# DST - Support Guides
# Microsoft Outlook

## Disable & Enable Focused Inbox - MacOS Application

## Step 1

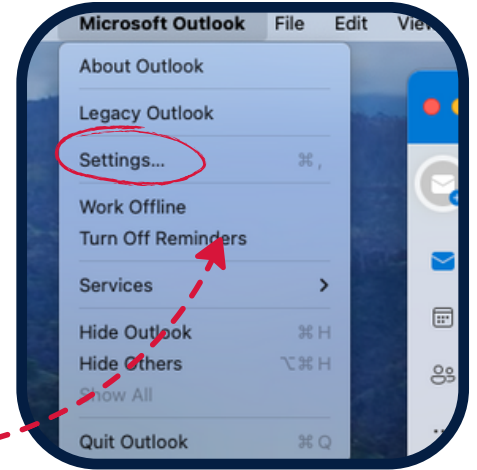Open the **Outlook** application.

*Note: this may be found in the Launchpad if it is not pinned to your dock.*

## Step 2

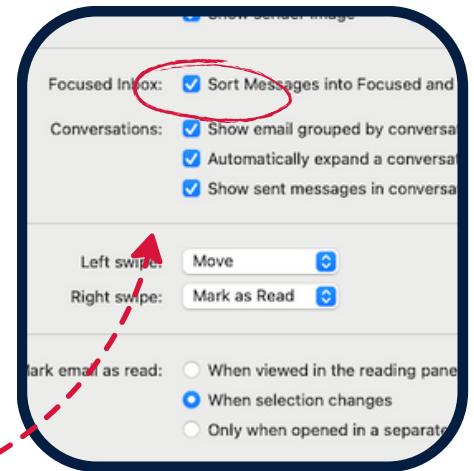Open the **Microsoft Outlook** menu found in the ribbon across the top of the device screen.

## Step 3

Open the **Settings** found under this menu.

## Step 4

In the second tier of options, you can check or uncheck the **Focused Inbox** option to enable to disable this feature.

## Step 5

Close this menu. Changes are automatically saved.