



## Disable Focused Inbox on Outlook.com Process Document

### Purpose

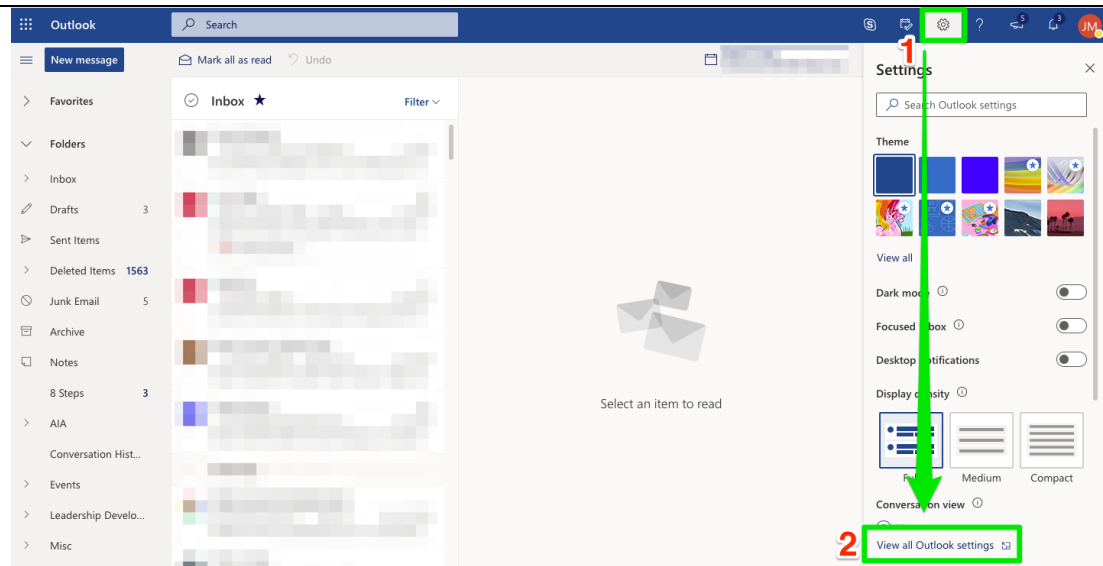
Outlook separates your inbox into two tabs, Focused and Other. Email messages that matter most to you are placed on the Focused tab, while others remain accessible on the Other tab.

All Sign-Up Genius' confirmation and reminder emails, will more than likely be sent to your Other tab. Follow the below directions to disable your Focused tab.

1. Log into your email through the webpage.

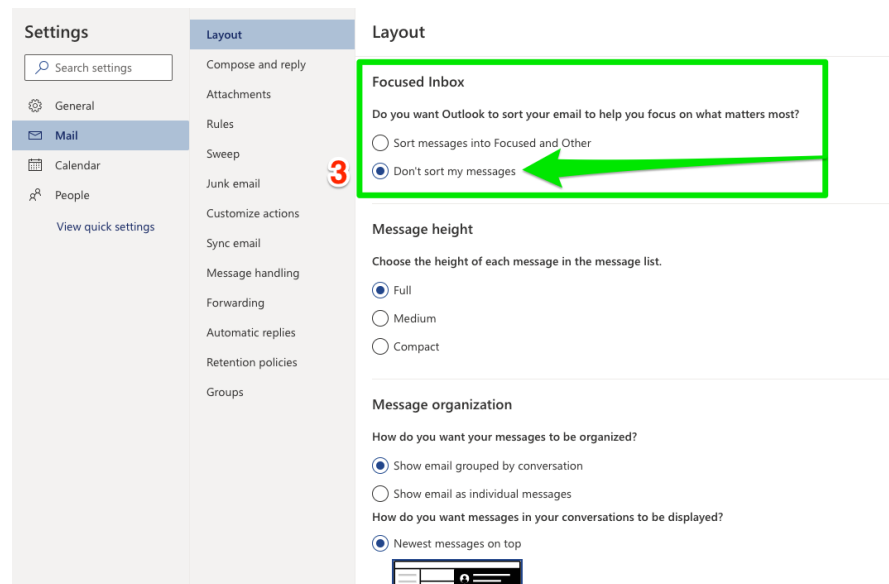
Select the settings icon in the upper right hand corner of your e-mail.

2. From the general settings window, select "View all Outlook settings."





3. In the main settings window, under “Focused Inbox,” select “Don’t sort my messages.”



4. When you register for a session in Sign-Up Genius, you will receive a confirmation e-mail containing the Zoom login information from the following email address:

Noble Education Initiative  
<info@signupgenius.com>

