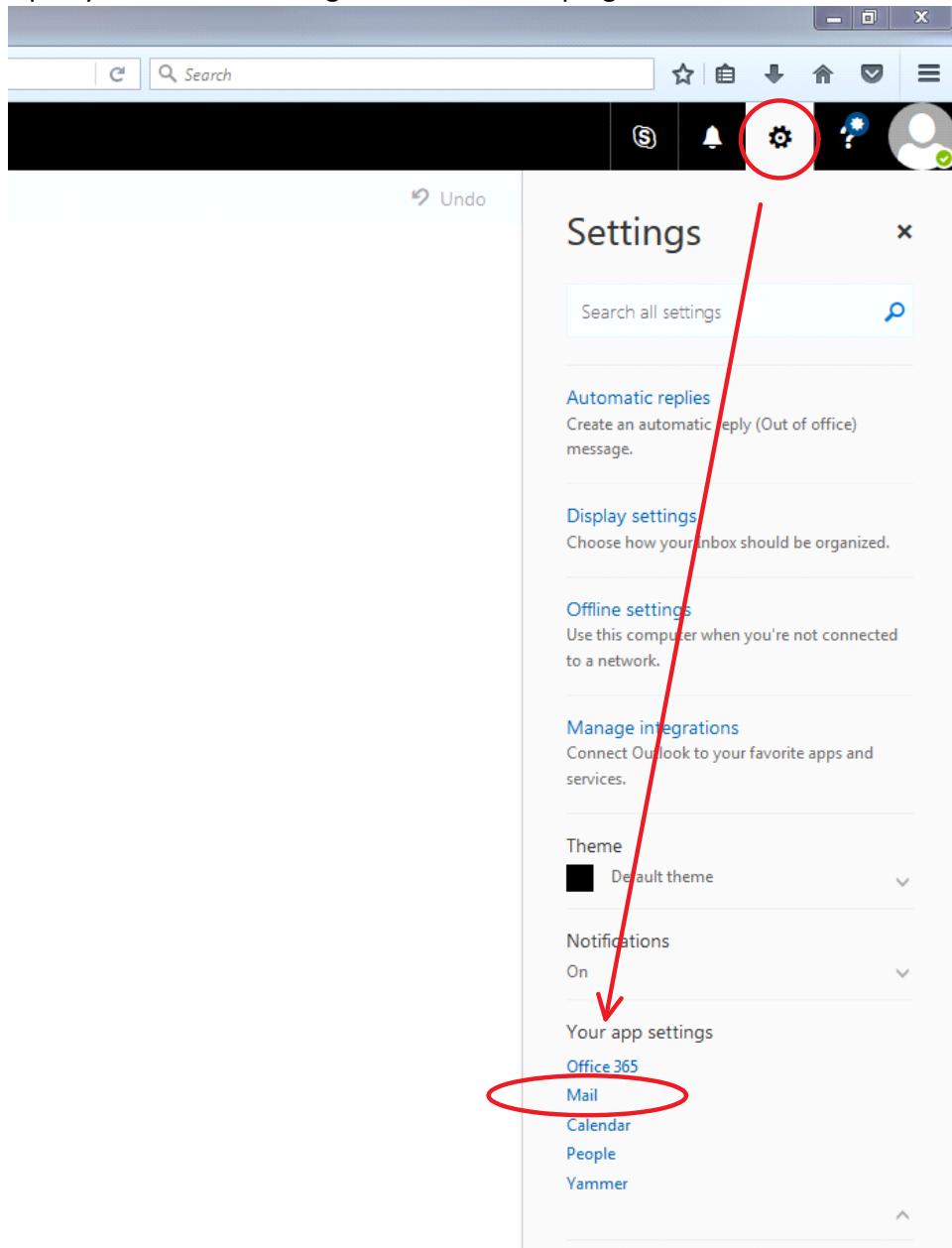


# How to disable Clutter

Friday, October 14, 2016 1:31 PM

Open your email and the gear icon on the top right. Then click on Mail



In the left pane, click Clutter. Then uncheck the box that says: "Separate items identified as clutter"

The screenshot shows the Microsoft Outlook Options page for Clutter settings. The URL in the browser is <https://outlook.office365.com/owa/?realm=ntc.edu&path=/options/clutter>. The page has a dark header with the word 'Outlook' and a gear icon. The left sidebar has a 'Shortcuts' section and a 'Mail' section with 'Automatic processing' expanded, showing 'Automatic replies', 'Clutter' (which is circled in red with an arrow pointing to it), 'Inbox and sweep rules', 'Junk email reporting', 'Mark as read', 'Message options', and 'Read receipts'. The main content area is titled 'Clutter' and shows a message: 'Over the past 7 days, Outlook would have moved 3 items to Clutter. This will have saved you about 0.6 minutes.' Below this, it says 'When email is received:' followed by a checkbox labeled 'Separate items identified as clutter' (which is also circled in red). There is a 'Save' button and a 'Discard' button. To the right, a 'Settings' sidebar is open with a search bar and sections for 'Automatic replies' (with a note to create an automatic reply message) and 'Display settings' (with a note to choose how the inbox should be organized). A red 'x' icon is in the top right corner of the settings sidebar.

Outlook

Options

Shortcuts

General

Mail

Automatic processing

Automatic replies

Clutter

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Save

Discard

Clutter

Over the past 7 days, Outlook would have moved 3 items to Clutter. This will have saved you about 0.6 minutes.

When email is received:

Separate items identified as clutter

Learn more about Clutter

Got a few extra seconds? [We'd love to know what you think about Clutter.](#)

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your Inbox should be organized.

Settings