About Clutter

Clutter is a new Outlook feature designed to learn how you use your email, and move emails that you are most likely to ignore into a folder called Clutter.

Here are some quick facts about Clutter:

- It learns from you! If a message has been incorrectly identified as Clutter, simply move the message to your Inbox, and Clutter will take notice. Alternately, if a message in your Inbox should be considered Clutter, right-click it and select Move > Clutter, or drag and drop it in the Clutter folder.
- Review your Clutter folder regularly, so you can help it fully adapt to your email preferences. Clutter will also send you occasional emails summarizing what messages have been identified as Clutter, and asking you to review them.

Clutter is disabled for Stetson Outlook users by default, but it may be re-enabled:

1. Log in to web mail at https://email.stetson.edu
2. Click the Gear icon in the upper-right corner of the window, and select Options from the drop-down menu
3. Select Mail > Automatic Processing > Clutter
4. Check the option to Separate items identified as clutter

Learn more about Clutter by clicking HERE to visit Microsoft’s Clutter FAQ page.