



## Focused Inbox in Office 365 Email

### Guide to Identifying & Toggling Off/On | November 23, 2021

Office 365 has an email feature called “Focused Inbox.” If your Focused Inbox is activated, Office 365 automatically route and deliver your emails in to either the “Focused” inbox or to the “Other” inbox. If you cannot find an email you were expecting, like your Honey Baked Ham gift certificate email, it may have been delivered to the “Other” box.

#### Identifying Focused

If you see two tabs at the top of your TriHealth email inbox, click on “Other.”



#### Toggling Focused Off/On

If you want to turn your Focused inbox off or on, click on the “View” and click “Show Focused Inbox” to toggle it on and off.

