



Office 365 Outlook Web App

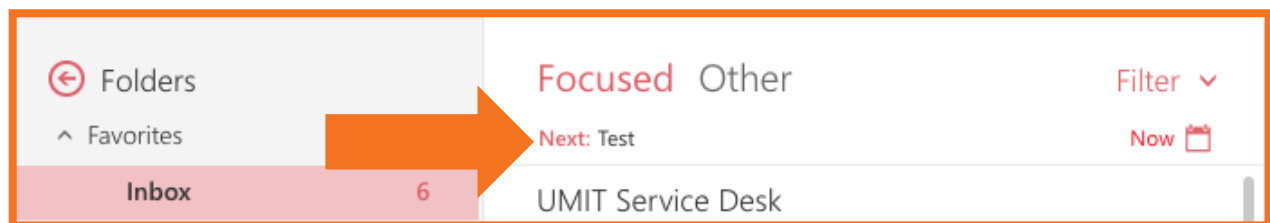
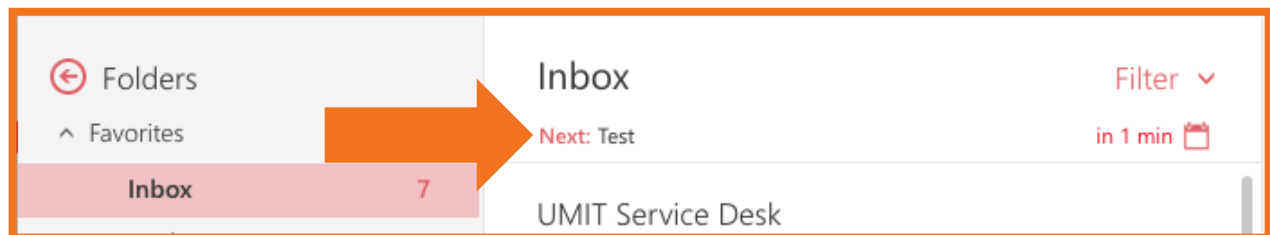
Enabling and Disabling Mail Features

Table of Contents

The Up Next Feature 3
Disabling the Feature 3
Enabling the Feature 6

The Up Next Feature

The Up Next Feature displays your next upcoming appointment within the Mail pane on Outlook Web App. It appears between the word Inbox and the first email in your message list. If you have Focused Inbox enabled will see the feature between the word Focused and the first email in your message list



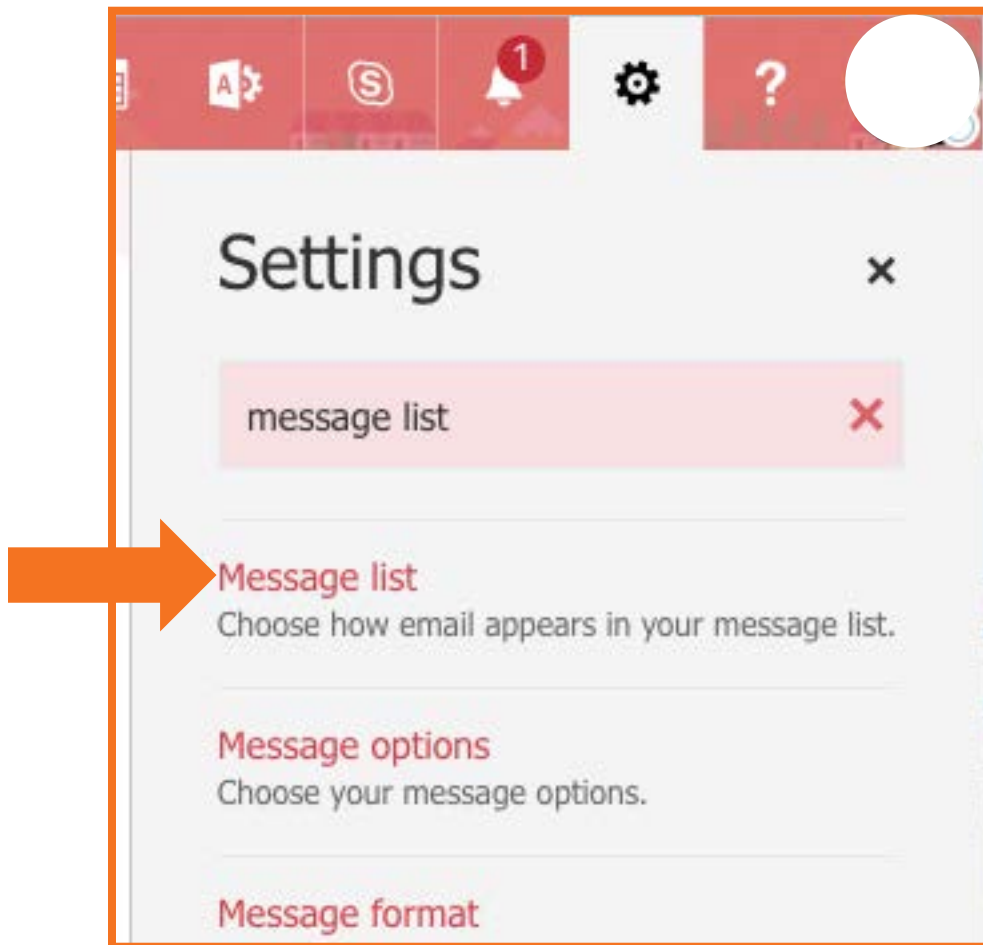
Disabling the Feature

If you do not wish to see this feature take these steps.

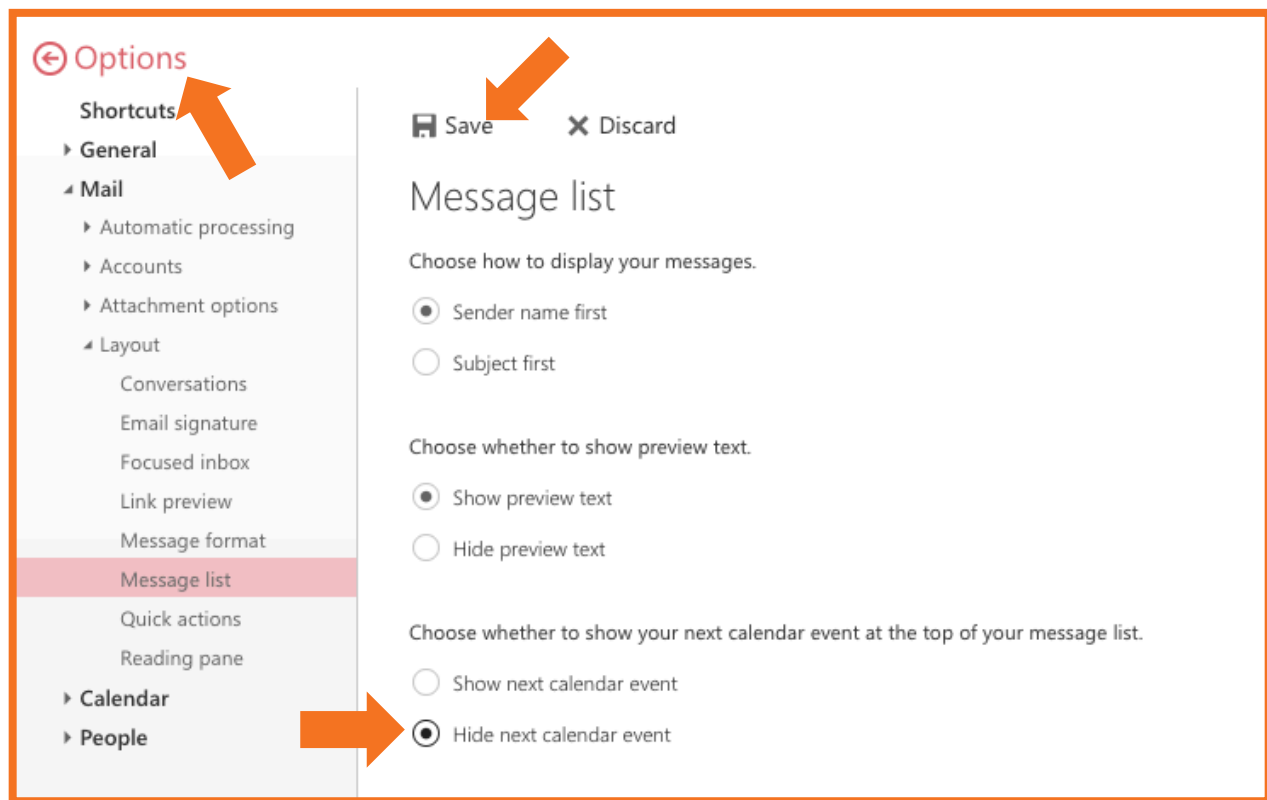
1. Sign in at email.miami.edu with your caneID and password.
2. Click the **gear icon** in the upper right hand corner of the screen.



3. The Settings pane will appear. Type in “message list.”
4. Select **Message list** from the results that appear



5. On the Settings page that appear on the left, the Up Next feature is the third option on the page - "Choose whether to show your next calendar event at the top of your message list."
6. Select "Hide Next Calendar Event"
7. Click **Save**.
8. Click **Options** in the top left to return to your message list.



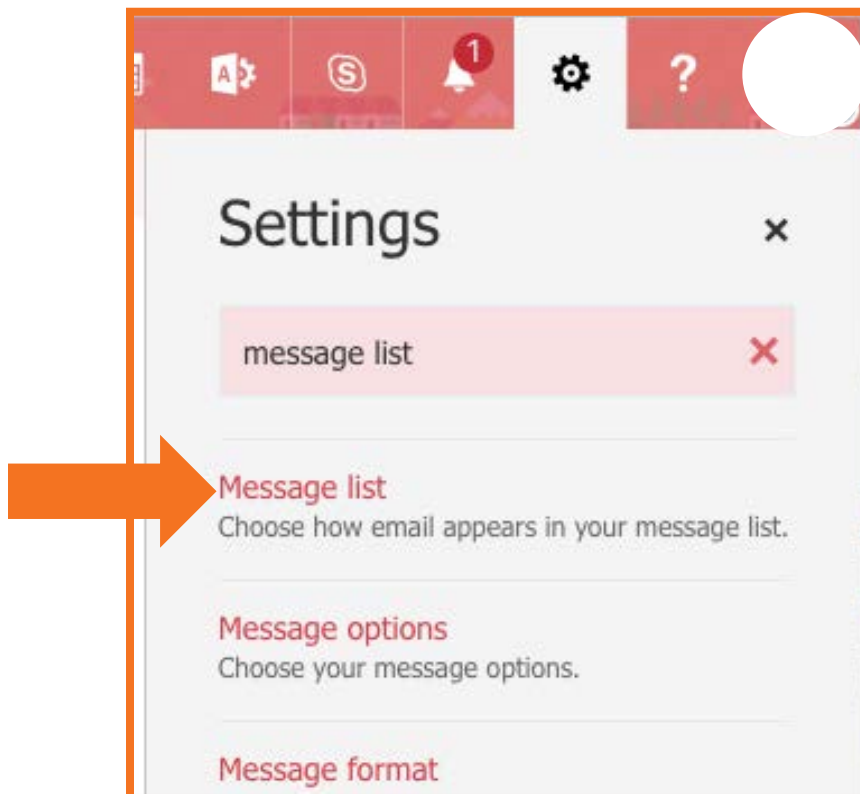
Enabling the Feature

If you do wish to enable this feature take the steps below.

1. Sign in at email.miami.edu with your caneID and password.
2. Click the **gear icon** in the upper right hand corner of the screen.



3. The Settings pane will appear. Type in “message list.”
4. Select **Message list** from the results that appear



5. On the Settings page that appear on the left, the Up Next feature is the third option on the page - "Choose whether to show your next calendar event at the top of your message list."
6. Select "**Show Next Calendar Event**"
7. Click **Save**.
8. Click **Options** in the top left to return to your message list.

