

## Customize view

# Focused Inbox for Outlook

Applies To: Outlook for Office 365

Outlook for Office 365 for Mac | Outlook 2016 for Mac | Outlook 2016 for Windows

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](#)

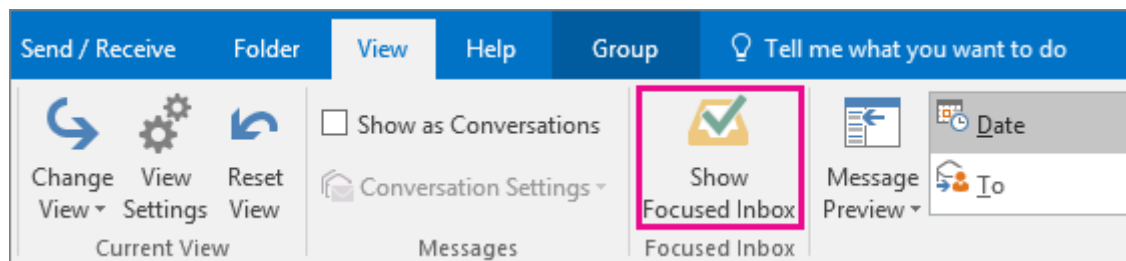
[How do I turn off Focused Inbox?](#)

## Outlook 2016

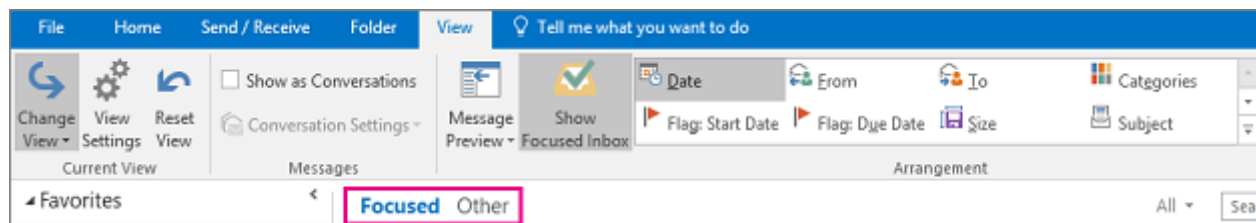
In Outlook 2016, Focused Inbox is only available for Office 365, Exchange, and Outlook.com accounts.

### 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.

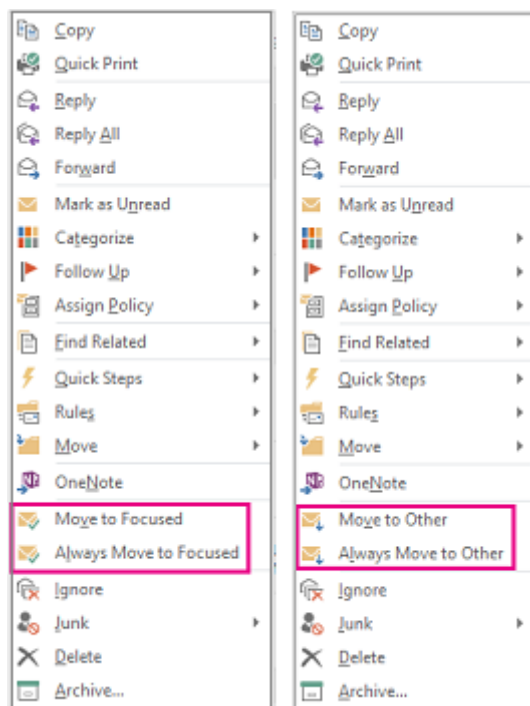


### Change how your messages get organized

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

2. If moving 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.

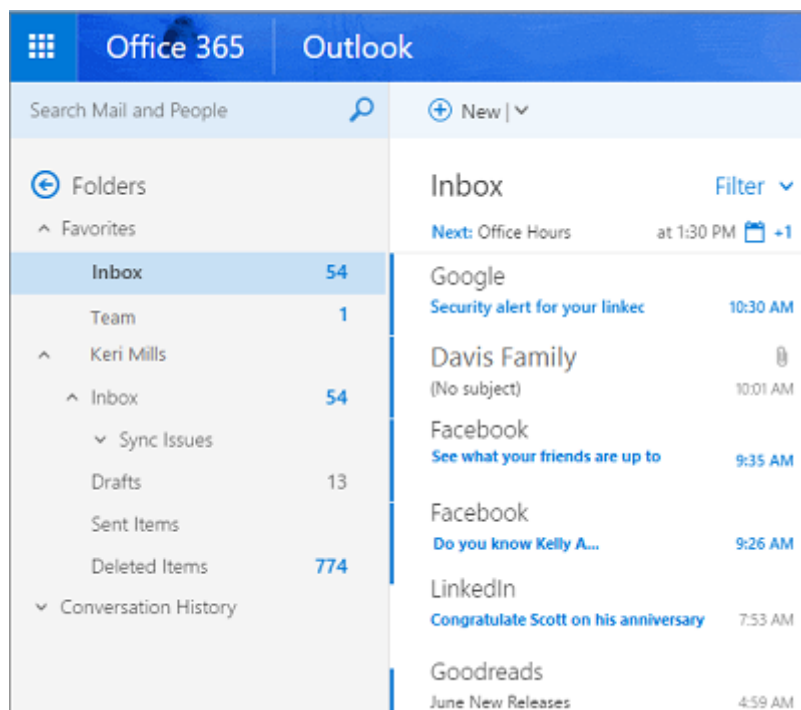



See Focused Inbox in action

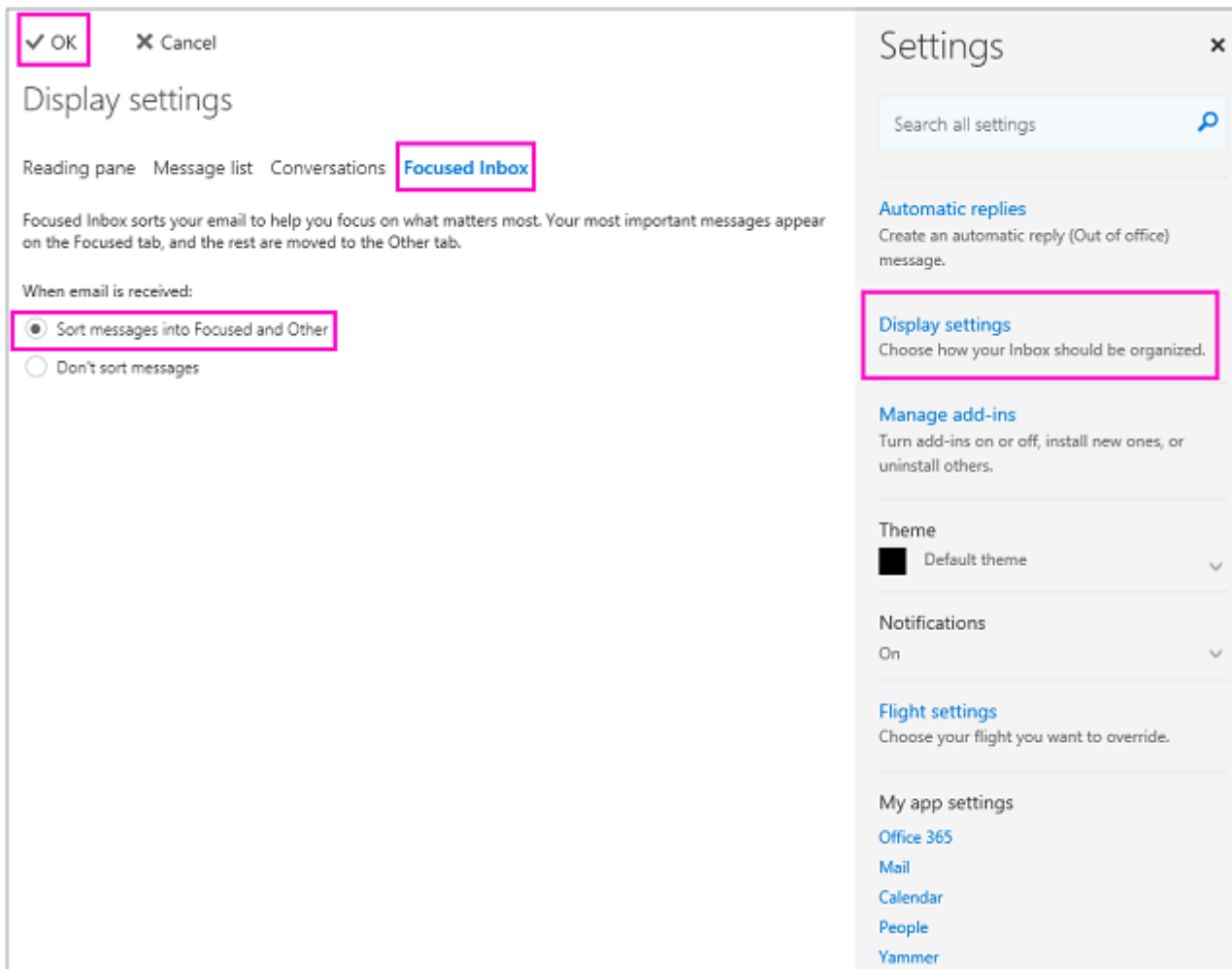
Outlook on the web

**Turn Focused Inbox on**

1. Open Outlook on the web.



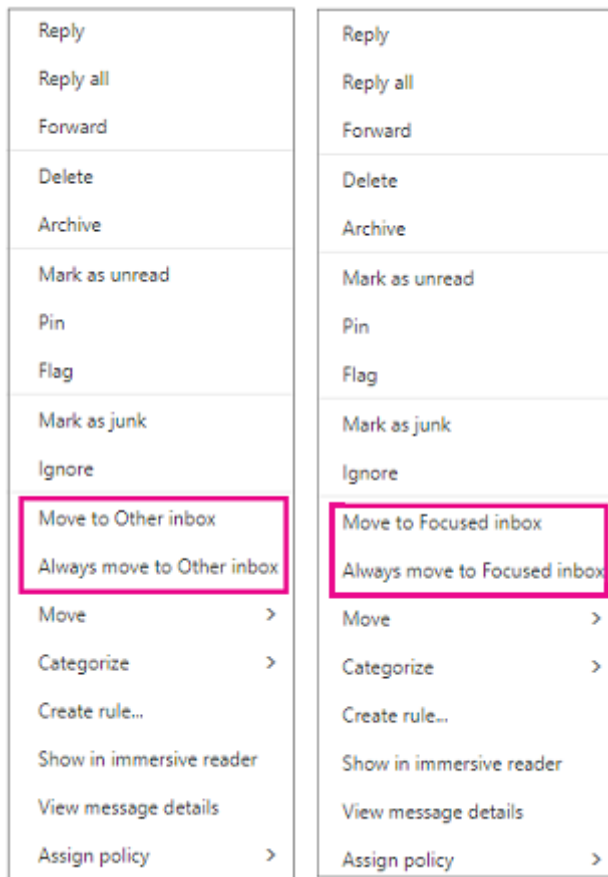
2. Select  > **Display settings** > **Focused Inbox**.
3. Under **When email is received**, select **Sort messages into Focused and Other**. The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to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



4. Click **OK**.


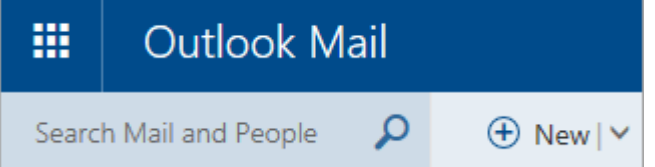
### Change how your messages get organized

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.




Outlook.com, Hotmail.com

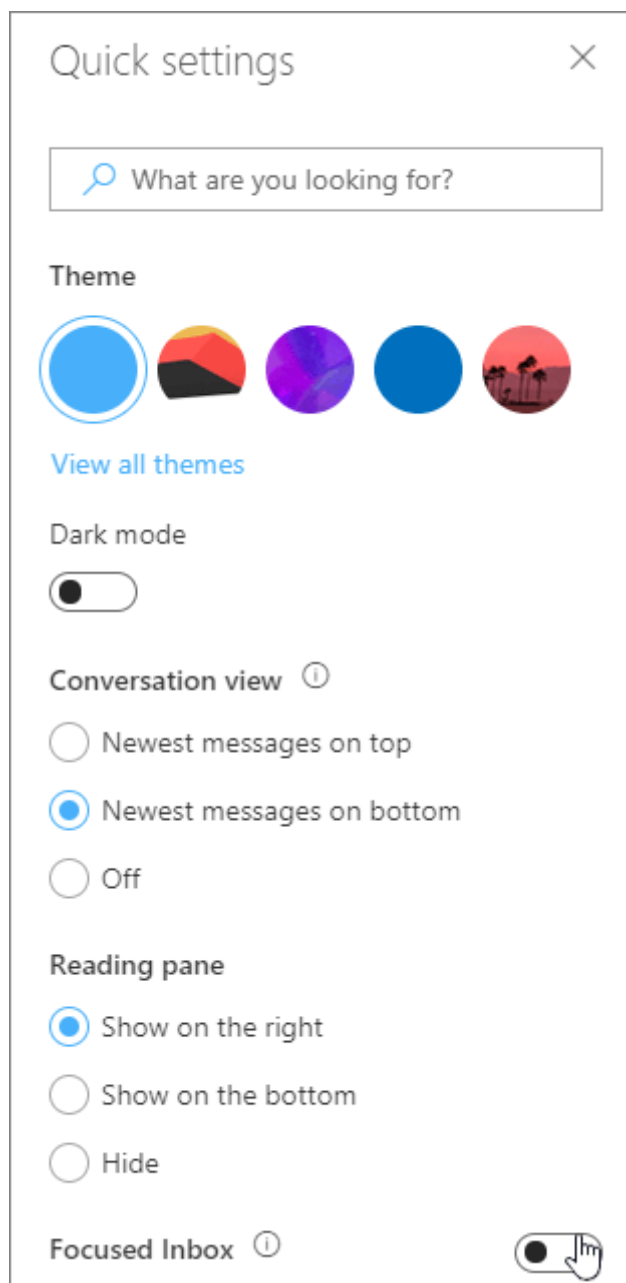
The instructions are slightly different depending on whether you're using the Outlook.com beta. Choose which version you're using to see the instructions that apply to you.

IF YOUR MAILBOX LOOKS LIKE...	IF YOUR MAILBOX LOOKS LIKE...
	
<p>See <a href="#">Instructions for the Outlook.com beta.</a></p>	<p>See <a href="#">Instructions for classic Outlook.com.</a></p>

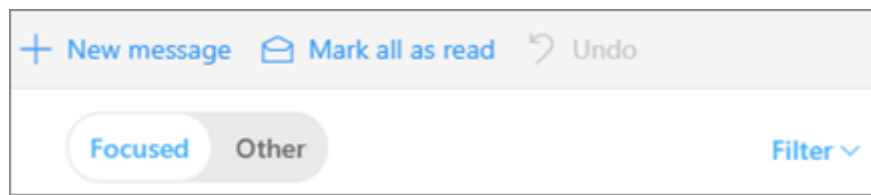
Instructions for the Outlook.com beta

### Turn on Focused Inbox

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

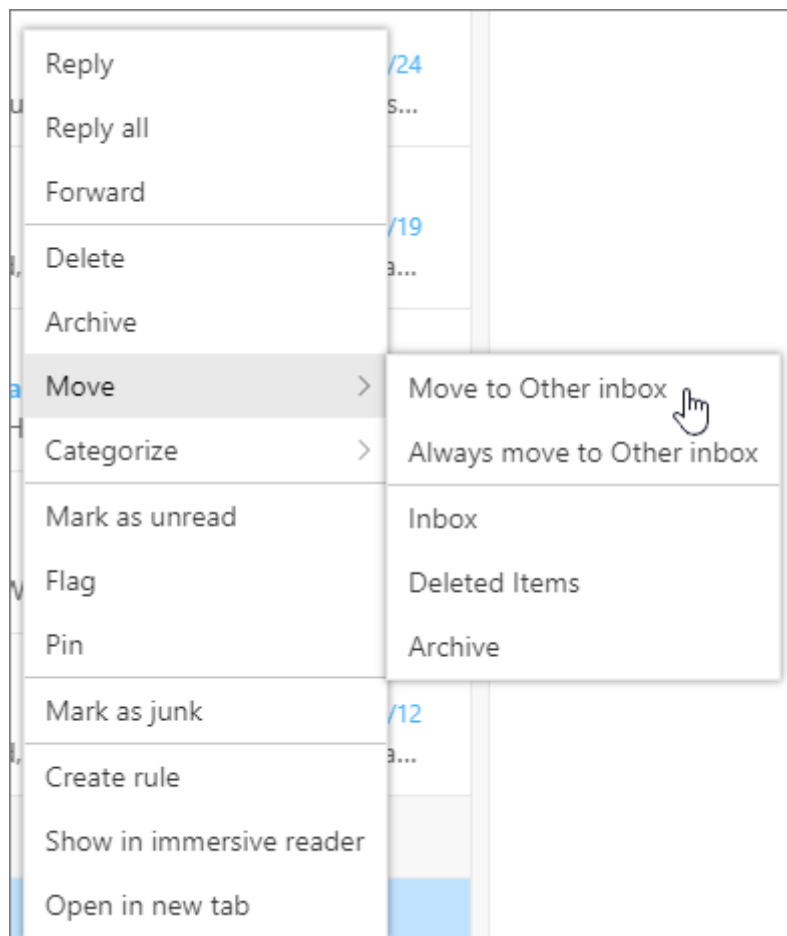


3. At the top of your mailbox, in the email messages list, select between **Focused** and **Other**. You can switch between the tabs any time to take a quick look.

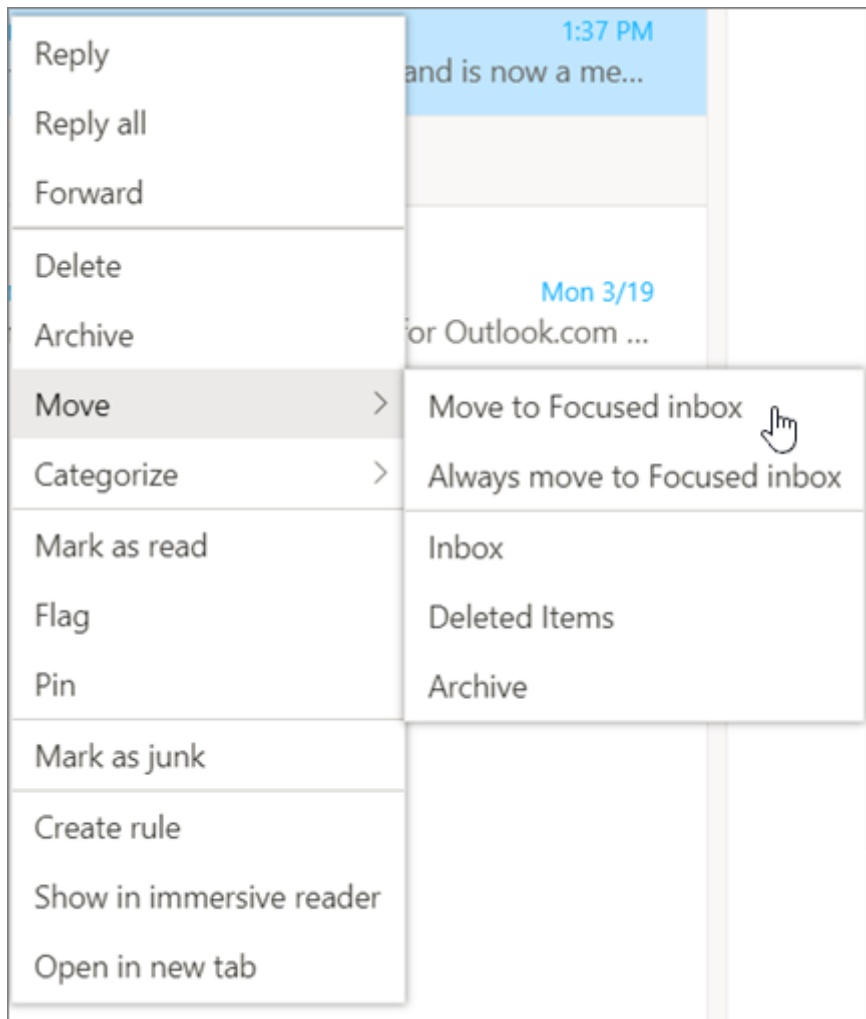


## Change how your messages get organized

1. From your inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
2. 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.



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.

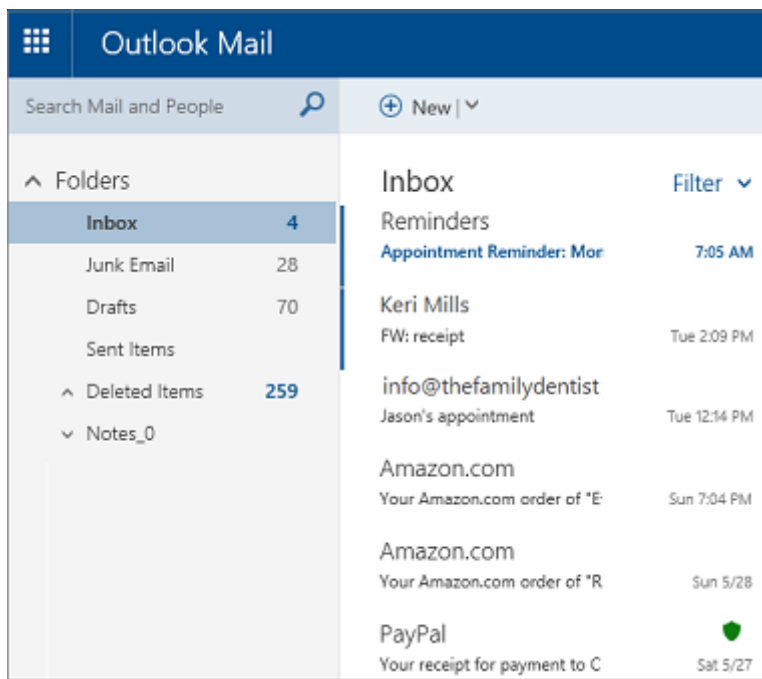



## Instructions for classic Outlook.com

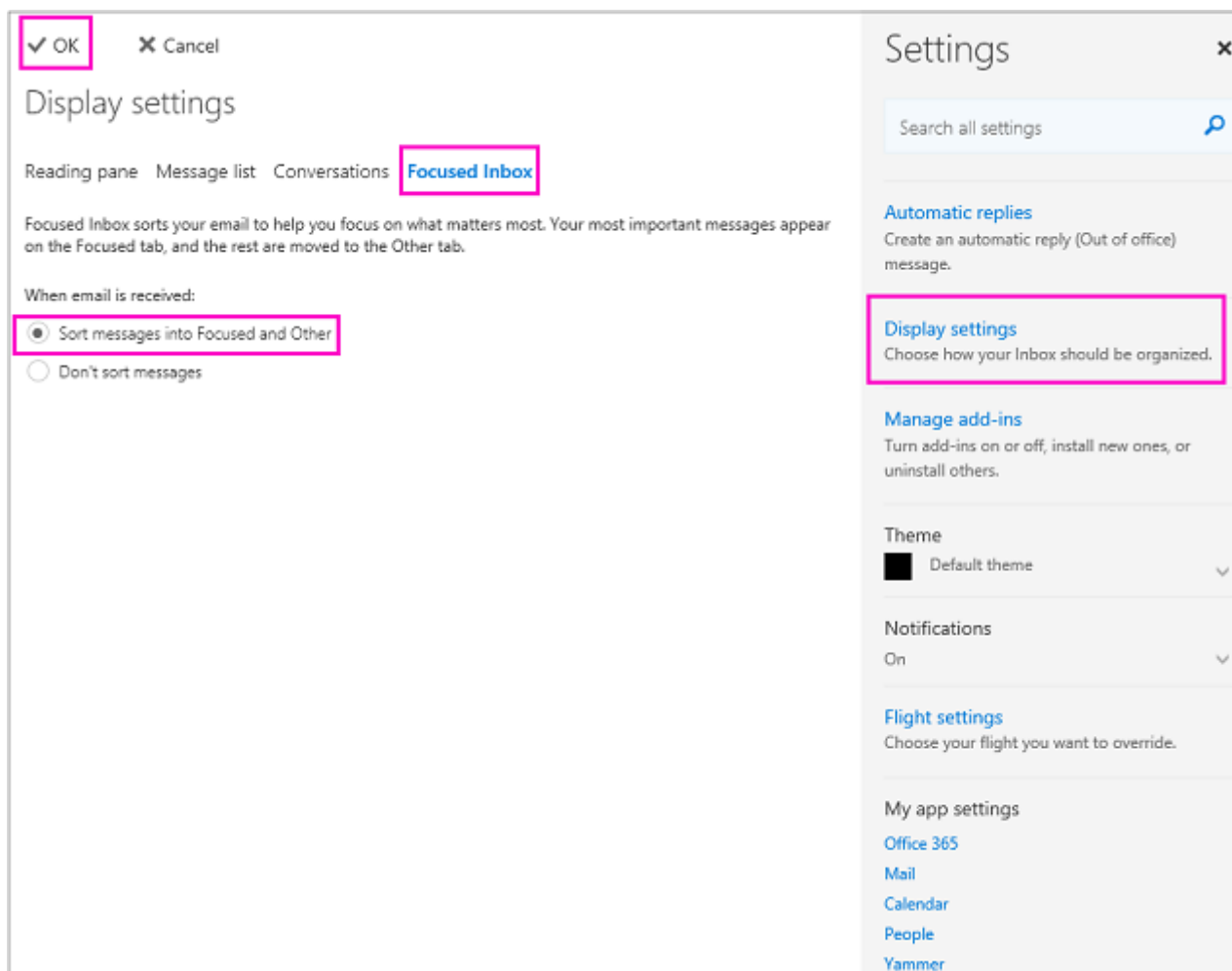
### Turn Focused Inbox on

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.

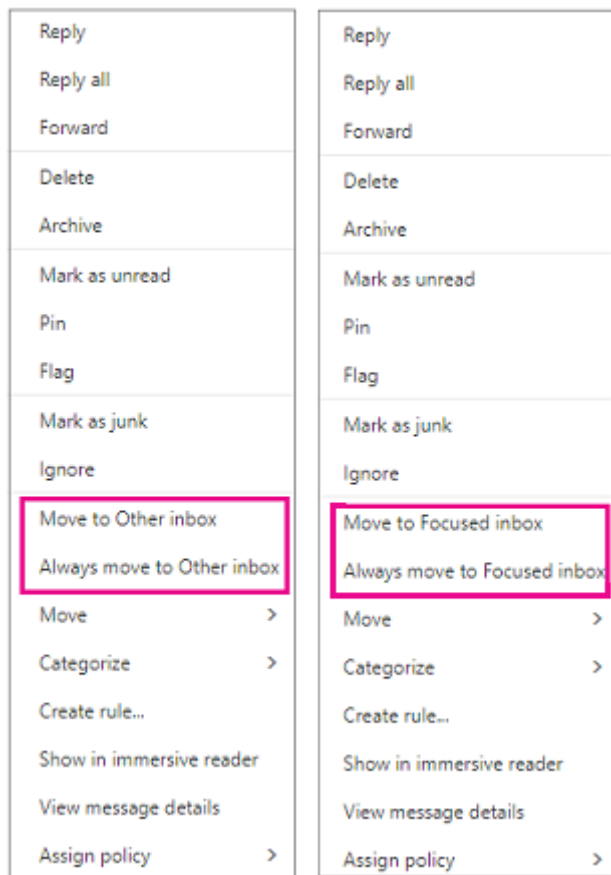


4. Click **OK**.

## 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.

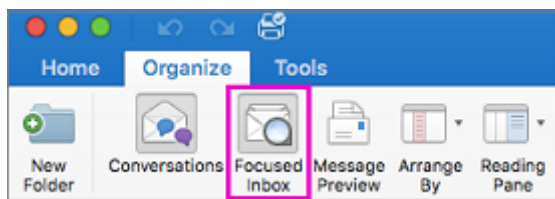


## Outlook 2016 for Mac

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.
2. 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.

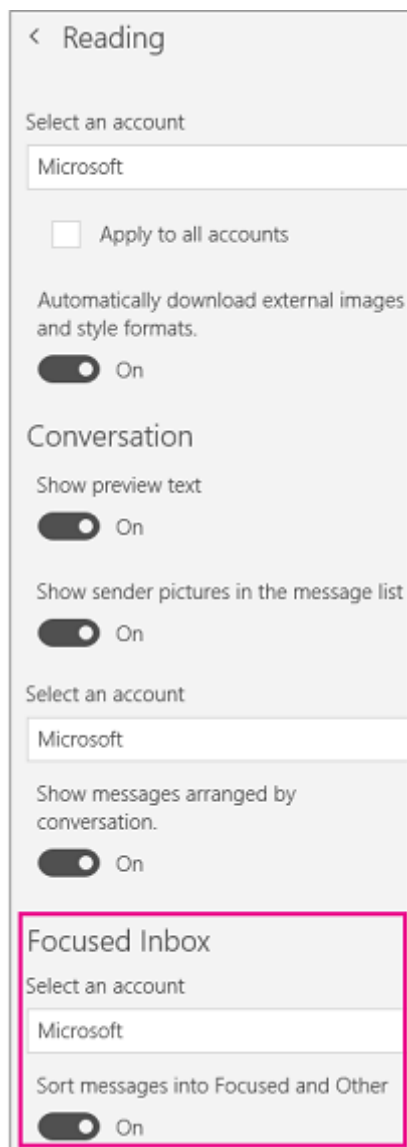
Choose **Message > Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.

Message	Format	Tools	Wind	Message	Format	Tools	Windo
Reply			⌘R	Reply			⌘R
Reply All			⇧⌘R	Reply All			⇧⌘R
Forward			⌘J	Forward			⌘J
Forward As Attachment			⇧⌘J	Forward As Attachment			⇧⌘J
Create			▶	Create			▶
Mark as Unread			⇧⌘T	Mark as Unread			⇧⌘T
Mark All as Read			⌘T	Mark All as Read			⌘T
Edit Message				Edit Message			
Attachments			▶	Attachments			▶
Sender			▶	Sender			▶
Move to Other			⌘O	Move to Focused			⌘F
Always Move to Other			⇧⌘O	Always Move to Focused			⇧⌘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  > **Reading**.
2. Slide **Sort messages into Focused and Other** to **On**.



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](#)