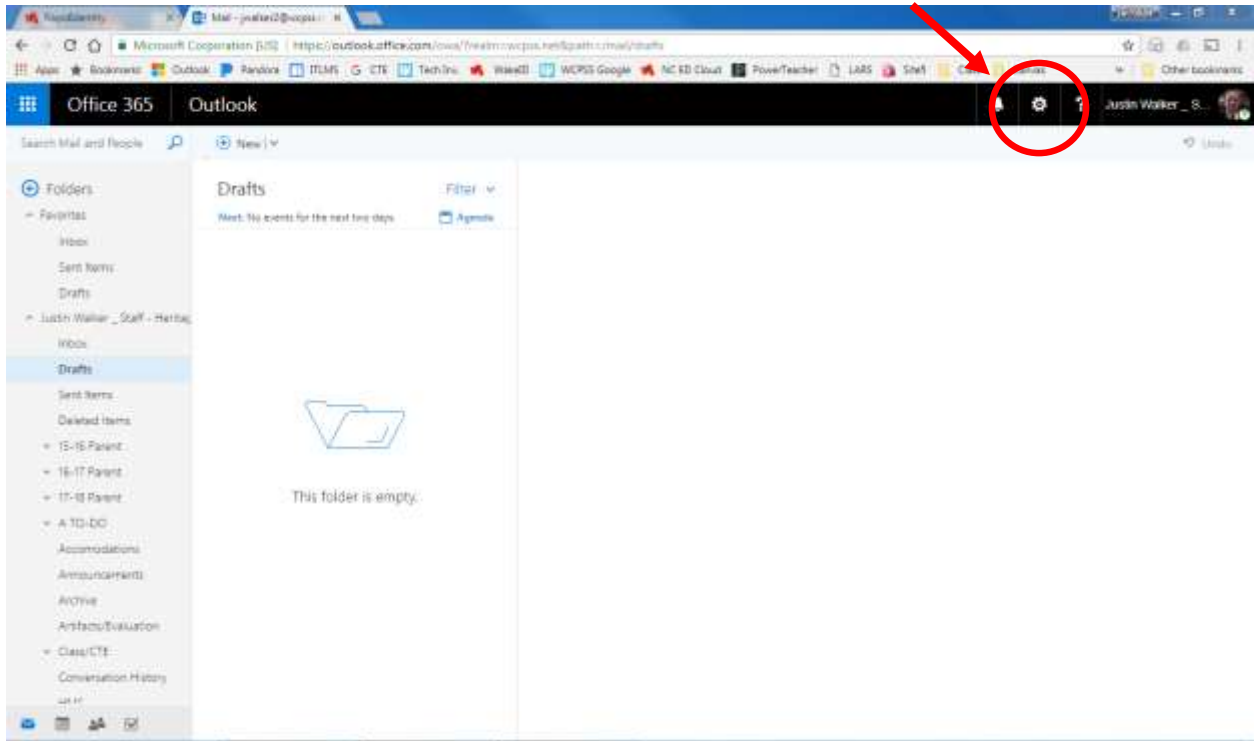
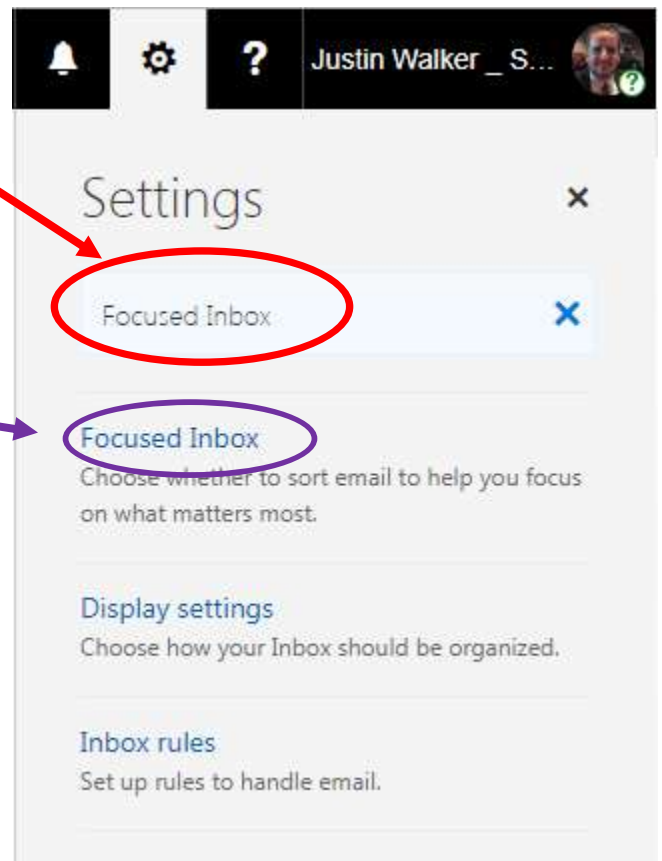


Turn off “Focused Inbox” in Outlook Web Email

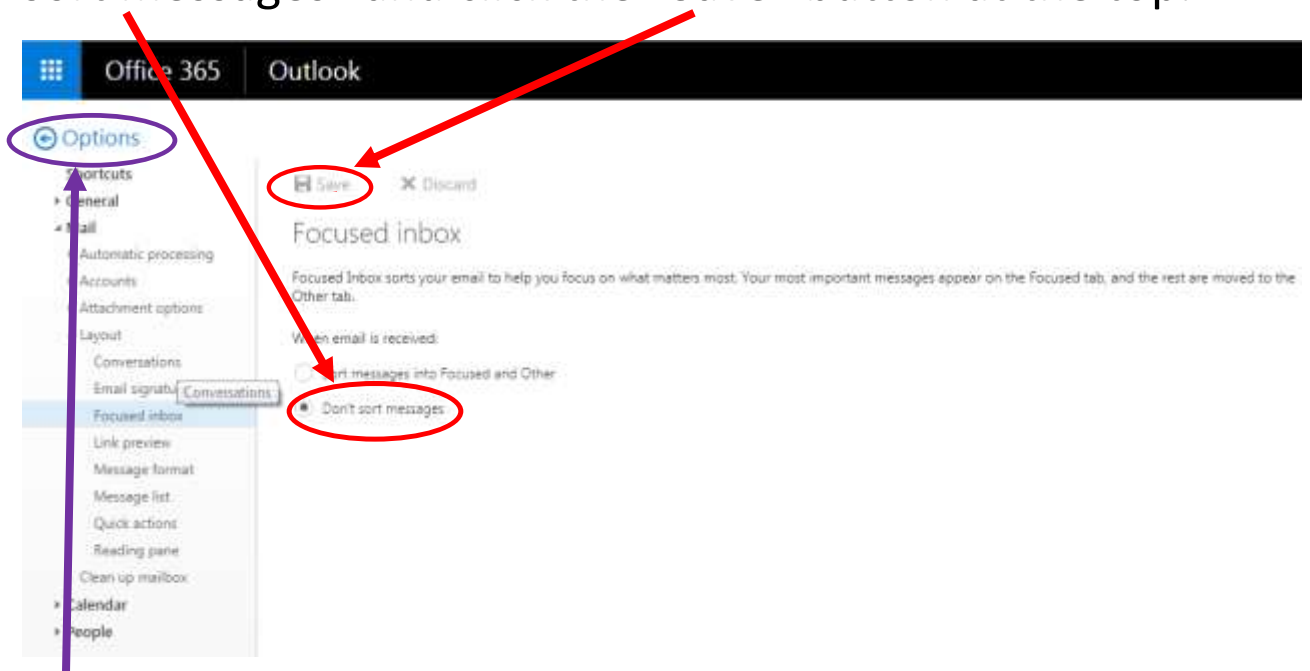
1. Log in to Outlook email, via [Wake ID Portal](#).
2. Click on the Settings wheel in the top right.



3. In the Settings pane that appears on the right, type “Focused Inbox” into the settings search box. Then, click on the first option (Focused Inbox).



4. In the Focused Inbox Settings Window, click on “Don’t sort messages” and click the “Save” button at the top.



Click on the back arrow next to options on the left side of the screen to go back to email.