

TIPS & TRICKS

MS Office Apps



Dear SMU Community,

We want to share some tips about Microsoft applications that you may find helpful in this edition.



Outlook – Focused Inbox

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.



We are aware that not all your emails can be classified correctly at times, some of your important emails may end up in the “**Other**” folder. Therefore, we encourage you to go through the emails in two tabs regularly to prevent missing your important emails.

Should the emails been classified wrongly, you may fine-tune it manually by right click on the email and select any of the following options:

For email in “**Focused**” tab

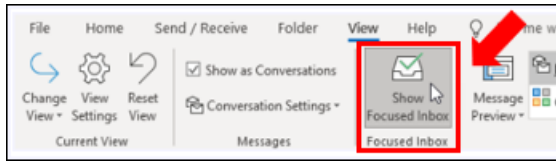
- **Move to Other** -- if you want only the selected message moved.
- **Always Move to Other** -- if you want all future messages from the sender to be delivered to the **Other** tab.

For email in “**Other**” tab

- **Move to Focused** if you want only the selected message moved.
- **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.

How to turn off *Focused Inbox* feature

You may choose to turn off this feature if you prefer. Simply click on the *Inbox* folder and select “Show Focused Inbox” to deactivate it.



More information about Focused Inbox can be found in <https://support.microsoft.com/en-us/office/focused-inbox-for-outlook-f445ad7f-02f4-4294-a82e-71d8964e3978>.

We hope the above information is useful to you.

Feel free to contact us at Email: helpdesk@smu.edu.sg / Tel: 6828 0123, should you need any clarifications and assistance.

Thank you.

Best regards,
Alex Goh
Integrated Information Technology Services