



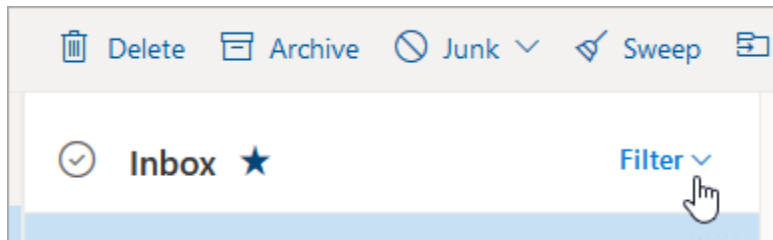
OWA - Email: Customize Settings

Personalize your mail experience in Outlook on the web

You can quickly change the appearance of the message list and reading pane in Outlook so it looks and behaves the way you want.

Change how your email is sorted

1. At the top of the message list, select **Filter**.



2. Select **Sort by** and choose how you want to sort your email.

Open the Settings pane

To find the most frequently used Mail settings, select **Settings**  at the top of the page.

To change settings not included in the Settings pane, select **View all Outlook settings** at the bottom of the Settings pane.



Theme

Under **Theme**, choose from one of the themes displayed. You can also select **View all** to choose from more options.





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Dark mode

Dark mode switches the color scheme from a light background to a dark one. Turning on dark mode can reduce eye strain in low-light environments.

Focused Inbox

When **Focused Inbox** is on, Outlook automatically sorts messages in your Inbox into Focused and Other tabs to help you focus on what matters most. If you prefer to see all your email messages in one place instead of having them sorted into Focused and Other, select the toggle to turn it off.

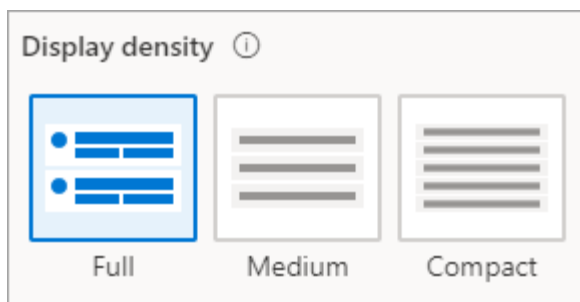
Note: Focused Inbox applies only to your Inbox. It doesn't sort messages in other folders.

Desktop notifications

Desktop notifications let you know when you've received a new message or have an upcoming calendar event, even when your browser window is minimized. You might need to enable notifications in your browser to use desktop notifications in Outlook.

Display density

Display density lets you adjust the spacing between messages in your message list. Choose **Full** to view sender images, attachment previews, and message preview text (sender, subject, and part of the first line of text). **Medium** shows only message preview text with some spacing between messages, and **Compact** shows only message preview text with minimal spacing between messages.



Conversation view

Conversation view groups your messages by conversation. You can view conversations with the **Newest messages on top** or **Newest messages on bottom**. If you prefer, you can turn Conversation view **Off**.



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Conversation view ⓘ

- Newest messages on top
- Newest messages on bottom
- Off

Reading pane

You can configure the **Reading pane** by selecting **Show on the right** or **Show on the bottom**. If you don't want to use the reading pane, select **Hide**.

Reading pane

- Show on the right
- Show on the bottom
- Hide

See more settings

To find other ways to personalize your Outlook.com or Outlook on the web experience, scroll to the bottom of the Settings pane and select **View all Outlook settings**.

Focused Inbox for Outlook

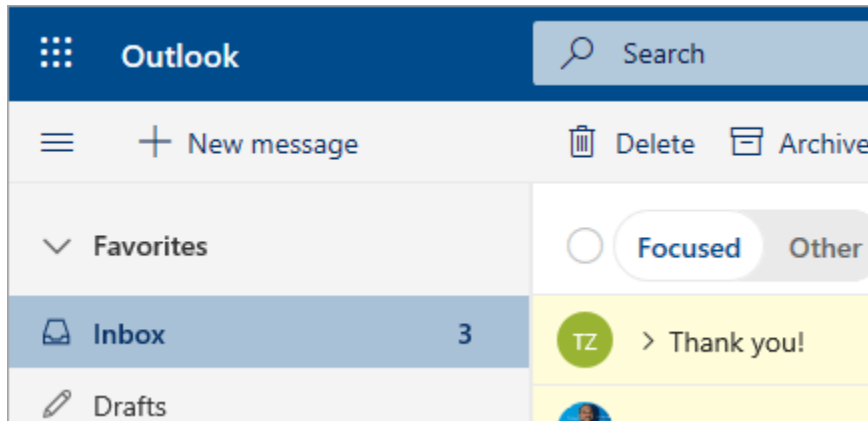
Focused Inbox separates your inbox into two tabs—Focused and Other. Your most important email messages are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.


Turn on Focused Inbox

1. Open Outlook on the web.



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2. At the top of the page, select **Settings** .
3. Select the toggle next to **Focused Inbox**.

The Focused and Other tabs will appear at the top of your mailbox. You'll be informed about email flowing to Other, and you can switch between tabs any time to take a quick look.

Change how your messages get organized

1. From your inbox, select the Focused or Other tab, and then right-click the message you want to move.
2. To move a message from Focused to Other, select **Move > Move to Other inbox**. Select **Always move to Other inbox** if you want all future messages from the sender to be delivered to the Other tab.

If you're moving a single message from Other to Focused, select **Move > Move to Focused inbox**.

Select **Always move to Focused inbox** if you want all future messages from the sender to be delivered to the Focused tab.

For more information, please refer to the Microsoft training resource page [HERE](#)