

# DST - Support Guides

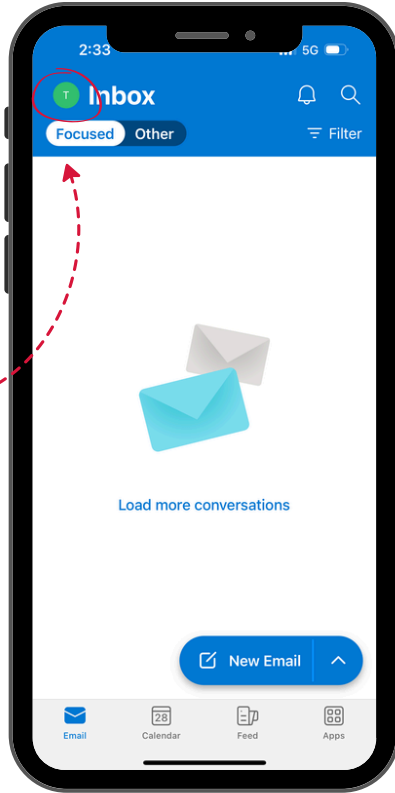
## Microsoft Outlook



### Disable & Enable Focused Inbox - Outlook iOS Application

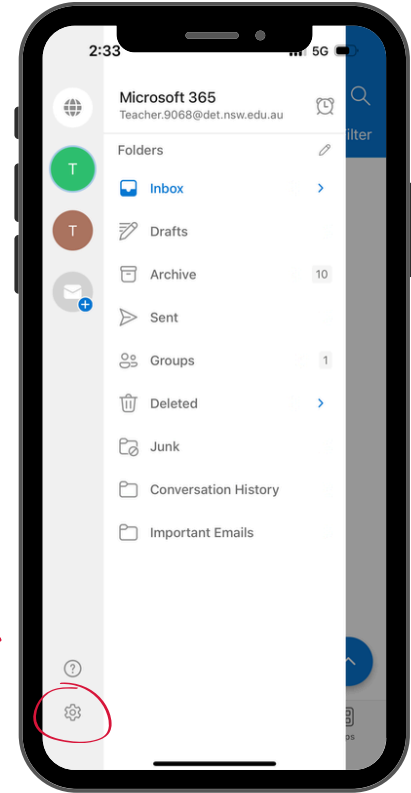
#### Step 1

Open the **Outlook** application on your device. Navigate to your account manager by clicking your initial or profile picture in the top left corner.



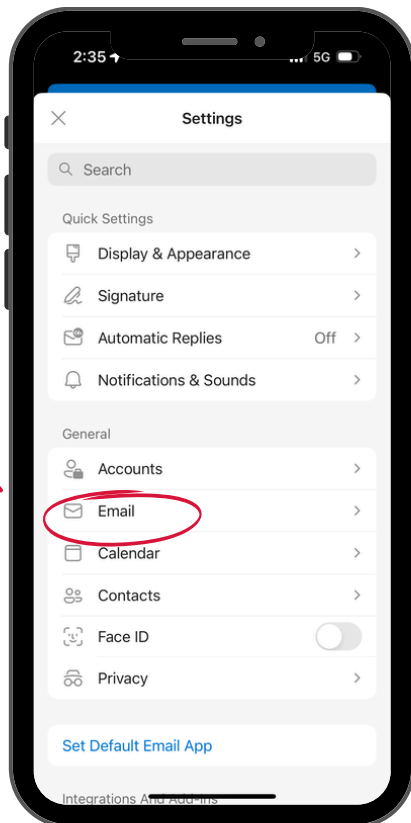
#### Step 2

Navigate to your account settings by clicking the settings cog located at the bottom of the screen.



#### Step 3

Open your email preferences by tapping the **Email** menu option.



#### Step 4

Use the toggle option to enable or disable **Focused Inbox**. Changes will be saved automatically.

