

## TURNING OFF THE CLUTTER FOLDER OPTION

Some emails may get automatically sorted into a “Clutter” folder by Microsoft. You can turn this folder off so that all email will come to your Inbox by default.

To turn off the Clutter folder options:

- A. Click on the **Settings** button.
- B. Select **Mail**
- C. Click on the options for **Clutter**.
- D. Uncheck the option next to **Separate items identified as clutter**.

