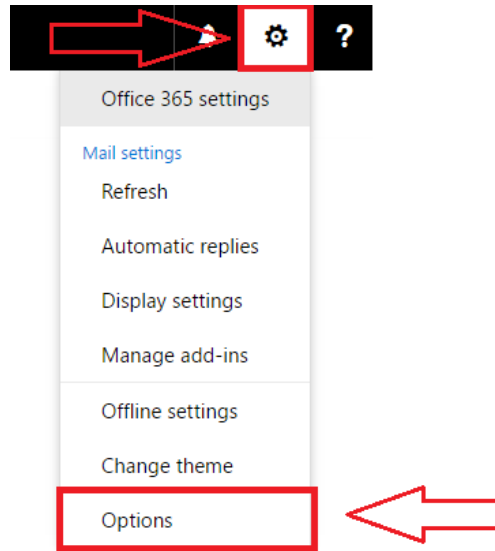


College of Letters and Science – How to Disable Clutter in Office 365

Step 1: Open your web browser and navigate to <http://outlook.com/montana.edu>

Step 2: Log in using your NetID@msu.montana.edu and your NetID Password.

Step 3: Click the “Gear” icon on the top right of the page then click “Options”.



Step 4: On the left side click “Clutter” in the drop down menu. Uncheck both boxes under “When email is received:” then click “Save”.

A screenshot of the Outlook 'Options' page. The left sidebar shows the 'Options' menu with 'Clutter' highlighted. The main content area shows the 'Clutter' settings. At the top, there are 'Save' and 'Discard' buttons, with 'Save' highlighted. Below that, the 'Clutter' section is displayed. A summary bar states: 'Over the past 7 days, Outlook would have moved 0 items to Clutter. This would have saved you about 0 minutes.' Under the heading 'When email is received:', there are two checked checkboxes: 'Separate items identified as clutter' and 'Send me notifications about messages that are separated as clutter'. Below these are links for 'Learn more about Clutter' and a survey link: 'Got a few extra seconds? We'd love to know what you think about Clutter.'