

# How to disable Outlook's focused inbox filter

Faculty email webmail: <http://o365.ccsnh.edu>

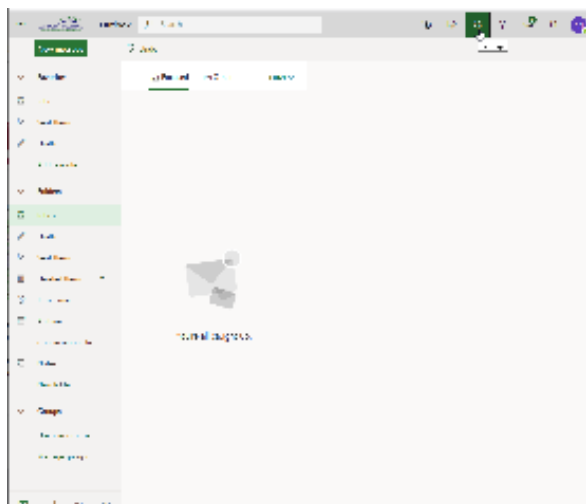
Student email webmail: <http://o365.students.ccsnh.edu>

## Step 1:

Sign into Office 365 Webmail Client

## Step 2:

Click the cog in the upper right hand corner



## Step 3:

Select to Disable "Focused Inbox"

