




## Office 365 "Clutter" Feature & How To Disable It

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**Clutter** is an Office 365 feature designed to move low priority messages out of your Inbox and into their own folder titled "**Clutter**". Clutter utilizes actions you have taken in the past to determine the messages you're most likely to ignore. It then moves those messages into the Clutter folder. Clutter and junk email are both filtered out before they reach your Inbox. Junk email is evaluated and filtered first. Next, Clutter analyzes the remaining messages destined for your Inbox, and filters out the types of messages that you usually ignore or don't respond to, based on your past behavior.

Clutter is enabled by default.

### To Disable Clutter Follow These Instructions:

1. Log into your O365 Loyola email account
2. Once you're logged in, click the  icon (i.e., Settings) and choose Options.
3. Click on "Mail"
4. Click on "Clutter"
5. Deselect the "Separate items identified as clutter" box
6. Select "Save"

