



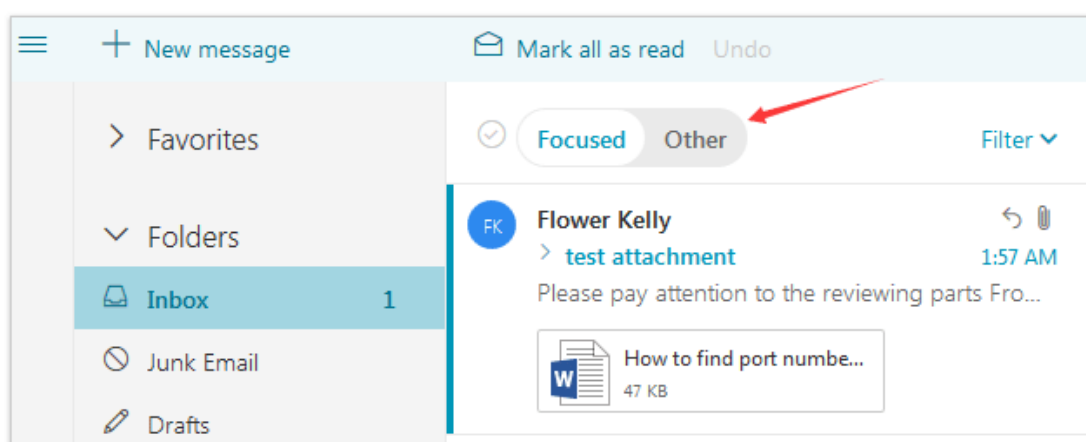
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## Focused Inbox in Outlook for Microsoft 365

Richard Woolf - 2023-10-09 - [Outlook Email - Desktop, Mobile, Web](#)

### What is Focused Inbox?

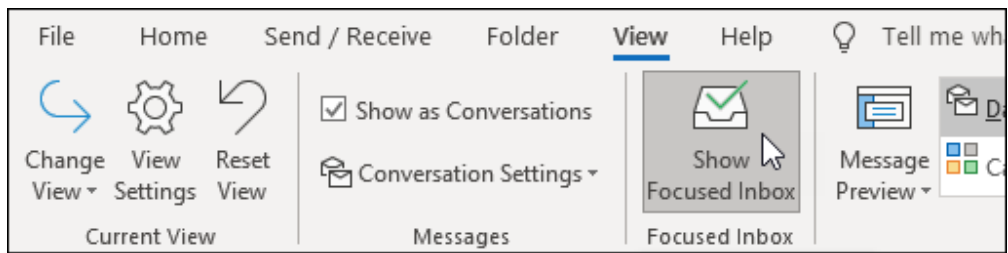
Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important email messages are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.



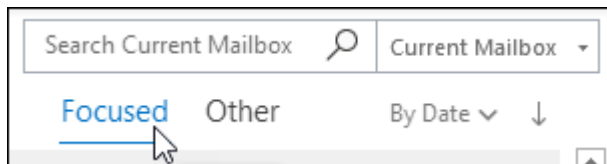
In Outlook for Windows, Focused Inbox is available only for Microsoft 365, Exchange, and Outlook.com accounts.

Turn Focused Inbox on

1. In Outlook, select the View tab.
2. Select Show Focused Inbox.



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.



Change how your messages get organized

1. From your inbox, select the Focused or Other tab, and then right-click the message you want to move.
2. If you're moving from Focused to Other, select Move to Other if you want only the selected message moved. Select Always Move to Other if you want all future messages from the sender to be delivered to the Other tab.

If you're moving from Other to Focused, select Move to Focused if you want only the selected message moved. Select Always Move to Focused if you want all future messages from the sender to be delivered to the Focused

## **How do I turn off Focused Inbox?**

1. Select **View > View settings**.
2. In **Mail > Layout**, go to the **Focused Inbox** section and select **Don't sort my messages**.

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