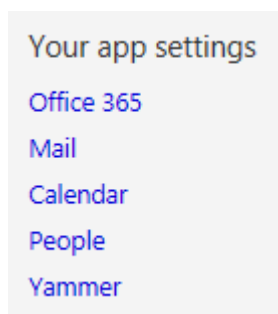## Enable/Disable Clutter

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** 💾.

You 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.