Customize view

Focused Inbox for Outlook

Applies To: Outlook for Office 365

Last updated: 19 April 2018

Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important emails are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.

Outlook 2016 | Outlook on the web | Outlook.com | Outlook 2016 for Mac | Mail for Windows 10

How do I turn off Focused Inbox?

Outlook 2016

In Outlook 2016, Focused Inbox is only available for Office 365, Exchange, and Outlook.com accounts.

Turn Focused Inbox on

- 1. In Outlook 2016, select the View tab.
- 2. Select Show Focused Inbox.



The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

File	Hom	e	Send / Receive	Folder	View	Tell me what	you want to do				
S Change	¢ View	Reset	Show as Co	nversations	Message	Show	Date	Erom	Sa Io	Categories	*
View -	Settings	View	Conversatio	on settings *	Preview	Focused Inbox	 Flag: Start Date 	 Flag: Dige Date 	nua gize	- Subject	Ŧ
Cu	irrent Viev	v	Messa	ges				Arran	gement		
∡ Favorites		<	Focuse	d Other]				All -	Sear	

Change how your messages get organized

1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.

 If moving from Focused to Other, choose Move to Other if you want only the selected message moved. Choose Always Move to Other if you want all future messages from the sender to be delivered to the Other tab.

If moving from Other to Focused, choose **Move to Focused** if you want only the selected message moved. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.



See Focused Inbox in action

Outlook on the web

Turn Focused Inbox on

1. Open Outlook on the web.

	Office 365	Outloo	k	
Searc	h Mail and People	P	🕂 New Y	
€ ^ Fa	Folders avorites		Inbox Next: Office Hours at 1:30	Filter ∨ PM 🛱 +1
	Inbox	54	Google	
	Team	1	Security alert for your linkec	10:30 AM
^	Keri Mills	Í	Davis Family	0
~	Inbox	54	(No subject)	10:01 AM
	✓ Sync Issues		Facebook See what your triends are up to	
	Drafts	13	see milit your menus me up to	9:35 AM
	Sent Items		Facebook	
	Deleted Items	774	Do you know Kelly A	9:20 AM
√ Ci	onversation History		LINKEOIN Congratulate Scott on his anniversary	7:53 AM
			Goodreads	
			June New Releases	4:59 AM

- 2. Select 🔯 > Display settings > Focused Inbox.
- 3. Under **When email is received**, select **Sort messages into Focused and Other**. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

✓ OK × Cancel	Settings ×
Display settings	Search all settings
Reading pane Message list Conversations Focused Inbox Focused Inbox sorts your email to help you focus on what matters most. Your most important messages appear on the Focused tab, and the rest are moved to the Other tab.	Automatic replies Create an automatic reply (Out of office) message.
Sort messages into Focused and Other Don't sort messages	Display settings Choose how your Inbox should be organized.
	Manage add-ins Turn add-ins on or off, install new ones, or uninstall others.
	Theme Default theme
	Notifications On \checkmark
	Flight settings Choose your flight you want to override.
	My app settings Office 365 Mail Calendar
	People Yammer

4. Click OK.

Change how your messages get organized

- 1. From your inbox, select the Focused or Other tab, and then right-click the message you want to move.
- 2. If moving a single message from Focused to Other, choose **Move to Other inbox**. Choose **Always move to Other inbox** if you want all future messages from the sender to be delivered to the **Other** tab.

If moving a single message from Other to Focused, choose **Move to Focused inbox**. Choose **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the **Focused** tab.

Reply	Reply			
Reply all	Reply all			
Forward	Forward			
Delete	Delete			
Archive	Archive			
Mark as unread	Mark as unread			
Pin	Pin			
Flag	Flag			
Mark as junk	Mark as junk			
Ignore	Ignore			
Move to Other inbox	Move to Focused inbox			
Always move to Other inbox	Always move to Focused inbox			
Move >	Move >			
Categorize >	Categorize >			
Create rule	Create rule			
Show in immersive reader	Show in immersive reader			
View message details	View message details			
Assign policy >	Assign policy >			

Outlook.com, Hotmail.com

The instructions are slightly different depending on whether you're using the Outlook.com beta. Choose which version you're using to see the instructions that apply to you.

IF YOUR MAILBOX LOOKS LIKE				IF YOUR MAILBOX LOOKS LIKE		
III Outlook			Outlook M	ail		
	+ New message	🗐 De	Searc	h Mail and People	٩	⊕ New ≻
See Instructions for the Outlook.com beta.			See I Outlo	nstructions f	or cl	assic

Instructions for the Outlook.com beta

Turn on Focused Inbox

- 1. Open Outlook.com or Hotmail.com.
- 2. Select Settings. In Quick settings turn on Focused Inbox.

Quick settings ×
✓ What are you looking for?
Theme
View all themes
Dark mode
Conversation view ①
 Newest messages on top
 Newest messages on bottom
Off
Reading pane
Show on the right
O Show on the bottom
◯ Hide
Focused Inbox ①

3. At the top of your mailbox, in the email messages list, select between **Focused** and **Other**. You can switch between the tabs any time to take a quick look.



Change how your messages get organized

- 1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
- If moving a single message from Focused to Other, choose Move > Move to Other inbox. Choose Always
 move to Other inbox if you want all future messages from the sender to be delivered to the Other tab.

ſ	Reply	/24
u	Reply all	S
l	Forward	(10)
l,	Delete	3
l	Archive	
a	Move >	Move to Other inbox 🥼
	Categorize >	Always move to Other inbox
l	Mark as unread	Inbox
v	Flag	Deleted Items
	Pin	Archive
	Mark as junk	/12
l,	Create rule	3
	Show in immersive reader	
	Open in new tab	

If moving a single message from Other to Focused, choose **Move** > **Move to Focused inbox**. Choose **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the **Focused** tab.

Reply	1:37 PM and is now a me	
Reply all		
Forward		
Delete	Mon 3/19	
Archive	or Outlook.com	
Move >	Move to Focused inbox رام	
Categorize >	Always move to Focused inbox	
Mark as read	Inbox	
Flag	Deleted Items	
Pin	Archive	
Mark as junk		
Create rule		
Show in immersive reader		
Open in new tab		

Instructions for classic Outlook.com

Turn Focused Inbox on

1. Open Outlook.com or Hotmail.com.



- 2. Select 😨 > Display settings > Focused Inbox.
- 3. Under **When email is received**, select **Sort messages into Focused and Other**. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

V OK X Cancel	Settings ×
Display settings	Search all settings
Reading pane Message list Conversations Focused Inbox Focused Inbox sorts your email to help you focus on what matters most. Your most important messages appear on the Focused tab, and the rest are moved to the Other tab.	Automatic replies Create an automatic reply (Out of office) message.
Sort messages into Focused and Other Don't sort messages	Display settings Choose how your Inbox should be organized.
	Manage add-ins Turn add-ins on or off, install new ones, or uninstall others.
	Theme Default theme
	Notifications On V
	Flight settings Choose your flight you want to override.
	My app settings Office 365
	Calendar People Yammer

4. Click OK.

Change how your messages get organized

- 1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
- 2. If moving a single message from Focused to Other, choose **Move to Other inbox**. Choose **Always move to Other inbox** if you want all future messages from the sender to be delivered to the **Other** tab.

If moving a single message from Other to Focused, choose **Move to Focused inbox**. Choose **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the **Focused** tab.

Reply	Reply		
Reply all	Reply all		
Forward	Forward		
Delete	Delete		
Archive	Archive		
Mark as unread	Mark as unread		
Pin	Pin		
Flag	Flag		
Mark as junk	Mark as junk		
Ignore	Ignore		
Move to Other inbox	Move to Focused inbox		
Always move to Other inbox	Always move to Focused inbox		
Move >	Move >		
Categorize >	Categorize >		
Create rule	Create rule		
Show in immersive reader	Show in immersive reader		
View message details	View message details		
Assign policy >	Assign policy >		

Outlook 2016 for Mac

In Outlook 2016 for Mac, Focused Inbox is only available for Office 365 accounts.

Turn Focused Inbox on

- 1. Open Outlook 2016 for Mac.
- 2. On the **Organize** tab, select **Focused inbox**.



The Focused and Other tabs will appear at the top of your inbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

Tip: You can set the badge count—the count of unread mail—to include only the messages in the Focused list. See **Outlook** > **Preferences** > **Notifications and Sounds** > **Badge count** to adjust this setting.

Change how your messages get organized

- 1. From your inbox, select the **Focused** tab, and then select the message you want to move.
- Select Message > Move to Other if you want only the selected message moved. Choose Message > Always Move to Other if you want all future messages from the sender to be delivered to the Other tab.

Select **Message** >**Move to Focused** if you want only the selected message moved. Choose **Message** > **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.

Message Format Tools	s Wind	Message Format Tools	Windo
Reply	ЖR	Reply	ЖR
Reply All	企業R	Reply All	ΰЖR
Forward	жJ	Forward	жJ
Forward As Attachment	~第J	Forward As Attachment	~第J
Create	•	Create	•
Mark as Unread	企業T	Mark as Unread	ΰжт
Mark All as Read	~C∺T	Mark All as Read	~₩T
Edit Message		Edit Message	
Attachments	►	Attachments	►
Sender	•	Sender	►
Move to Other	70	Move to Focused	τF
Always Move to Other	7.40	Always Move to Focused	飞仓F
OneNote		OneNote	
Junk Mail	•	Junk Mail	•
Priority	•	Priority	•
Follow Up	•	Follow Up	•
Categorize	•	Categorize	►
Archive	^E	Archive	^E
Move	•	Move	•
Rules	•	Rules	•

Mail for Windows 10

Turn Focused Inbox on

- 1. In Mail for Windows 10, choose Seading.
- 2. Slide Sort messages into Focused and Other to On.

< Reading
Select an account
Microsoft
Apply to all accounts
Automatically download external images and style formats.
On On
Conversation
Show preview text
On On
Show sender pictures in the message list
On On
Select an account
Microsoft
Show messages arranged by conversation.
On On
Focused Inbox
Select an account
Microsoft
Sort messages into Focused and Other

The **Focused** and **Other** tabs will appear at the top of your inbox. You'll be informed about email flowing to **Other**, and you can switch between tabs any time to take a quick look.

Move messages from Focused to Other

- 1. From your inbox, select the **Focused** tab, and then right-click the message you want to move.
- 2. Choose one of the following:
 - Choose **Move to Other** if you want only the selected message moved.
 - Choose Always Move to Other if you want all future messages from the sender to be delivered to the Other tab.

Move messages from Other to Focused

- 1. From your inbox, select the Other tab, and then right-click the message you want to move.
- 2. Choose one of the following:
 - Choose Move to Focused if you want only the selected message moved.
 - Choose Always Move to Focused if you want all future messages from the sender to be delivered to the Focused tab.

Frequently asked questions

Why don't I see Focused Inbox in my Outlook?

How does Focused Inbox work with Clutter?

Can I keep using Clutter instead of Focused Inbox?

If I turned off Clutter, will I still be able to try Focused Inbox?

Does Focused Inbox organize all the mail in my inbox as soon as I turn it on?

I'm using Focused Inbox already on Outlook for iOS or Android. Does anything change for me?

Related Topics

Turn off Focused Inbox Focused Inbox for Outlook Mobile