


Turn Clutter on or off

You need to turn on Clutter in Outlook Web App, so that you can use it both in Outlook Web App and Outlook.

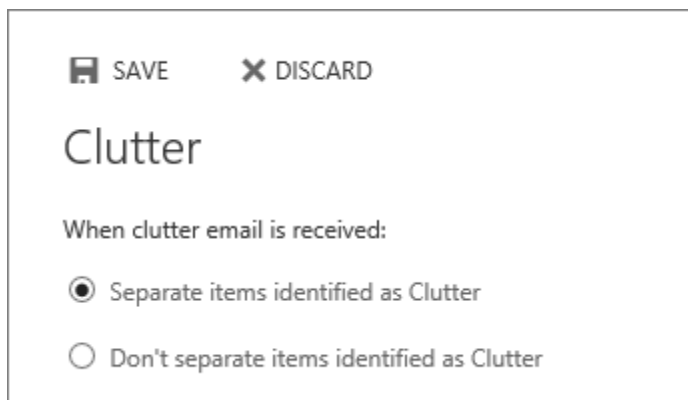
1. Sign in to [Outlook Web App](#). For help, see [Sign in to Outlook Web App](#).

**NOTE** You can't turn Clutter on in the light version of Outlook Web App. You can switch to the full version by navigating to **Options > Outlook Web App version** and clear the **Use the light version of Outlook Web App** checkbox.

2. At the top left corner of the page, select the App launcher  icon, and then select **Mail**.



3. On the top right corner of the page, go to **Settings**  **> Options > Mail > Automatic processing > Clutter**.
4. Choose **Separate items identified as Clutter**, then **Save** .



You can turn Clutter off anytime by selecting **Don't separate items identified as Clutter**.

**NOTE** The Clutter folder remains in Outlook after you turn off the Clutter feature.