

**Disabling
Clutter in
Student Email**



**St. Lawrence
College**

This manual contains pertinent information about disabling the clutter feature in the student email account.

June, 2017

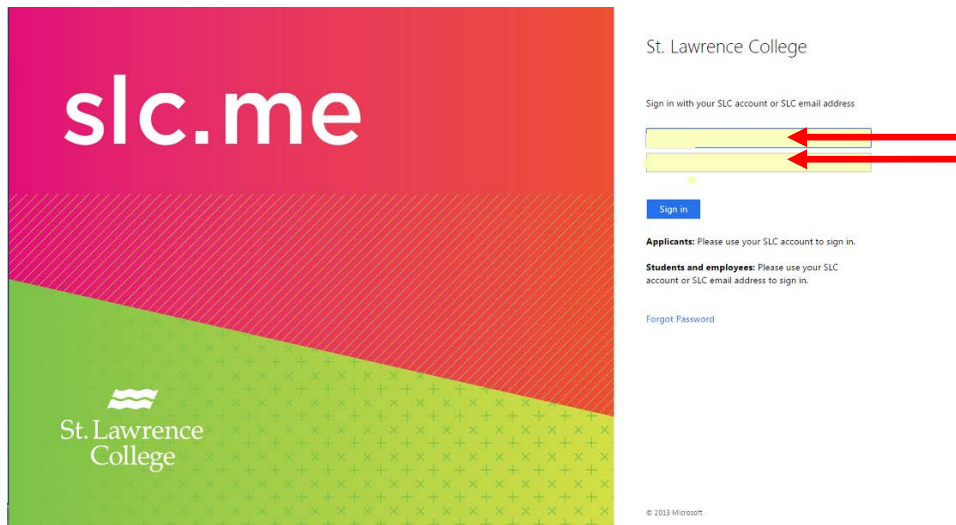
Disabling Clutter

About

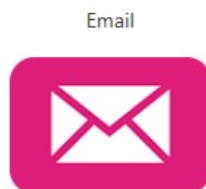
As Microsoft improves our email services, we may encounter services that we do not wish to use, such as features like Clutter. This feature is meant to remove emails from senders that are often not viewed by the recipient, and therefore remove the clutter from your email inbox. However, some recipients have found that the feature removed too many emails or removed important emails making the feature inconvenient. This document will discuss how to remove this feature so that the recipient has control over the emails viewable in their email inbox.

How to Access

1. To access the email, you will need to log in to Slc.me by going to <http://slc.me>. You will be presented with the login screen. In the center students will be asked for their **username** and **password**. Enter the information and click the **login** button

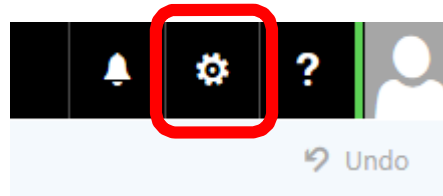


2. Once logged in, select the “**Email**” icon

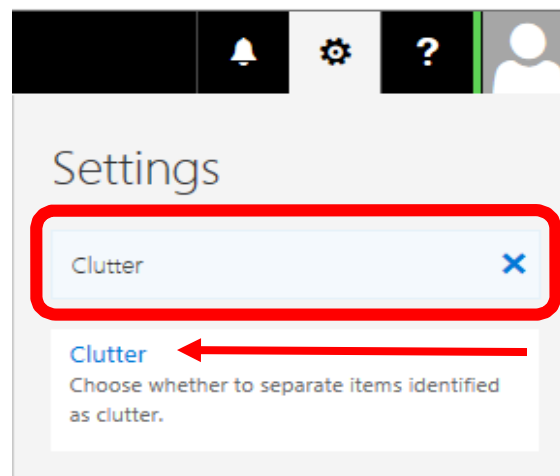


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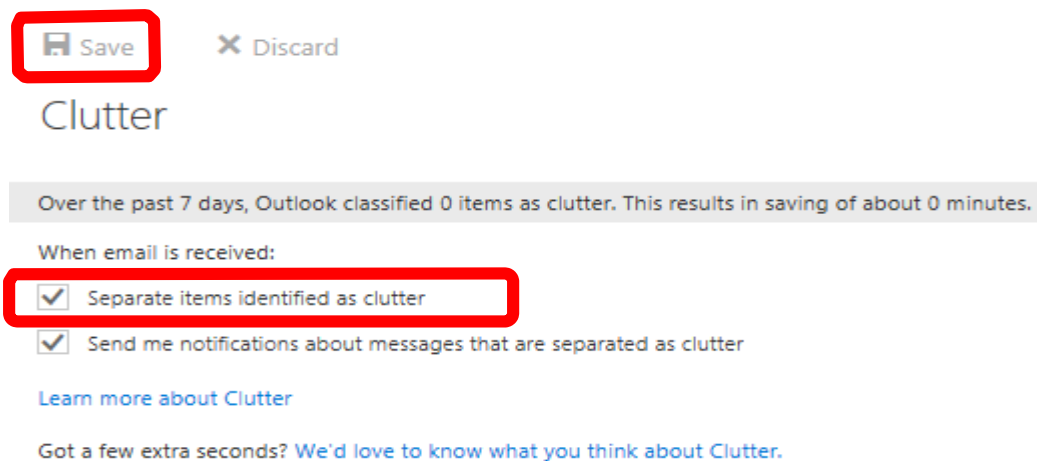
3. Once you are into your email, select the gear icon in the top right hand corner.



4. In the “Search all settings” field type “Clutter”, then select “Clutter - Choose whether to separate items identified as clutter”



5. In the Clutter window, under “When email is received:” uncheck “Separate items identified as clutter”, and then click “Save” at the top.



Disabling Clutter

Once you have unchecked the box you will have the following image.

 Save  Discard

Clutter

Over the past 7 days, Outlook would have moved 3 items to Clutter. This would have saved you about 0.6 minutes.

When email is received:

Separate items identified as clutter

[Learn more about Clutter](#)

Got a few extra seconds? [We'd love to know what you think about Clutter.](#)