

Know Your Glow

Know Your Outlook 2013 Clutter & Spam

Clutter is one of the many new features of Outlook. Do not mix it up with email spam.

Clutter is a very powerful tool that learns, from your actions, what mail you regard as low priority and moves it into your clutter inbox; and what mail you regard as high priority and leaves it in "inbox".

When you open up your email account in Office 365, you will see your usual ***Inbox, Drafts, Outbox, Sent Items*** and ***Deleted Items*** folders.

You will also see 2 other folders: ***Junk Email*** and ***Clutter***.

1. Junk email and 'spam email' are the same thing.
2. Outlook eliminates about 95% of spam from ever getting near your account, any spam that does get through is likely to end up in your ***Junk Email*** folder. Almost zero will end up in your inbox or clutter inbox
3. Clutter is not spam, it is genuine mail that you may/will want to read.
4. Clutter is there to help you 'focus' on the email that you ****need**** to deal with.
5. Clutter is a bit like 'low priority mail inbox'.
6. You may also see the terms 'focussed inbox' (Inbox) and 'other mail' (Clutter)
7. If you find 'priority mail' in your Clutter, just right-click and move it to Inbox. Outlook will learn from your actions that this is important.

These links give more detailed help and information.

<http://webster.net.nz/2014/11/office-365-clutter-quietly-appears-in-mailboxes/>

<http://windowsitpro.com/blog/faq-answers-common-office-365-clutter-questions>

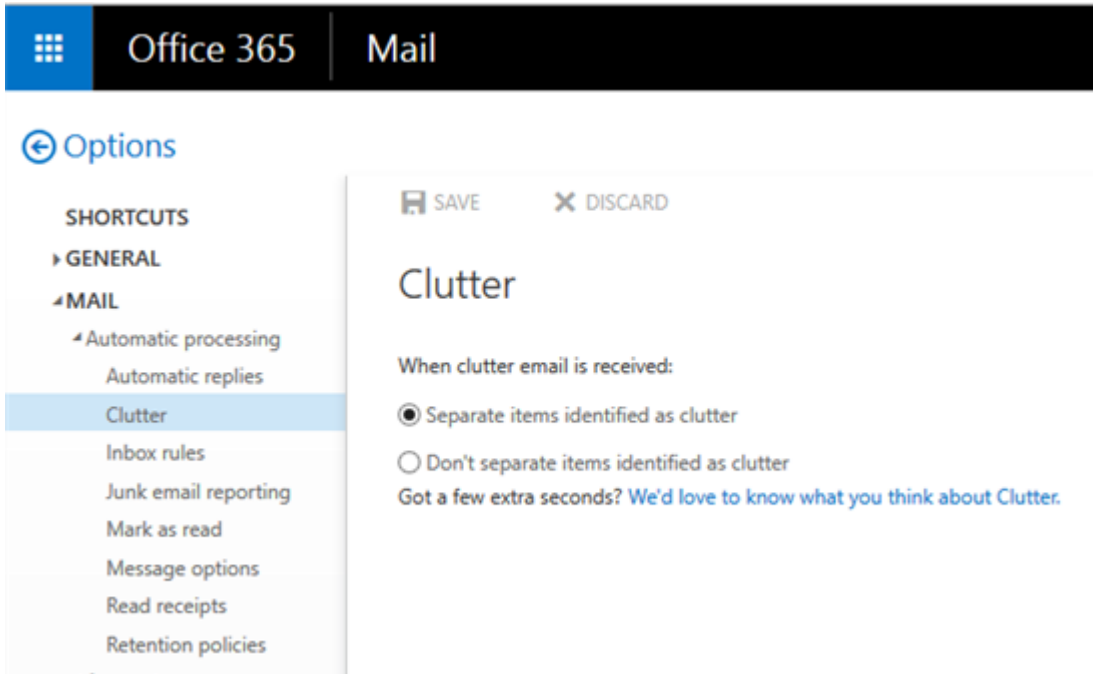
Improving Life Through Learning

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How to disable the Clutter tool

If you don't like using the Clutter tool, log in to your Glow web O365 and go to the O365 options:

<https://outlook.office.com/owa/#path=/options/clutter>



Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

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