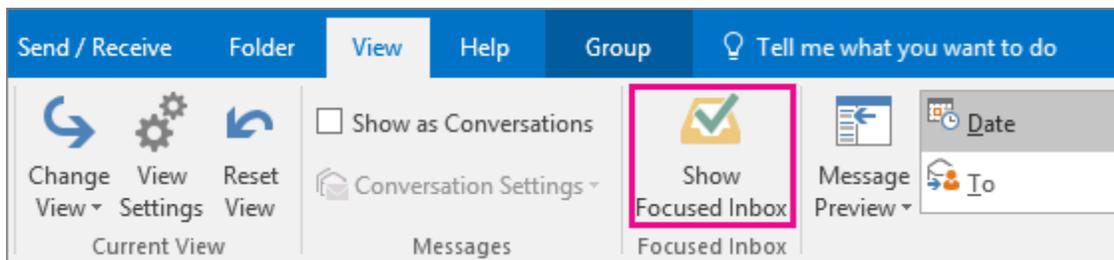


Change “Focused Inbox” Options

Outlook 2016

1. Select the **View** tab.
2. Select **Show Focused Inbox**.

The **Focused** and **Other** tabs will disappear from the top of your mailbox.



Note: If you don't see the button, your version of Outlook might not include this feature. We often release new features to members of the Insiders program first. After that, we release them via updates to your Office programs. You can always check for updates by selecting **File > Office Account > Update Options > Update Now**.

Outlook on the web

The instructions are slightly different depending on whether you're using the new Outlook on the web or the classic version. Choose the version you're using to see the instructions that apply to you.

IF YOUR MAILBOX LOOKS LIKE...



See Instructions for the new Outlook on the web.

Change “Focused Inbox” Options

IF YOUR MAILBOX LOOKS LIKE...

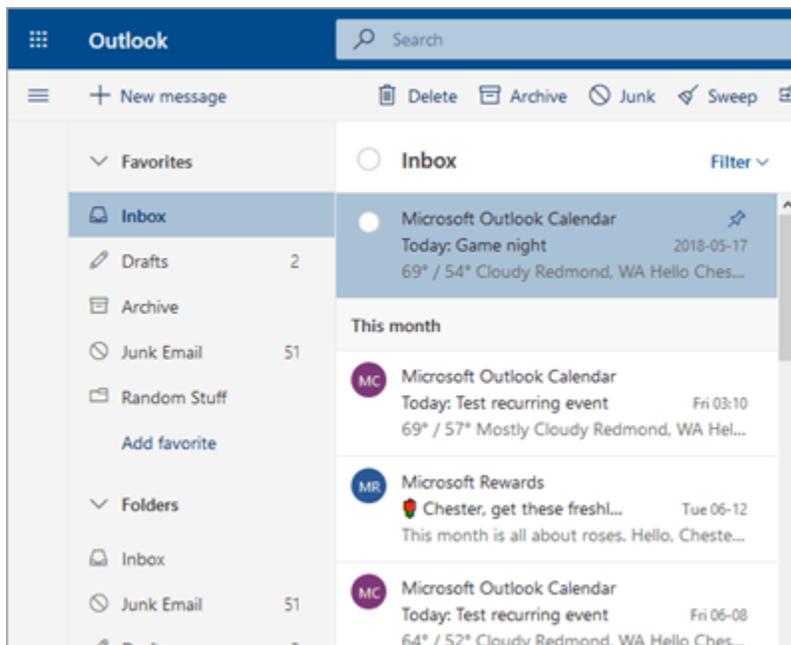
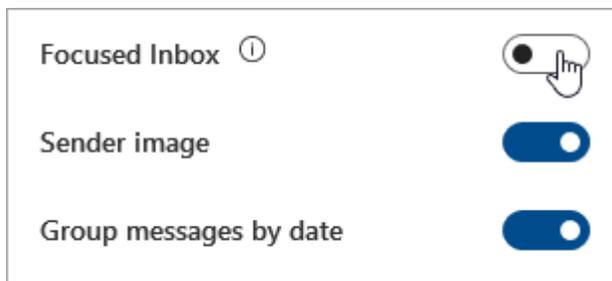


See Instructions for classic Outlook on the web.

Note: If your organization has included its logo in the toolbar, you might see something slightly different than shown above.

Instructions for the new Outlook on the web

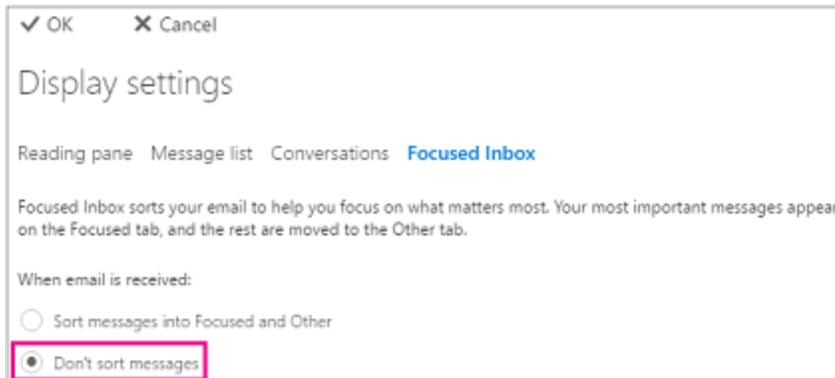
1. At the top of the page, select **Settings** ⚙️ .
2. In the Settings pane, move the **Focused Inbox** toggle to off.



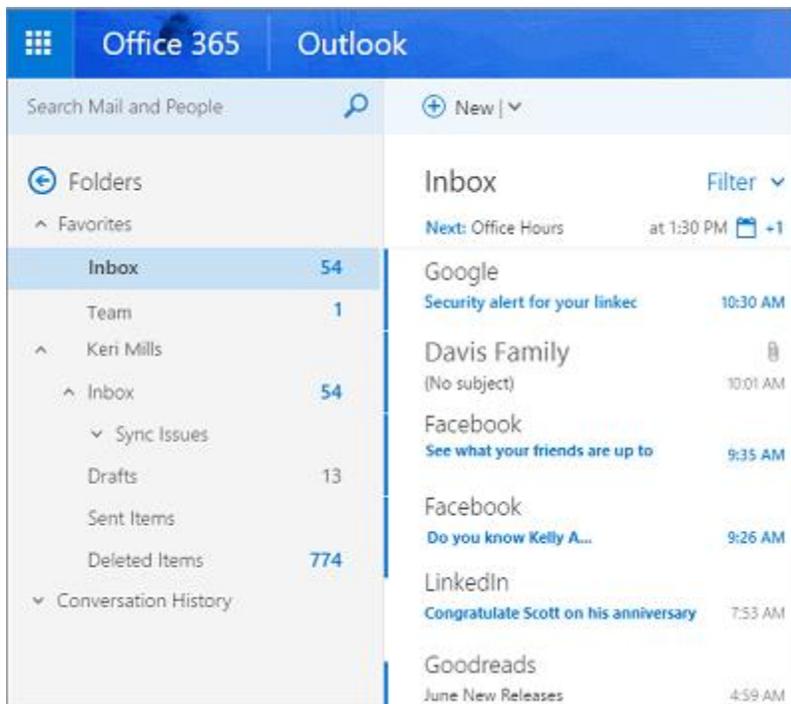
Change “Focused Inbox” Options

Instructions for classic Outlook on the web

1. Select **Settings** ⚙️ > **Display settings** > **Focused Inbox**.
2. Under **When email is received**, select **Don't sort messages**.



3. Click **OK**.

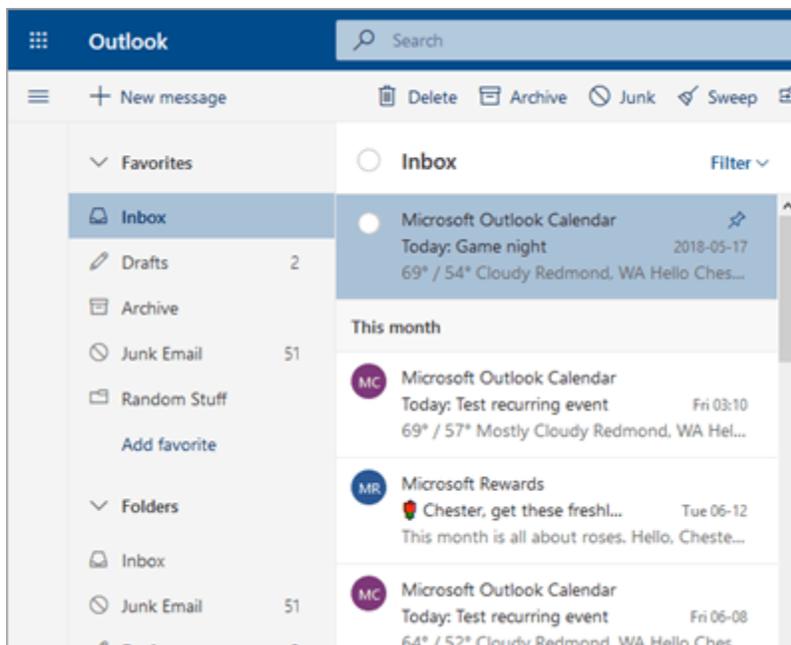
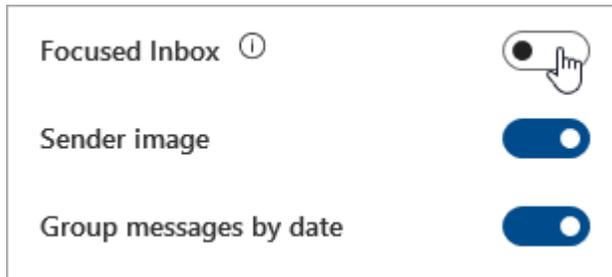


Note: If you don't see this option, your version of Outlook might not include this feature. We often release new features to members of the [Insiders program](#) first. After that, we release them via updates to your Office programs.

Change “Focused Inbox” Options

Outlook.com

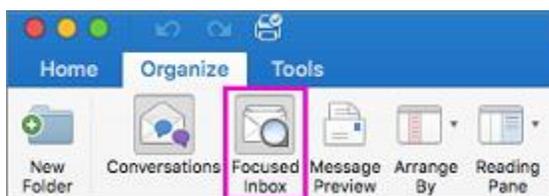
1. At the top of the page, select **Settings** ⚙️ .
2. In Quick settings, move the **Focused Inbox** toggle to off.



Outlook 2016 for Mac

1. On the **Organize** tab, select **Focused inbox**.

The **Focused** and **Other** tabs will disappear from the top of your mailbox.



Change “Focused Inbox” Options

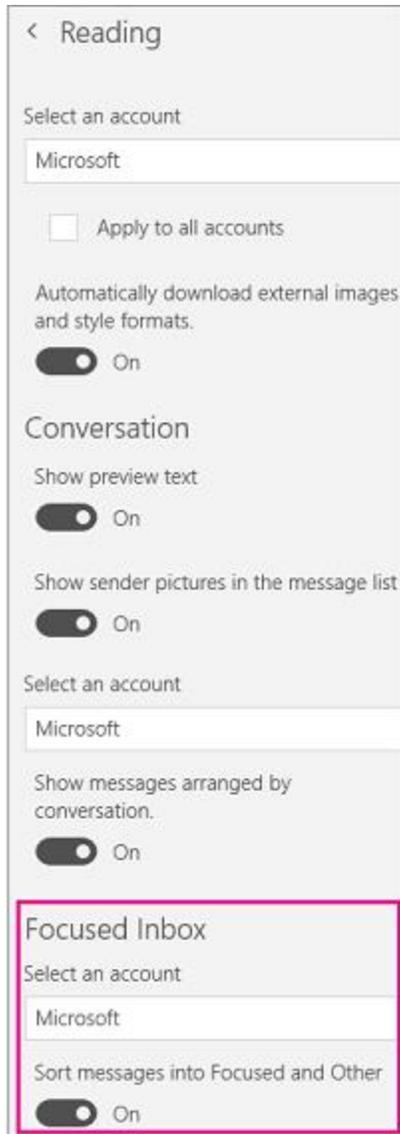
Note: If you don't see the button, your version of Outlook might not include this feature. We often release new features to members of the [Insiders program](#) first. After that, we release them via updates to your Office programs. You can always check for updates by selecting **Help > Check For Updates**.

Mail for Windows 10

1. Choose  > **Reading**.
2. Use the **Sort messages into Focused and Other** slider to turn Focused Inbox off.

The **Focused** and **Other** tabs will disappear from the top of your inbox.

Change “Focused Inbox” Options



Note: If you don't see the slider, your version of Outlook might not include this feature. We often release new features to members of the Insiders program first. After that, we release them via updates to your Office programs.

Outlook Mobile

1. Click the menu button at the top of your screen.
2. Choose .
3. Use the **Focused Inbox** slider to turn Focused Inbox off.

Change “Focused Inbox” Options

