

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.

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1. L w S u e	. Log into your email through the webpage.	New message	🖻 Mark all as read 🏷 Undo		Settings ×
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	Select the settings icon in the upper right hand corner of your e-mail.	> Inbox	-		
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2.	From the general settings window, select "View all Outlook settings."	AIA <	and the second se		
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