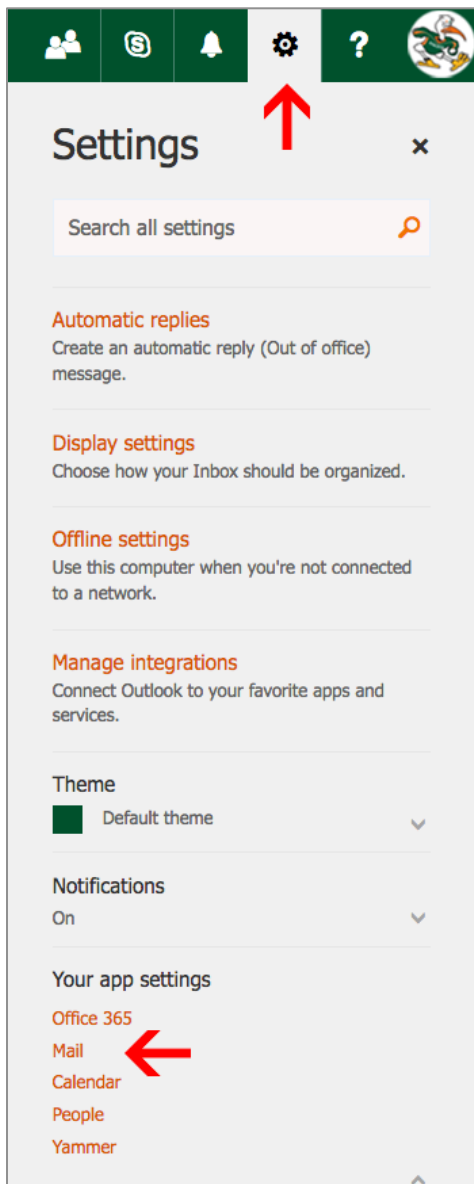


How to Manually Opt-in to Outlook's Focused Inbox

Step-by-Step Instructions:

- Log in to Office 365 (O365) by visiting: email.miami.edu
- Click the **gear icon** on the upper right-hand corner
- Then, click the **"Mail"** link under **"Your app settings"**



- Within the "Mail" menu, scroll down to the "**Layout**" sub-menu, and then select "**Focused Inbox**"
- To opt-in, select "**Sort messages into Focused and Other**"
- Click "**Save**" to complete

