

**Disabling  
'Other' Inbox  
in Student  
Email**



**St. Lawrence  
College**

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

November 2021

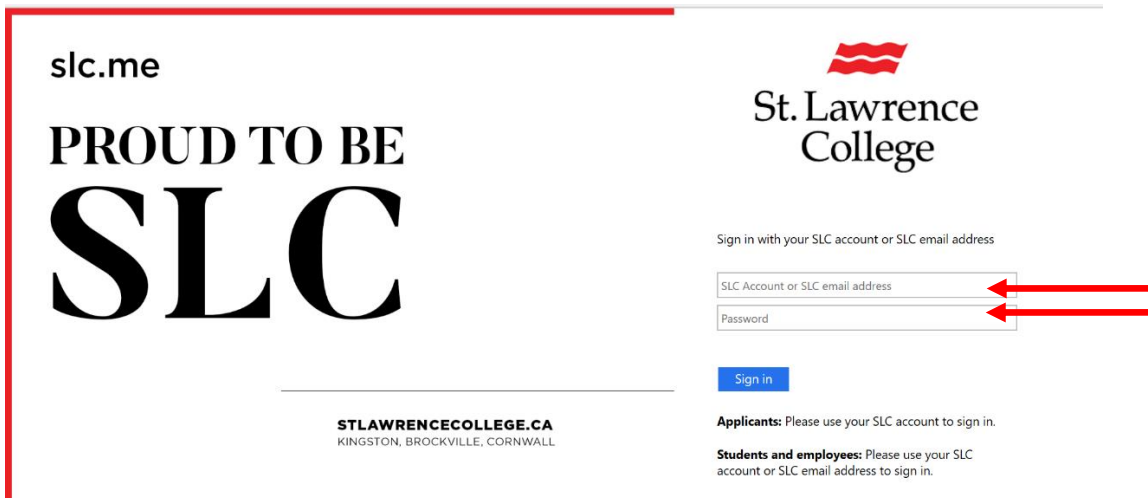
## Disable 'Other' Inbox

### 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 <http://slc.me>. 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

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Sign in with your SLC account or SLC email address

SLC Account or SLC email address

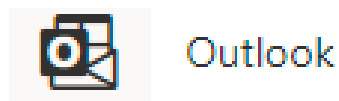
Password

Sign in

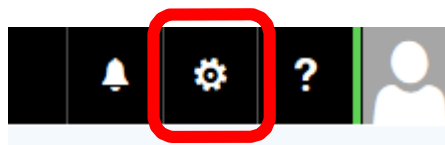
**Applicants:** Please use your SLC account to sign in.

**Students and employees:** Please use your SLC account or SLC email address to sign in.

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

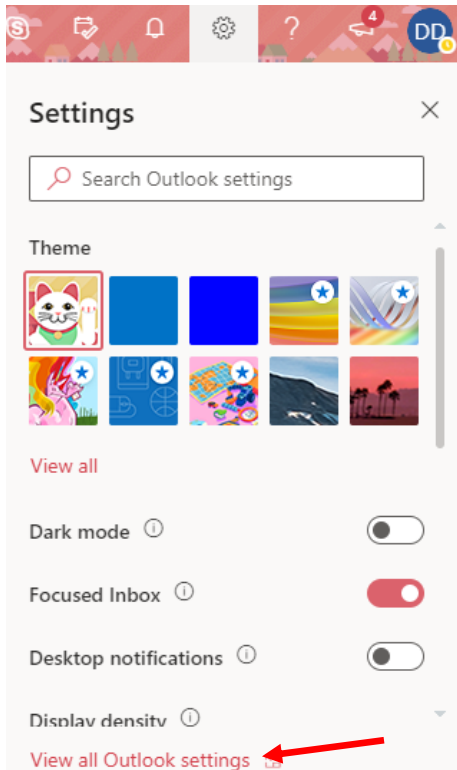


3. Once you are into your email, select the gear icon in the top right-hand corner.

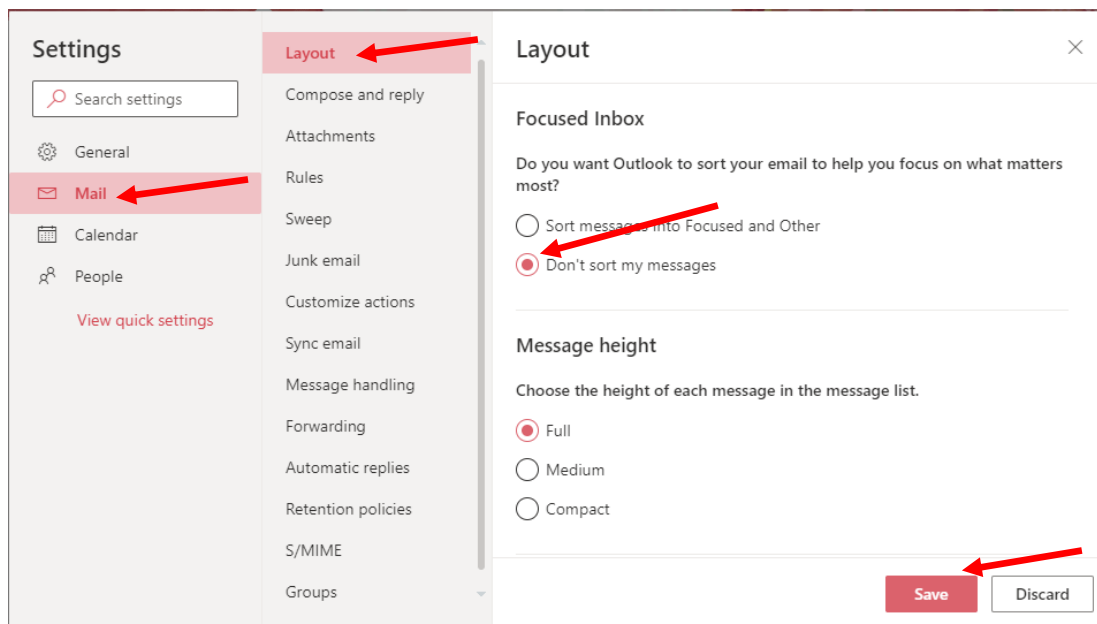


## Disable 'Other' Inbox

- At the bottom of the 'Settings' window, click on 'View all Outlook settings'



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



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