


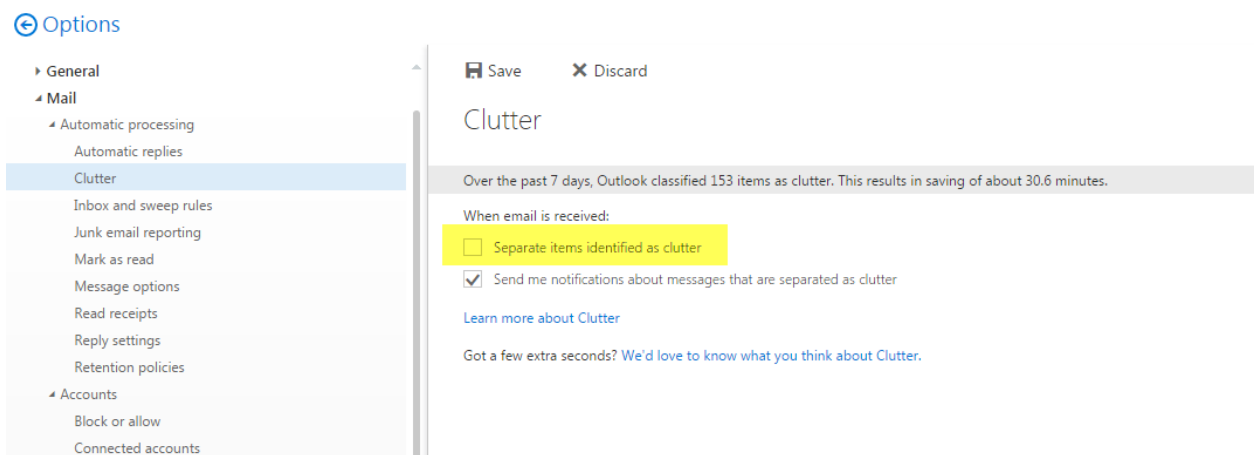


## How to turn off “Clutter”:

- Sign in to Outlook Web App.
- At the top left corner of the page, select the App launcher  icon, and then select **Mail**.
- On the top right corner of the page, go to **Settings**  > **Options** > **Mail** > **Automatic processing** > **Clutter**.
- Uncheck **Separate items identified as Clutter**, then **Save** .



**NOTE** The Clutter folder remains in Outlook after you turn off the Clutter feature. If you don't want the folder listed under your Mailbox, move the emails from Clutter to other folders, as appropriate, and then right-click the Clutter folder and choose **Delete Folder**.