



## Moving “Other” Emails to “Focused” Inbox in Outlook

**Overview:** This help guide is to show how to move emails automatically categorized as “Other” to your “Focused” inbox in Outlook. This is useful to ensure important emails from senders are always received and viewed.

### Instructions for Outlook App (Old & New Look)

Right Click on the email you wish to move or hold down “control” on your keyboard and click on the email

Click on “Always Move to Focused”

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Locate the email you wish to move from your “Other” Inbox.

Right-click on the email

OR

Hold “control” on your keyboard and click on the email.

Scroll down and click on “Always Move to Focused”

*This process will look the exact same if you use “New Look” Outlook.*

### Instructions for Outlook Web App (Chrome & Safari)

Right Click on the email you wish to move or hold down “control” on your keyboard and click on the email

Click on “Move”

Click on “Always move to Focused inbox”

Locate the email you wish to move from your “Other” Inbox.

Right-click on the email

OR

Hold “control” on your keyboard and click on the email.

Scroll down and click on “Move”

Then select “Always move to Focused inbox”