

Focused Inbox in Outlook Mobile App for iPhone

① *The Focused Inbox feature is turned on by default in Outlook Mobile App.*

a About Focused Inbox

1. What is it?

The Focused Inbox is a feature you'll find in some of the ways you access your Office 365 Email, such as Outlook Web Access (OWA), and the Outlook Mobile App, but not Outlook on your AMC PC.

It separates email in your inbox into two tabs, Focused & Other. Where the emails Office 365 thinks are important are in the Focused tab while the rest are in the Other tab.

2. How does it work?

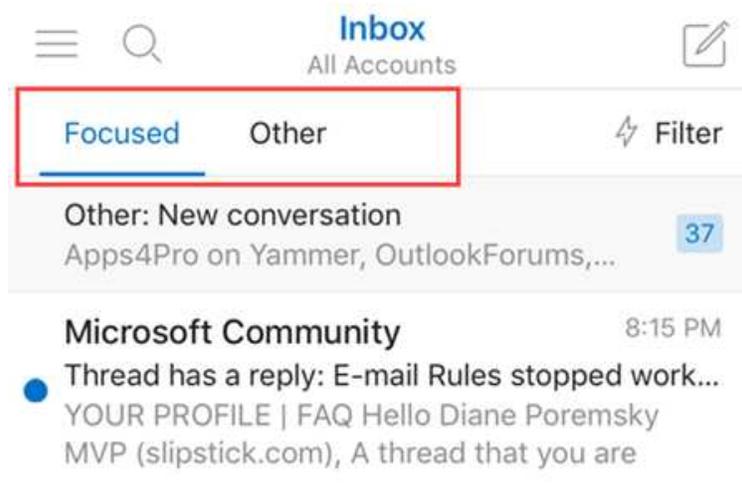
Office 365 scans the email and takes your input to determine what goes to Focused & Other. For example, it will try to put newsletters in the Other tab and email from people you interact with often in the Focused tab.

If you tell Office 365 that an email should have been in Focused or Other, by moving it, it will learn after a few days and start automatically putting new emails like it where you want them.

b Viewing Mail in the Focused and Other Tabs

The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

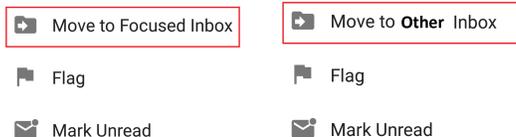
1. Tap on "Focused" or "Other" to switch back and forth between the tabs.
2. The tab you are currently viewing will be underlined and colored blue.



Focused Inbox in Outlook Mobile App for iPhone (Cont.)

C Moving emails between Focused and Other tabs

1. From your inbox, select the Focused or Other tab, and then open the email you want to move.
2. Tap on the Menu icon in the top right (three dots in a vertical line)
3. Select “Move to Focused” or “Move to Other” (depending on which tab the email is currently in)



4. Select “Move this conversation” if you want only the selected message moved. Select “Always move” if you want all future messages from the sender to be delivered to the specified tab.

d Turning off Focused Inbox

1. From your inbox, tap on the Settings icon near the bottom right.
2. Scroll down, then locate and toggle “Focused Inbox” off. The change will take effect immediately.

