

DST - Support Guides

Microsoft Outlook



Disable & Enable Focused Inbox - Web Version

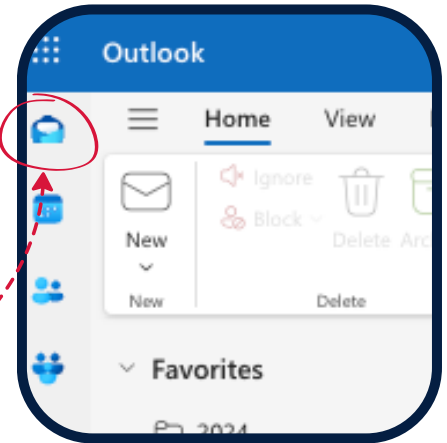
Step 1

From the Staff Portal, open your DoE **Staff Mail** tile.



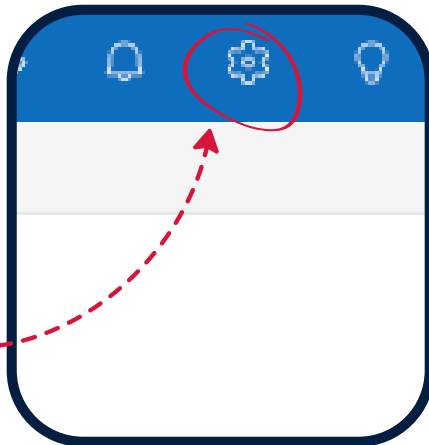
Step 2

Ensure you are on the email tab of your Outlook account.



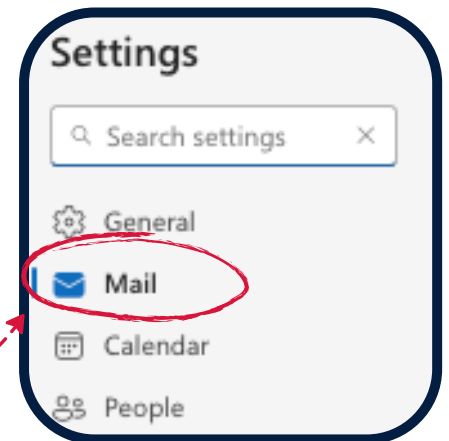
Step 3

Once on your email landing page, navigate to the settings cog found in the top right corner.



Step 4

A pop-up window will open. Check you are in the **Mail** settings menu.



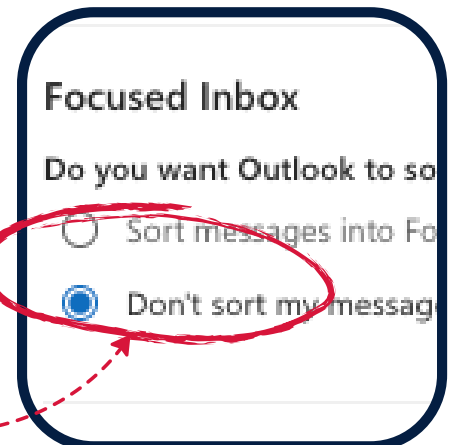
Step 5

Navigate to the menu option **Layout**.



Step 6

Choose your desired setting to either **Sort** or **Do Not Sort** messages into focused inboxes.



Step 7

Save the changes that are made. The **Save** button can be found at the bottom of the menu.

