4/6/16
MSAD54 Email
Turning off Clutter

If you have been missing emails, please turn off Clutter. **Clutter** is an email filtering option available to Office **365** customers. It is similar to an anti-spam filter as it moves less important email (based on your reading habits) into a '**Clutter**' folder where they can be ignored or reviewed later.

The problem with clutter is that you may not see some of your emails and it is best to just turn it off.

To turn off Clutter please follow the directions below.

- Open your MSAD54 email through the webmail. <u>Webmail Link</u>
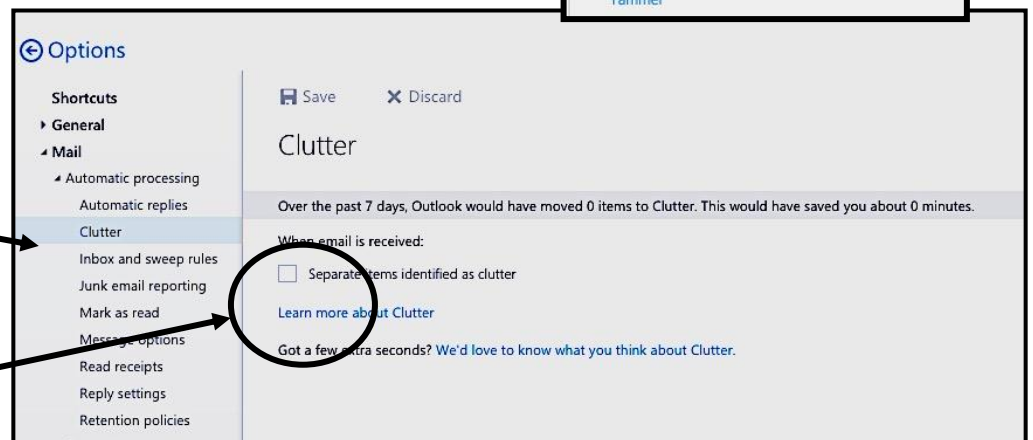- Go to Settings by clicking the gear in top right corner

Look toward bottom to My app settings
Click on Mail
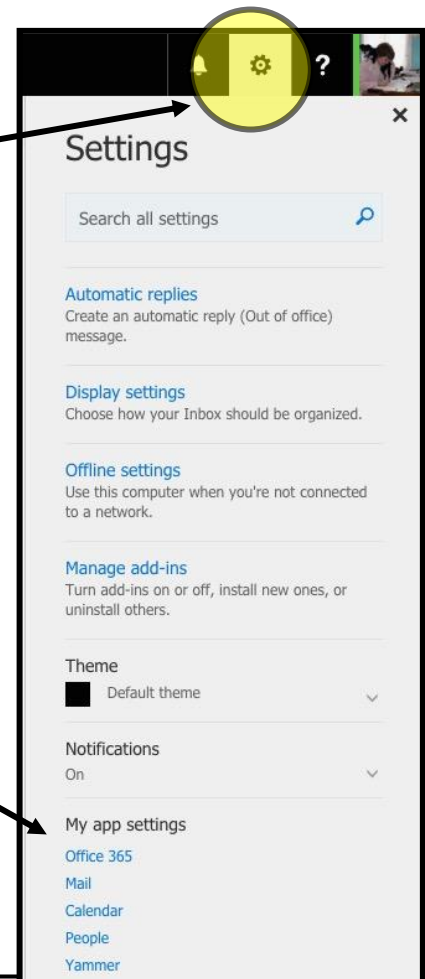
You will see Options for Mail on the left

Click on Clutter

Uncheck Separate items identified as clutter

Click Save

DSMALL