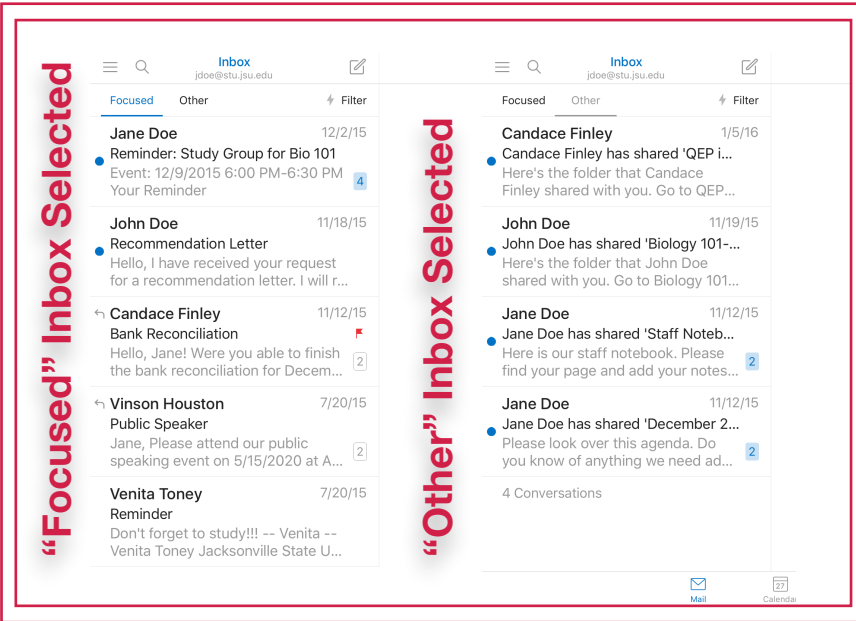




Using Outlook's Focus Feature

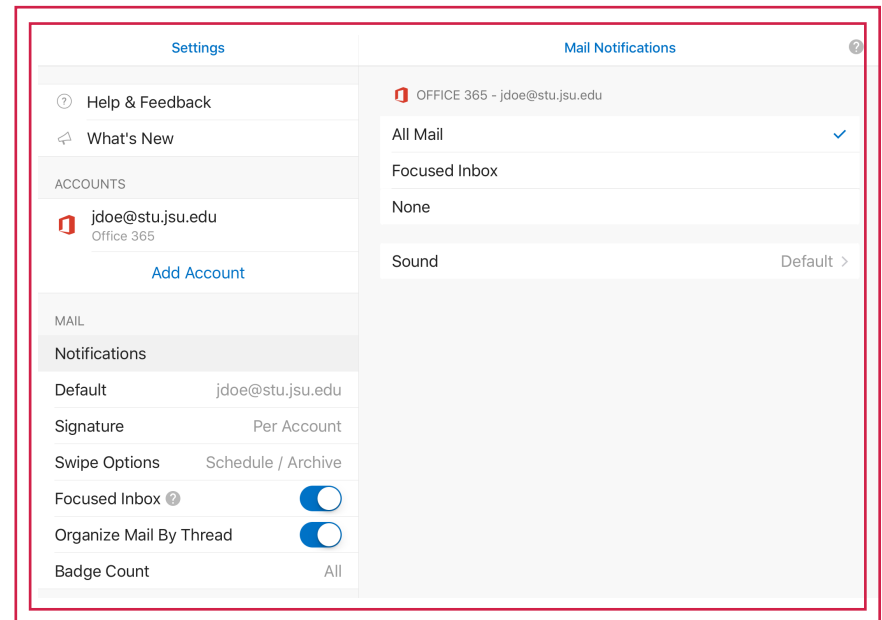
Focused Inbox **intelligently** presorts your email so you can focus on what matters. It places your most **important** emails in **“Focused”** and the rest in **“Other.”** Focused Inbox works across **all** your email accounts, personal, and professional.

To create an inbox that **“feels right”** to you, the system takes into account emails and contacts with whom you interact, and **filters** out **noisy** sources like automatically generated or bulk email. The **more** you use it, the **better** it gets. You can easily reclassify emails between **Focused** and **Other**. Just open an email, then select **“Move”** from the drop-down menu. Note that your badge count and **notifications** are **synced** to **Focused** Inbox.



If you'd like to turn **Focused Inbox off**, or change whether your badge count is synced to **Focused Inbox**, go to **“Settings”** and scroll down.

To change your **notifications settings**, you do so per email account. Go to **“Settings”** and then tap on **“Notifications.”**



Want to learn more, visit the **Technology Support Center** on the **9th Floor** of the **Houston Cole Library**.