



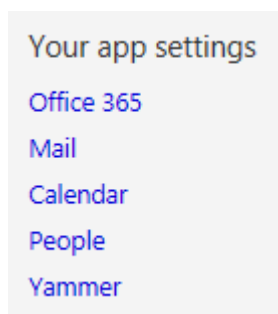
Enable/Disable Clutter


You need to enable/disable Clutter in the Outlook Web App, not the Outlook Client, but it will save your changes across both platforms.

1. Sign in to the Outlook Web App at <https://owa.usm.my>.
2. At the top left corner of the page, select the App launcher  icon, and then select Mail.



3. On the top right corner of the page, click on **Settings**  and at the bottom of the popup in the "My App Settings" section, select **Mail**.



1. Go to Mail > Automatic processing > and click on **Clutter**.
2. To enable Clutter, check the box that says, "Separate items identified as clutter". When you do this, the following text will appear and it will already be enabled: "Send me notifications about messages that are separated as Clutter." Click **Save** .

 Save

2.  Discard

Clutter

Over the past 7 days, Outlook would have moved 0 items to Clutter. This would have saved you about 0 minutes.

When email is received:

Separate items identified as clutter 1.

Send me notifications about messages that are separated as clutter

[Learn more about Clutter](#)

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

You can disable Clutter anytime by unchecking the box next to "Separate items identified as Clutter".

Note: The Clutter folder remains in Outlook after you turn off the Clutter feature.