What is Clutter?

Clutter is an email filtering option available to Office 365 customers. It is similar to an anti-spam filter as it moves less important email (based on your reading habits) into a 'Clutter' folder where they can be ignored or reviewed later. Most of the mail going into the folder should be bulk mail (advertisements) and messages from mailing lists. However, you will want to periodically check the Clutter folder as it may move legitimate email into this folder.

Individuals can choose to disable Clutter if desired. To disable Clutter log into OWA (outlook.office365.com), click on the Gear, go to **Options** (or **Mail** under "My App Settings")> **Automatic Processing** > **Clutter** and deselect *separate items identified as Clutter* then click Save.