Customize view

Focused Inbox for Outlook

Applies To: Outlook for Office 365
Outlook for Office 365 for Mac
Outlook 2016

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.

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.

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<tr>
<th>IF YOUR MAILBOX LOOKS LIKE...</th>
<th>IF YOUR MAILBOX LOOKS LIKE...</th>
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<tr>
<td><img src="image" alt="Outlook" /></td>
<td><img src="image" alt="Outlook Mail" /></td>
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Instructions for the Outlook.com beta

Turn on Focused Inbox

https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d8964e3978?appver=OWB150
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.

   ![Move Options]

   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.

Mail for Windows 10

**Turn Focused Inbox on**

https://support.office.com/en-us/article/Focused-Inbox-for-Outlook-f445ad7f-02f4-4294-a82e-71d8964e3978?appver=OWB150
1. In Mail for Windows 10, choose 🗳 Reading.

2. Slide Sort messages into Focused and Other to On.

   ![Reading settings]  

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

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<td>Why don't I see Focused Inbox in my Outlook?</td>
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<td>How does Focused Inbox work with Clutter?</td>
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<td>Can I keep using Clutter instead of Focused Inbox?</td>
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<td>If I turned off Clutter, will I still be able to try Focused Inbox?</td>
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<td>Does Focused Inbox organize all the mail in my inbox as soon as I turn it on?</td>
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<td>I'm using Focused Inbox already on Outlook for iOS or Android. Does anything change for me?</td>
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Related Topics

- Turn off Focused Inbox
- Focused Inbox for Outlook Mobile