate items identified as clutter
- Don't separate items identified as clutter

[Learn more about Clutter](#)

Got a few extra seconds? We'd love to know what you think about Clutter.