Turning off Clutter in Outlook
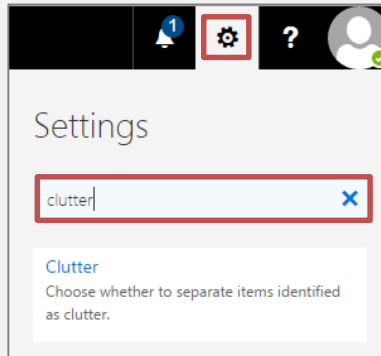
(Windows Devices)

TURNING OFF CLUTTER

1. Login to your Surrey365 email account at: surrey365.surrey.ac.uk using your IT account credentials.

2. Click on the ⚙ symbol on the top right of the screen.

3. Scroll down and click on 'Options' followed by 'Clutter'. If you do not see the options menu type 'Clutter' in the search box that appears.

4. A pop up box with clutter setting will appear. Un-tick the box that says 'Separate items identified as clutter'.
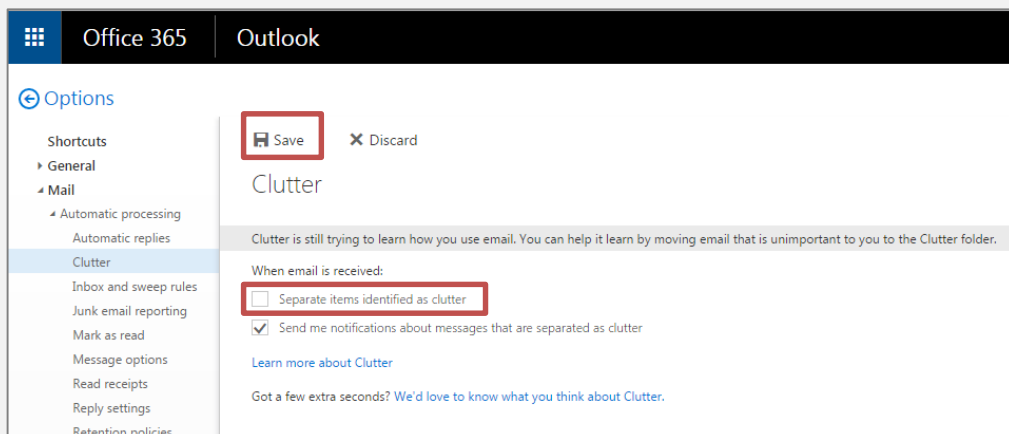
5. Click on 'Save' at the top of the screen to turn off clutter. After saving these settings clutter will be turned off. The clutter folder may still appear in your email folder list however no emails will move there.

ⓘ **Need Help?** Contact the IT Service Desk by calling 01483 689898 or by emailing usersupport@surrey.ac.uk.