

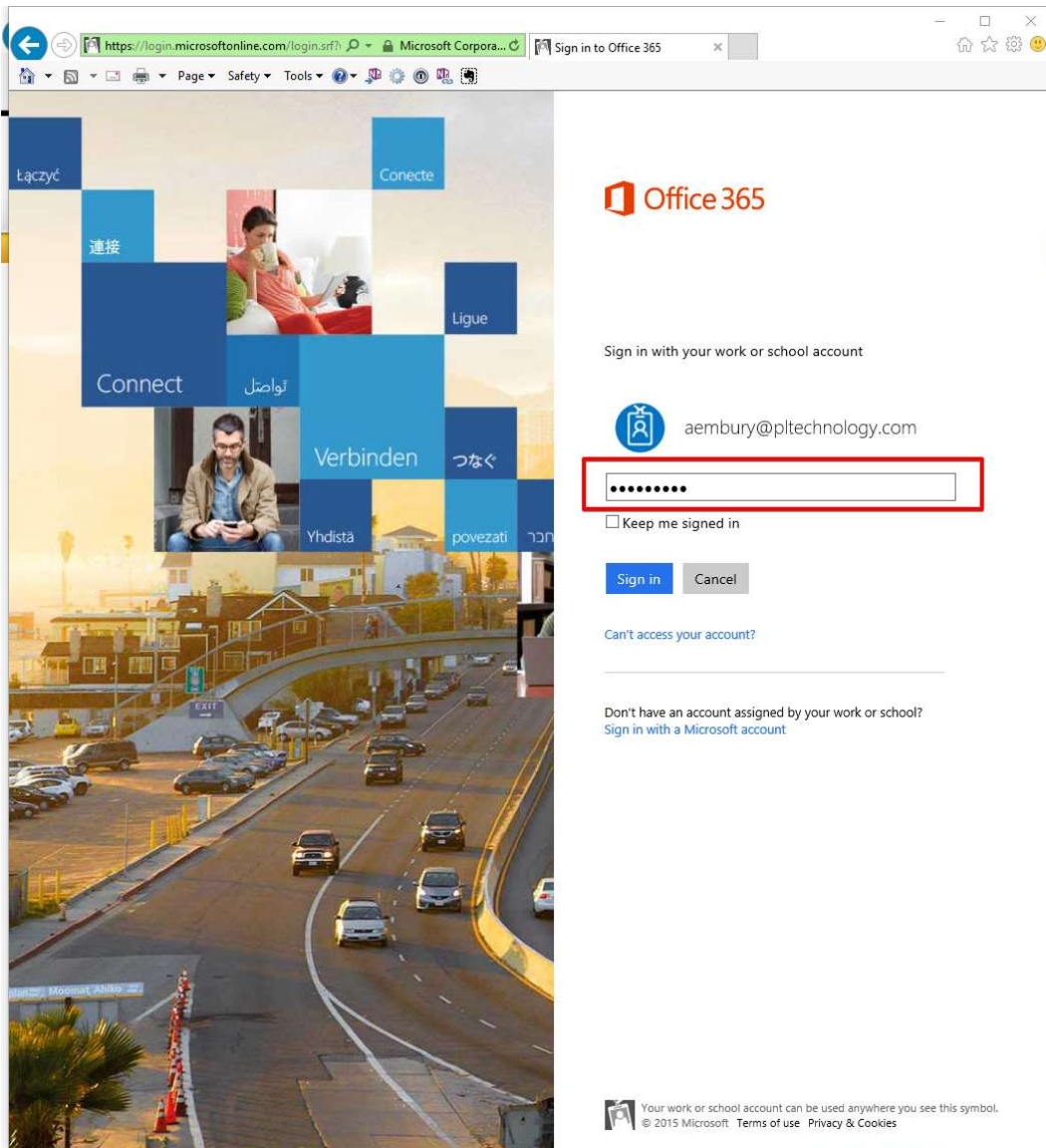


**P&L TECHNOLOGY, INC.**

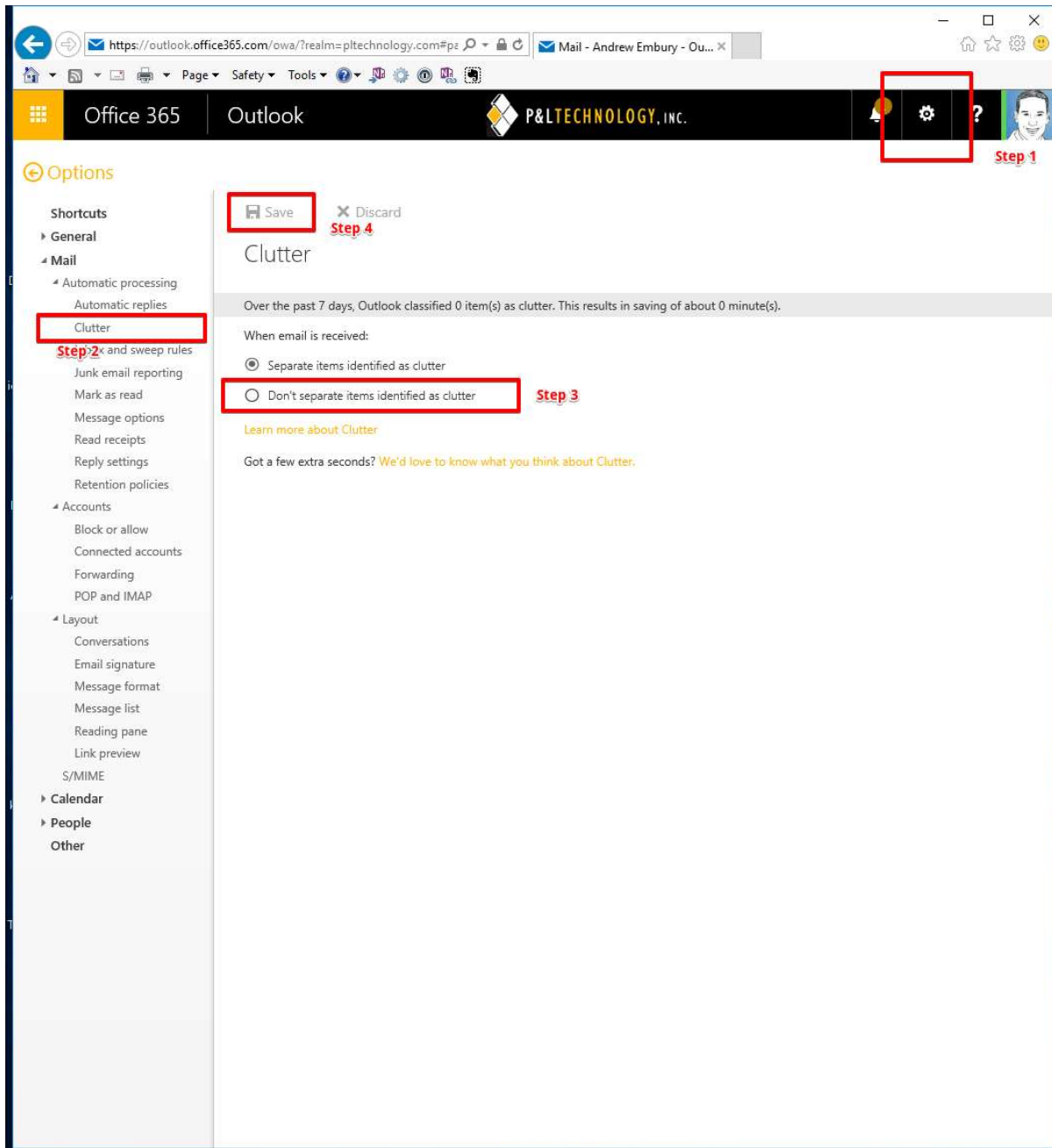
Putting our Customers in a Position to Win

## How to Disable Microsoft Clutter

Microsoft Clutter is an innovative filtering service which can identify items that are not really spam/junk mail, such as newsletters, and put them into a separate inbox where they can be read in batches. However, many of our clients do not want to use this feature. This document shows how to shut this feature off.



In your web browser, browse to <http://mail.office365.com> . Enter your Office 365 username (your email address) and your Office 365 password (which may be different from your computer password).



- Step 1: Click the Gear icon in the upper right hand corner of the screen (see figure)
- Step 2: Click the *Clutter* Link on the menu to the left under Mail (see figure)
- Step 3: Select the *Don't separate items identified as clutter* button (see figure)
- Step 4: Click the *Save* button

That it! Clutter is now turned off.