DST - Support Guides Microsoft Outlook
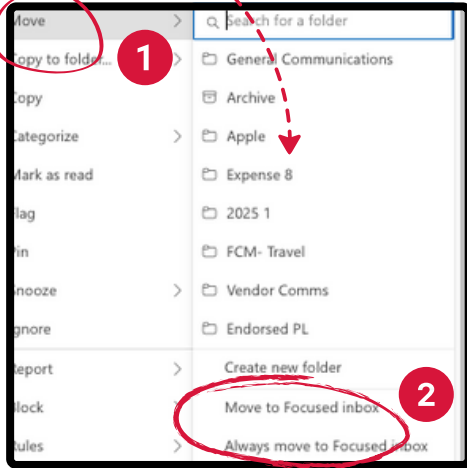
Moving emails between Focused Inbox and Other
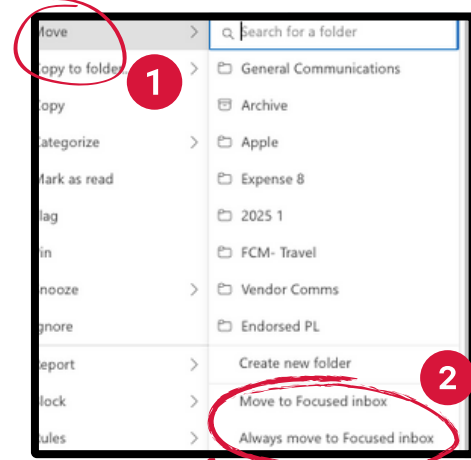
Web Version

Right click on the email. Select the menu option **Move**. Once in this menu, scroll down to the option **Move to Focused inbox** or **Always move to Focused inbox**.
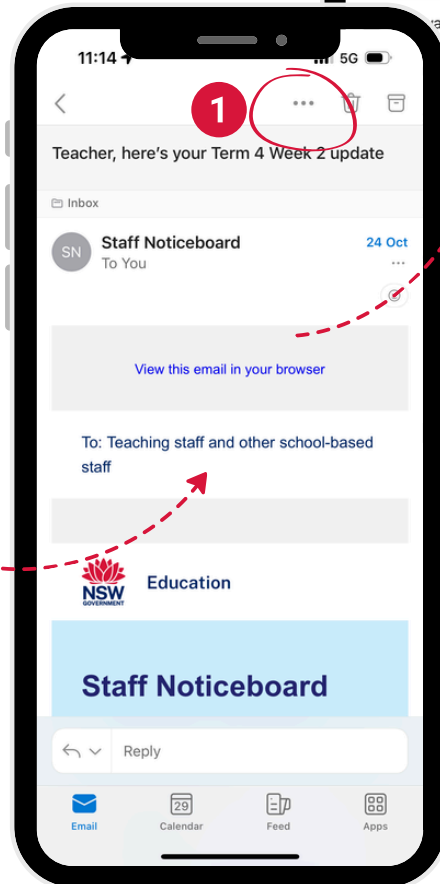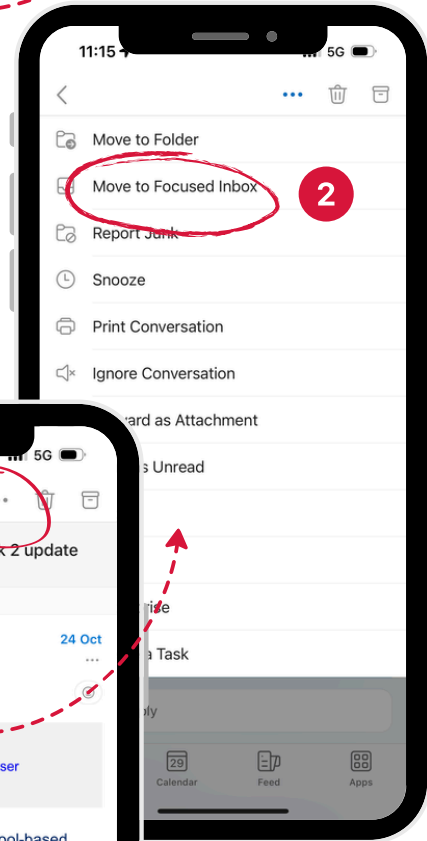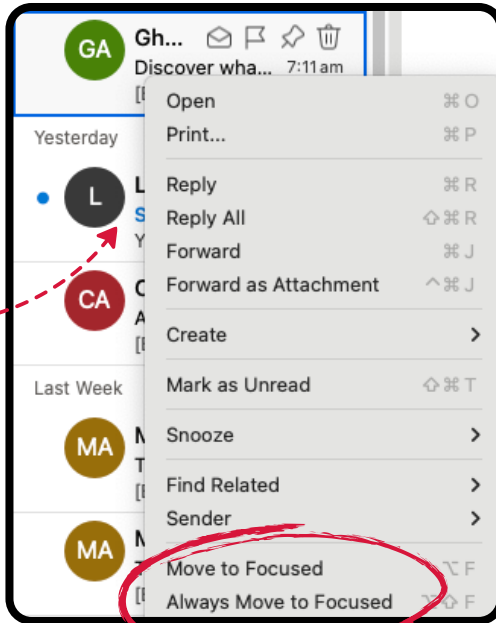

Windows Desktop App

Right click on the email. Select the menu option **Move**. Once in this menu, scroll down to the option **Move to Focused inbox** or **Always move to Focused inbox.**

MacOS App

Right click on the email. Scroll down and select **Move to Focused** or **Always Move to Focused.**

Mobile App

Open the email. Click the three dots in the top right corner. From this menu select **Move to Focused Inbox.**