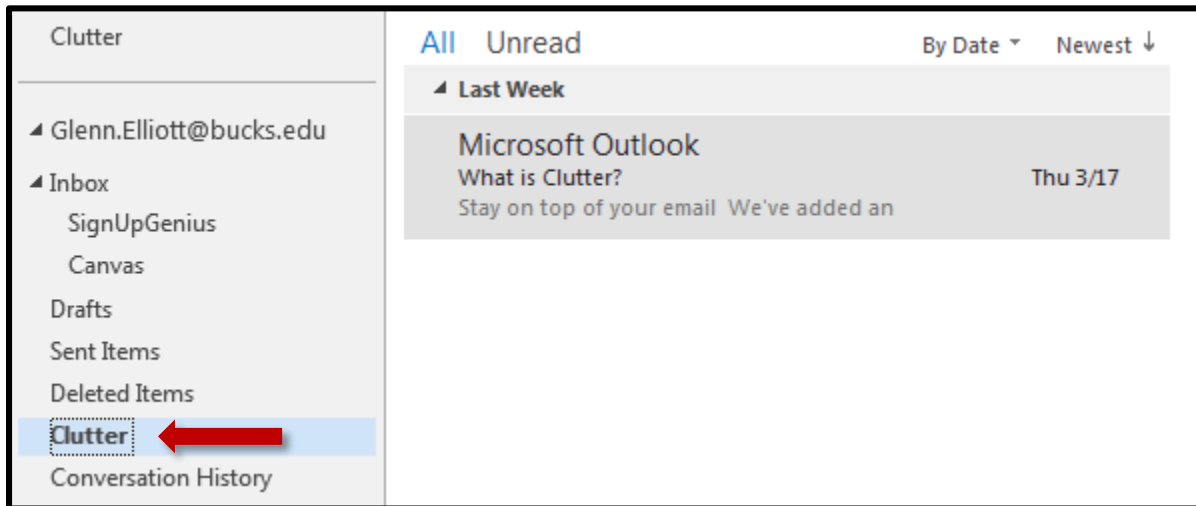


Office 365 / Outlook – What is Clutter?

You may have noticed a Clutter folder in your Outlook or Office 365 web email. Below is a description of Clutter and you can turn the feature off if you do not want it to interfere with your email.

1. Click the Clutter folder in your Outlook. You will see a message from Microsoft Outlook. To turn the feature off, click the **go to Options** link in the bottom of the email.



Stay on top of your email

We've added an awesome new feature that helps filter your low-priority email—saving time for your most important messages. We call it Clutter.

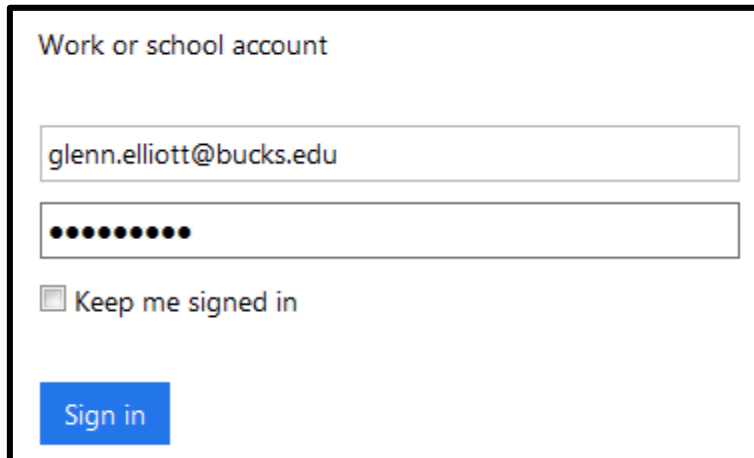
Clutter looks at what you've done in the past to determine the messages you're most likely to ignore. It then puts them here, in the Clutter folder. Just keep using email as usual and Clutter will learn which messages aren't important to you. From time to time, Clutter might get it wrong. You can move the messages we've incorrectly identified as clutter to your inbox, and Clutter will take notice.

Your privacy is extremely important to us. We remove any personally identifiable information from the data we use to make the feature better.

And if you find Clutter isn't for you, you can turn it off any time.

To stop separating items that are identified as clutter, [go to Options](#).
This system notification isn't an email message and you can't reply to it.

2. If you are already signed into Office 365 through web access, ignore this step. This will open your browser and take you to the Office 365 website. Type your email in the first.last@bucks.edu format and your password and click **Sign In**. You may need to click the Mail icon and enter your time zone preferences if you have not signed into the web version before.



Work or school account

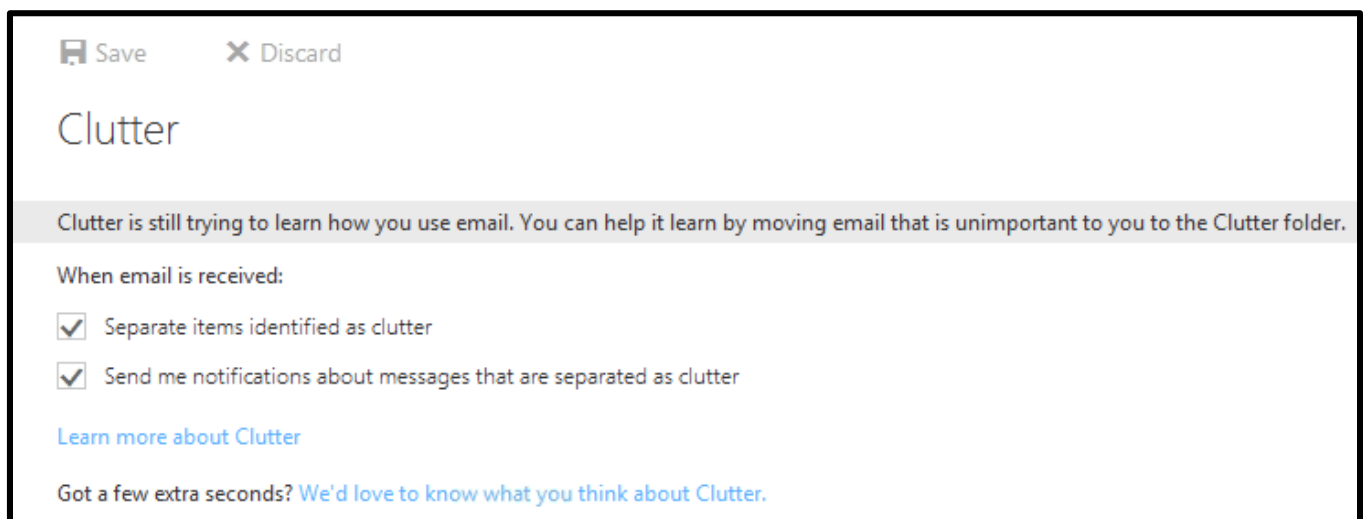
glenn.elliott@bucks.edu

••••••••

Keep me signed in

Sign in

3. To turn off the feature, remove the checkmarks and click the **Save** button.



Save Discard

Clutter

Clutter is still trying to learn how you use email. You can help it learn by moving email that is unimportant to you to the Clutter folder.

When email is received:

- Separate items identified as clutter
- Send me notifications about messages that are separated as clutter

[Learn more about Clutter](#)

Got a few extra seconds? [We'd love to know what you think about Clutter.](#)