
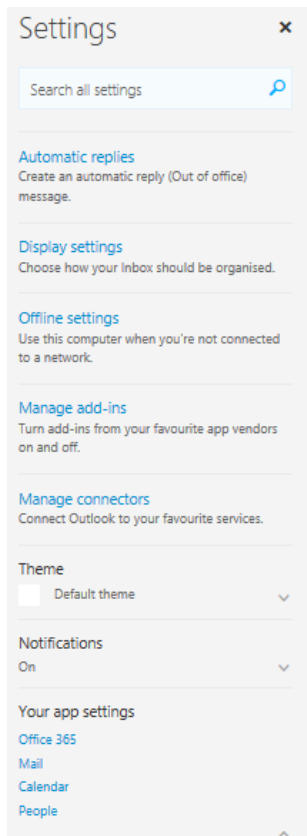


## Turning off Focused and Other tabs in Webmail and going back to a more traditional single view

Login to your Office365 Mail via <https://outlook.office.com/>

In the top right hand corner click on the  icon

The following will be displayed:



Click on **Mail**


The following will be displayed:


## Options

- Shortcuts
- ▶ General
- ▶ Mail
  - ▶ Automatic processing
    - Automatic replies
    - Undo sending
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
  - Message options
  - Read receipts
  - Reply settings
  - Retention policies
  - ▶ Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP
  - ▶ Attachment options
    - Attachment preferences
    - Storage accounts
  - ▶ Layout
    - Conversations
    - Email signature
    - Focused inbox
    - Link preview
    - Message format
    - Message list
    - Quick actions
    - Reading pane
- ▶ Calendar
- ▶ People

Click on

Focused inbox

Then click “Don’t sort message” and then  Save

 Save  Discard

## Focused inbox

Focused Inbox sorts your emails to help you focus on what matters most. Your most important messages appear on the Focused tab, and the rest are moved to the Other tab.

When email is received:

- Sort messages into Focused and Other
- Don't sort messages