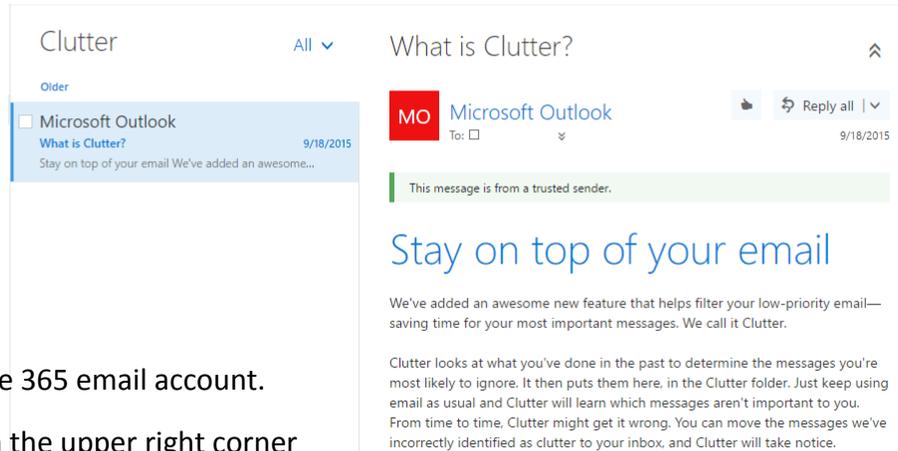
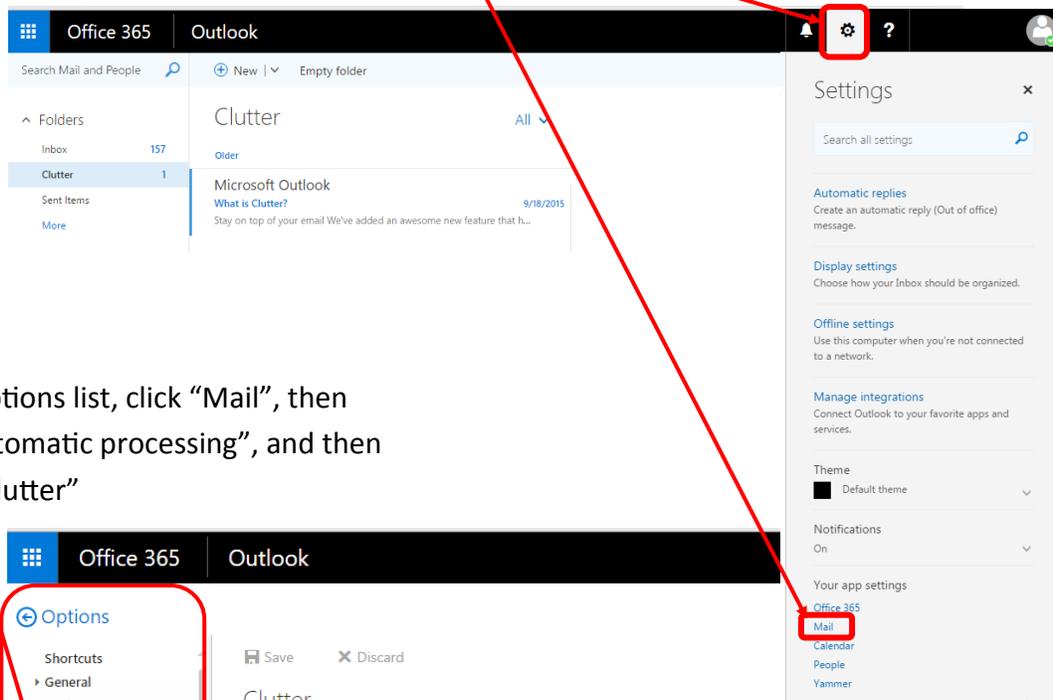


# How to turn off Clutter in an Office 365 email account

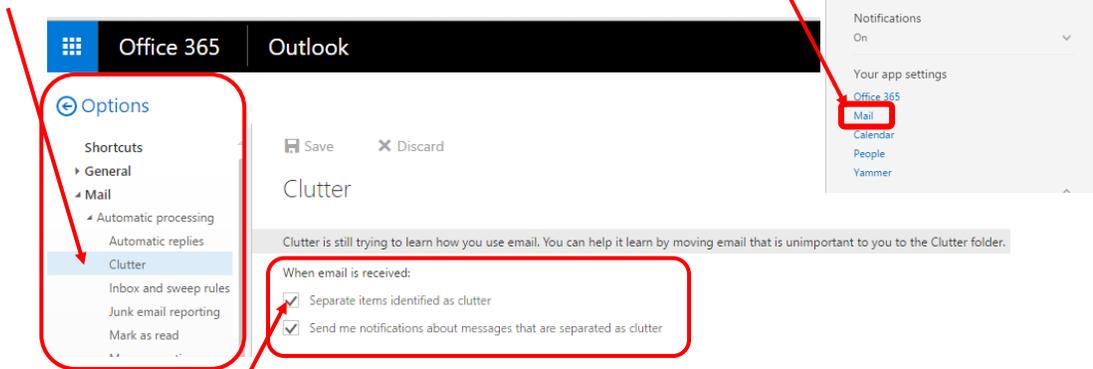


**# 1.** Sign into your SSU Office 365 email account.

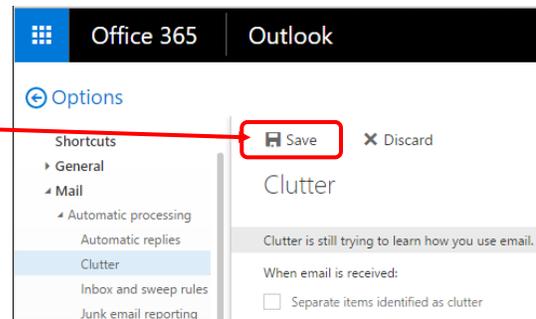
Click on the gear icon in the upper right corner and select “Mail” at the bottom of the list.



**# 2.** In the Options list, click “Mail”, then click “Automatic processing”, and then select “Clutter”



**# 3.** Remove the check mark next to “Separate items identified as clutter”, then click “Save”



If you have any questions please contact the ITS Helpdesk at 978.542.2036