

# DST - Support Guides

## Microsoft Outlook



### Disable & Enable Focused Inbox - Windows Application

#### Step 1

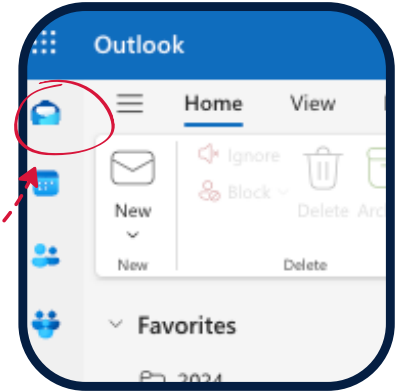
Open the Outlook application.

*Note: this may be found in the start menu or could be pinned to the taskbar.*



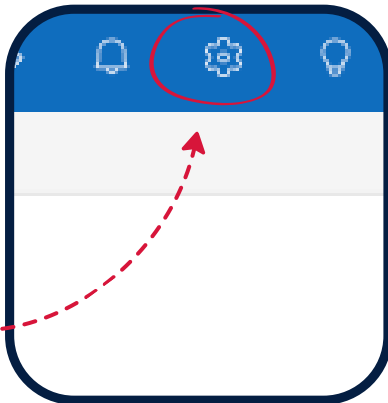
#### Step 2

Ensure you are on the **email** tab of your Outlook application.



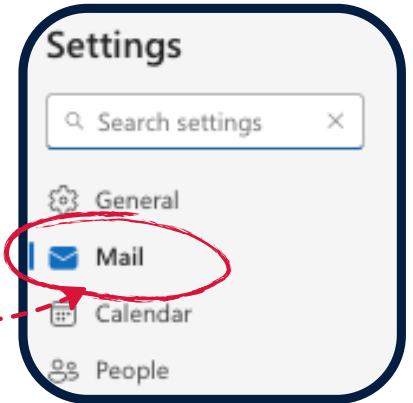
#### Step 3

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



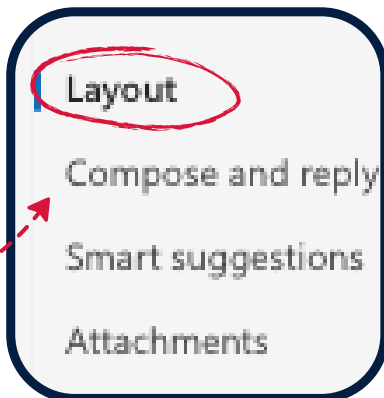
#### Step 4

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



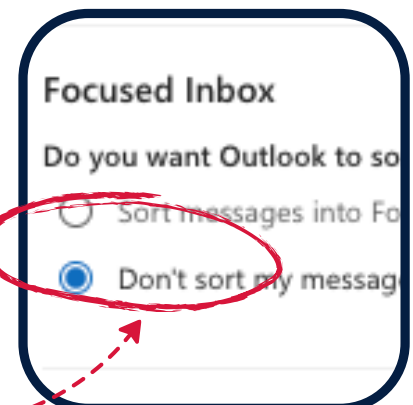
#### Step 5

Navigate to the menu option **Layout**.



#### Step 6

Choose your desired setting to either **Sort** or **Don't 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.

