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to change your notifications settings from or to focused inbox go to settings tap notifications and make your selections from the options to change

whether your badge count is synced to focused

on the view tab depending on if you want to turn in on or off select turn on focused inbox or turn off focused inbox when it s on the focused and other tabs will appear at the top of your inbox

on the view tab depending on if you want to turn in on or off select turn on focused inbox or turn off focused inbox when it s on the focused and other tabs will appear at the top of your inbox

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turn organize by conversation off on conversations give you the option to group your emails by conversational threads based on the message subject and to arrange the reading pane by newest

outlook mobile sorts your important messages into focused and the rest into other to help you focus on what matters help outlook learn what s most important to you by moving important messages

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