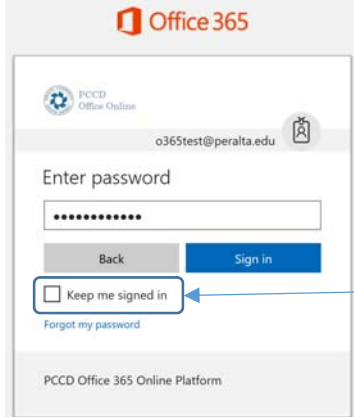




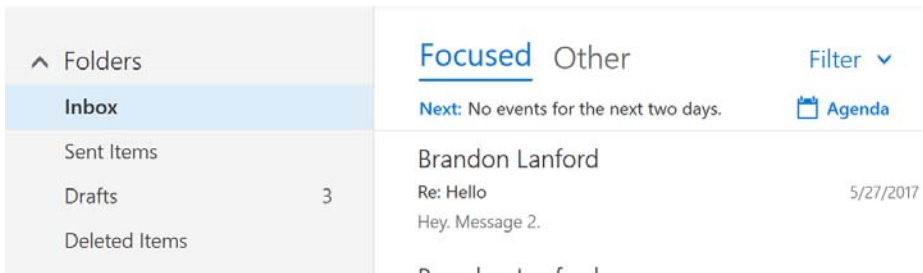
How To: Change Focused View (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:



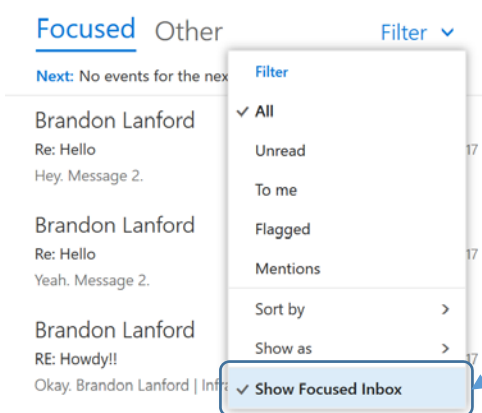
Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. Once logged in, you may notice that your Inbox is separated into two 'folders' or categories called 'Focused' and 'Other':



For more information on what Focused Inbox is, click [HERE](#).

3. To turn it off, click the 'Filter' menu at the top of your Inbox and then uncheck 'Show focused Inbox':



Note: Once you click here, your Inbox will change to the standard view immediately.

