



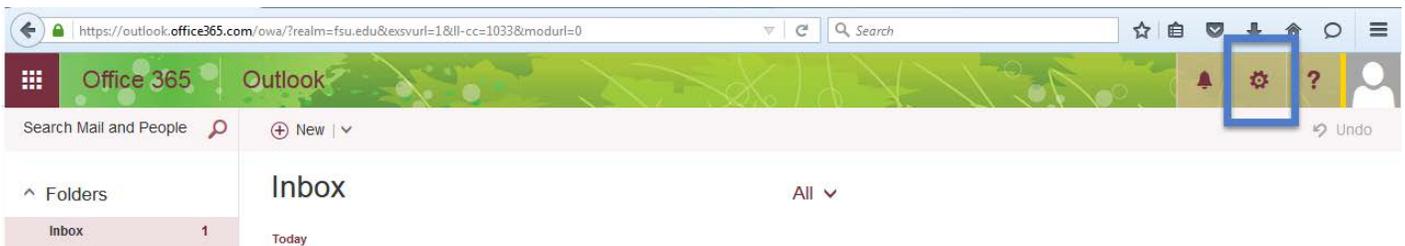
How to Disable Clutter in Office 365

The new Clutter feature of Office 365 uses an algorithm to predict which kinds of email an individual user is likely to ignore, and then automatically filters those types of emails to a folder labeled “Clutter.” Some users dislike this feature, and may choose to disable it.

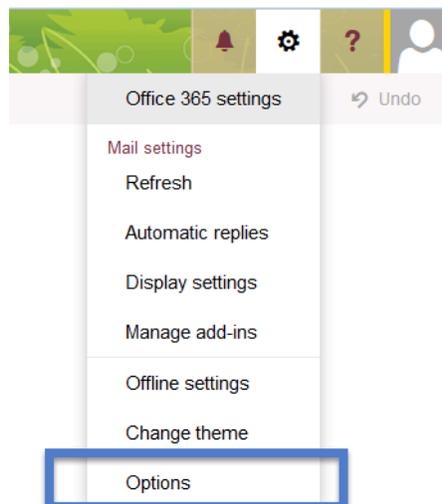
1. Go to FSU’s Outlook 365 page and log in (<https://outlook.com/fsu.edu>)



2. Click on the Settings icon in the top right-hand corner of the page



3. Click on “Options”



4. Look on the left-hand navigation and click on the Clutter menu option

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options

Mail options

In this section, you can change your email account settings

- Automatic processing** — Control how incoming
- Accounts** — Choose how email will flow in and
- Layout** — Customize the look of your inbox and

5. Deselect the option that reads “Separate items identified as clutter.”

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 - Reply settings
 - Retention policies
- Accounts

Clutter

Save Discard

Over the past 7 days, Outlook classified 0 items as clutter. This results in saving of about 0 minutes.

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.

6. Click the Save icon to save your changes.

The screenshot shows the Outlook interface with the 'Options' pane on the left and the 'Clutter' settings on the right. The 'Save' button is highlighted with a blue box. The 'Clutter' settings show that 0 items were classified as clutter over the past 7 days, resulting in a saving of about 0 minutes. There is an unchecked checkbox for 'Separate items identified as clutter' and a link to 'Learn more about Clutter'. A feedback message asks for user input on Clutter.

Office 365 Outlook

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Clutter

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Separate items identified as clutter

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