Disabling Clutter folder

1. Login to your student email account at [http://outlook.com/email.sc.edu](http://outlook.com/email.sc.edu)
2. Click on the Gear icon in the top right.

![Gear icon](image1)

3. Select “Options” from the dropdown menu, it is on the bottom.

![Options menu](image2)

4. On the left Options Pane, Navigate to Mail → Automatic processing → Clutter
5. Uncheck the box that says “Separate items identified as clutter”

![Options pane](image3)

Alternatively:

Clutter looks at what you've done in the past to determine the messages you're most likely to ignore. It then puts them in the Clutter folder. Just keep using email as usual and Clutter will learn which messages are not important to you. If Clutter incorrectly filed an email, you can move the messages it has incorrectly identified as clutter to your inbox, and Clutter will learn not to filter those emails.