How to turn the Clutter email feature on or off

1. Go to outlook.com/usm.edu and log in with your username of w+ID#@usm.edu and your CampusID Password.

2. Click on the Gear Icon.

3. Select Options.

4. Click Mail and select Clutter.
5. Under When email is received:
   If you want to **turn Clutter On**, select **Separate Items identified as clutter**.
   If you want to **turn Clutter Off**, select **Don’t separate items identified as clutter**.

**NOTE:** You can also turn Clutter Off by clicking the link in the sentence at the end of a notification message from Clutter, “If you would like Clutter to stop moving messages out of your inbox, you can turn it Off.”