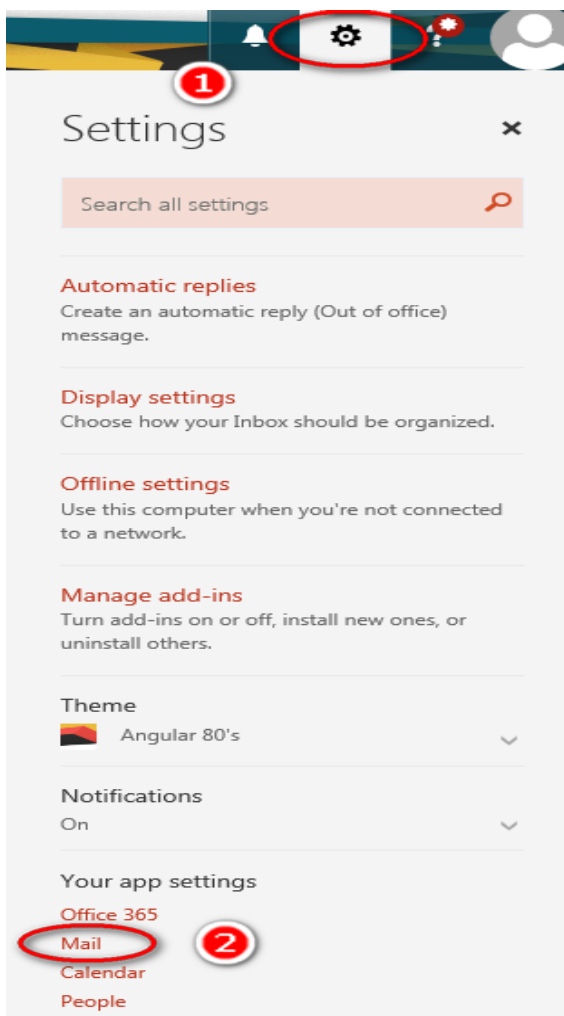


Clutter messages filter in the mailbox Office 365

You may have some new messages does not come into your inbox but in a folder named "Clutter". Clutter is a feature in Office 365 designed to help users focus on the most important messages in their Inbox by moving lower priority messages into a new Clutter folder. You can disable the Clutter by uncheck the options in the webmail as bellow.

1. If employees complete the mailbox migration, through the company's website "<http://outlook.com/sodexo.com> " to log in to your webmail
2. Click on the right icon, a pop-up menu, click Mail



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 2 items to Clutter. This would have saved you about 0.4 minutes.

When email is received:

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

3 Uncheck

[Learn more about Clutter](#)

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

Options

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4 Save Discard

Clutter

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When email is received:

- Separate items identified as clutter

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

Click [here](#) to learn more about Clutter.

See you next week.