

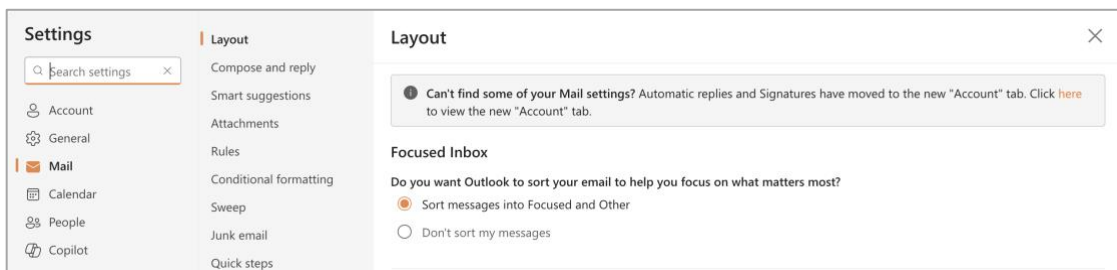
Tip Sheet: How to Manually Opt-in to Outlook's Focused Inbox

Step-by-Step Instructions

- Log in to the **University of Miami's Outlook online portal** by visiting: outlook.miami.edu.
- Click the **gear icon** on the upper right-hand corner.



- Within the *Settings* panel, click **Mail > Layout**.
- Under *Focused Inbox*, select **"Sort messages into Focused and Other"**



- Click **Save** to finalize the setting selection.

