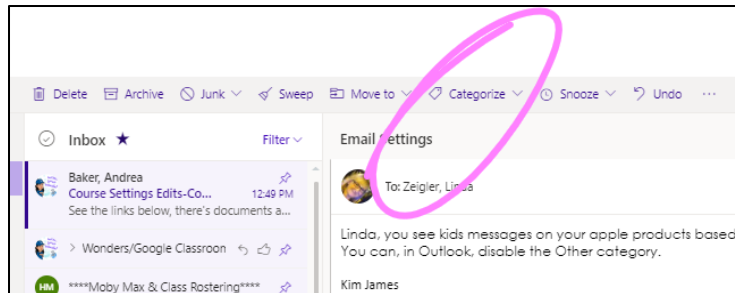


How to Disable the Two-Column Inbox in Outlook Email

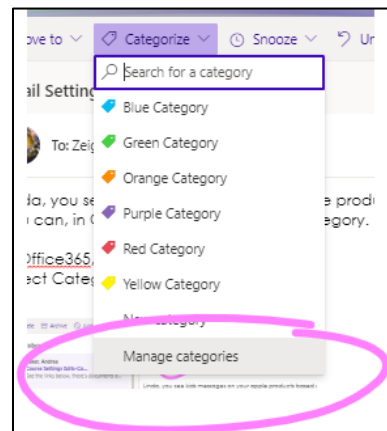
“Focused” / “Other”

You can, in Outlook, disable the Other category. After this, all your district email will land in your main Inbox

In Office365, open Outlook,
Select Categorize



Select Manage Categories



Choose Mail, then Layout,
then choose "Don't Sort
my Messages

This is auto saved.

