






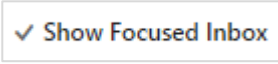
Explore the tools below to manage your Outlook Web App (OWA) inbox. Each inset box provides an important note , a tip , and a link  to detailed information on the Microsoft Support Site.

Focused Inbox

What is it?


- Organizes your inbox by filtering messages into two tabs – **Focused** and **Other**.
- Important messages are put in the Focused Inbox.


How do I enable/disable?


- Enabled by default, click **Filter >>**
click  to disable/enable.

How do I get Outlook to filter email messages correctly?

- Outlook does a good job of determining which email messages should be focused, but it's not perfect.
- For those messages that are filtered incorrectly, **right-click** the message and select **Always Move to Other** or **Always Move to Focused**.

 Check the **Other** tab periodically to make sure you are not missing any important messages.

 Enable/disable Focused Inbox at any time. The change is immediate.



 <http://bit.ly/ms-focused-inbox>


Conversations View


What is it?


- Displays your email messages in Conversations. A conversation includes messages in the same thread that have the same subject line.

How do I enable/disable?

- Enabled by default, click **Filter >>**
click  >> click **Messages** or **Conversations** to disable/enable.
- Click  located to the left of the message to expand the conversation and view the messages below.

 When moving a conversation to a folder, all messages in the conversation are moved.

 Additional options are available. Click **Settings >>** click **Display settings >>** click **Conversations**.

 <http://bit.ly/ms-inbox-owa>

Reading Pane

What is it?

- A panel within your inbox, that allows you to view the email message list and view the full message in the reading pane at the same time.
- Allows you to quickly scan messages, but also takes up valuable screen real estate.

How do I enable/disable?

- On by default, click  (Settings) >> click **Display settings** >> click **Reading Pane** >> select where the reading pane should appear >> click .



To apply setting to all folders, click checkbox next to **Apply to all folders**.



Additional options are available. Click **Settings** >> click **Display settings** >> click **Reading Pane**.



<http://bit.ly/ms-inbox-owa>