



INFORMATION TECHNOLOGY JACKSONVILLE STATE UNIVERSITY

> Focused Inbox **intelligently** presorts your email so you can focus on what matters. It places your most **important** emails in **"Focused"** and the rest in **"Other."** Focused Inbox works across **all** your email accounts, personal, and professional.

To create an inbox that "feels right" to you, the system takes into account emails and contacts with whom you interact, and filters out noisy sources like automatically generated or bulk email. The more you use it, the better it gets. You can easily reclassify emails between Focused and Other. Just open an email, then select "Move" from the drop-down menu. Note that your badge count and notifications are synced to Focused Inbox.

Settings		Mail Notifications	6
⑦ Help & Feedback		OFFICE 365 - jdoe@stu.jsu.edu	
What's New		All Mail	~
ACCOUNTS		Focused Inbox	
jdoe@stu.jsu.edu Office 365		None	
Add Account		Sound	Default >
MAIL Notifications			
Default	jdoe@stu.jsu.edu		
Signature	Per Account		
Swipe Options	Schedule / Archive		
Focused Inbox 🕐			
Organize Mail By	Thread		
Badge Count	All		

If you'd like to turn **Focused Inbox off**, or change whether your badge count is synced to **Focused Inbox**, go to **"Settings"** and scroll down.

To change your **notifications settings**, you do so per email account. Go to **"Settings"** and then tap on **"Notifications."**

Want to learn more, visit the Technology Support Center on the 9th Floor of the Houston Cole Library.