TURNING OFF FOCUSED INBOX

Students may not see emails from WTClass in Outlook Web Mail (Office 365) due to the "show focused inbox" setting. Below are steps to turn off this setting.

Login to the Buff Portal and access Student Email. If Focused appears (A), the show focused inbox setting is enabled. To disable **click Filter** (B), then **click the Show Focused Inbox** (C) at the bottom of the list to turn off the focused inbox. The Focused tab will be replaced with Inbox (D), and students may see additional emails that were filtered by the Focused Inbox filter.