

## Learn more:

With Focused Inbox, you're in control. [Check out this video for a quick tour of the feature.](#)

## At a glance:

Focused Inbox helps you focus on the emails that matter most to you. It learns from your email behavior patterns and separates your inbox into two tabs: *Focused* (important emails) and *Other* (less important).

## Who can use it?

Focused Inbox is available to UM faculty, staff, and students that are currently using Office 365.

## Have questions?

### Get answers:

Please review [Microsoft's Focused Inbox details and FAQs](#).

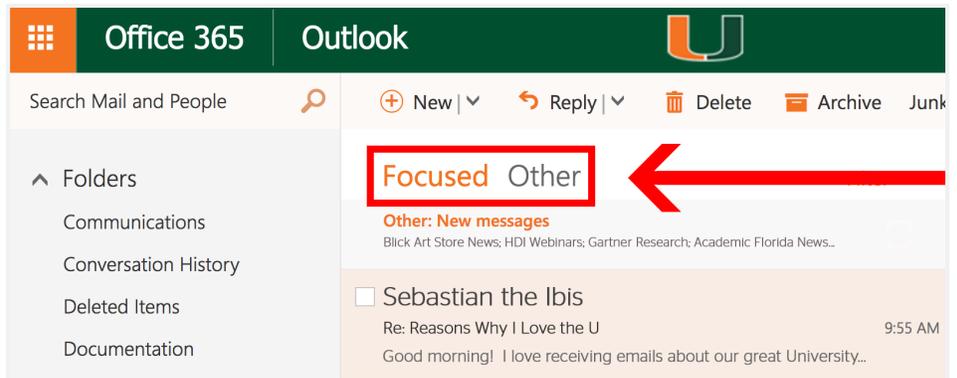
## Who to contact:

If you have any questions, please contact the UMIT Service Desk at (305) 284-6565 or [itsupportcenter@miami.edu](mailto:itsupportcenter@miami.edu).

# New Feature: Focused Inbox

*A filtered view of your inbox, which separates emails based on priority.*

**COMING SOON:** Microsoft's Focused Inbox. Focused Inbox replaces Outlook's Clutter functionality; but unlike Clutter (which was a sub-folder in your inbox), Focused Inbox learns from your email behavior patterns and separates your inbox into two tabs: Focused (important emails) and Other (less important). This will be an opt-in feature, which will be available starting over the next 6-8 weeks.



## Benefits:

- Over time, you can train the Focused Inbox logic by your email behavior, or by intentionally tagging important emails, so that the only items that show up in the Focused view are high priority and/or actionable items.
- Focused Inbox is not meant to take control of your mail, but rather work with you to prioritize what is important to you. What goes into your Focused Inbox is determined by an understanding of the people you interact with often, and the content of the messages you receive. If you need to fine tune your Focused Inbox, just use the "Move to Focused" or "Move to Other" options.

## How to activate Focused Inbox:

Focused Inbox will be an **opt-in** feature. You will be prompted to turn on the feature as soon as Microsoft makes it available. Microsoft will be rolling out Focused Inbox in a phased approach over the next 6-8 weeks, and Clutter will be decommissioned. If you do not opt-in when prompted, you will be able to [manually opt-in at any time via your Outlook settings](#).