Turning Off the Focused Inbox

The Focused Inbox is a new feature in Outlook 2016. When using the Focused Inbox, you will not see all your email items in one place. Your emails will be classified as Focused or Other. The classification is based on the content of the email, such as who you interact with most often.

By default, you the Focused emails will show. To view the other items, you will need to switch to the Other view. However, you can turn off the Focused Inbox on your View tab.

1. To begin, open Outlook

2. Click the View tab

3. On the View tab, click the Show Focused Inbox button.

When the Focused Inbox is turned on, the button will have a dark gray background.