Disabling 'Other' Inbox in Student Email



This manual contains pertinent information about disabling the 'Other' Inbox in the student email account.

November 2024

Disable 'Other' Inbox



About

As Microsoft improves our email services, we may encounter services that we do not wish to use, such as features like the 'Other' Inbox. 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 <u>http://slc.me</u>. You will be presented with the login screen. Students will be asked for their **username** (SLC email address) and **password**. Enter the information and click the Sign in button.

slc.me PROUD TO BE	St. Lawrence College
SLC	Sign in with your SLC account or SLC email address SLC Account or SLC email address Password
STLAWRENCECOLLEGE.CA KINGSTON, BROCKVILLE, CORNWALL	Sign in Applicants: Please use your SLC account to sign in. Students and employees: Please use your SLC account or SLC email address to sign in.

2. Once logged in, select the **Outlook** Email icon:



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





- 5. Now go to Settings > Mail > Layout > Focused Inbox
- 6. Under "Focused Inbox"> select 'Don't sort my messages' > click 'Save'

Settings	Layout	Layout	×
Settings Search settings General Mail Calendar R People View quick settings	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies	Layout > Focused Inbox > Do you want Outlook to sort your email to help you focus on what matters most? > Sort message and of focused and Other > Don't sort my messages > Message height Choose the height of each message in the message list. Full > Medium > Compact >	×
	Groups	Save Discard	

Now all your emails will fall under one single tab called 'Inbox'. You can undo this at any time.