

This week's Did You Know:

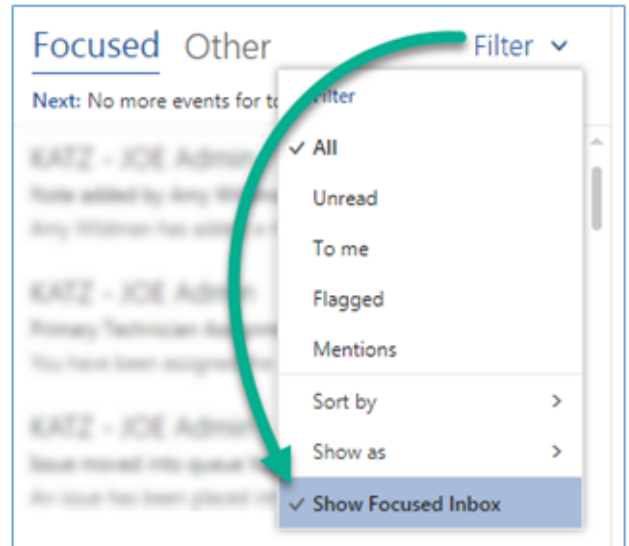
TURN OFF FOCUSED INBOX IN MY PITT EMAIL ONLINE

Outlook Web Access automatically sorts mail into **Focused** and **Other** inboxes based on the content, email sender, and how frequently you communicate with that sender. Newsletters, advertisements, and other machine-generated emails are typically sorted into the Other folder.

If you prefer all emails show together in the same folder, you can **turn off the Focused inbox** feature.

1. Log in to my.pitt.edu
2. Click the **My Pitt Email** link at the top of the page
3. Select the **Filter** button above your email list
4. Click **Show Focused Inbox** to toggle the focused inbox mode

If you prefer the Focused inbox, you can **train it to sort mail**. When an email ends up sorted to Other that you'd like to see in the Focused inbox, right-click on the email and choose **Move to Focused inbox**. Conversely, you can move messages that show up in the Focused inbox to the Other inbox. Outlook will remember these selections in the future and sort mail accordingly.



CONVERSATION MODE IN MY PITT EMAIL ONLINE

My Pitt Email has a potentially confusing element that may make it more difficult to find emails. By default it sorts mail by conversation. This bundles all messages from the same conversation together by subject line, and can be confusing to Outlook users.

To **remove conversation sorting**:

1. Log in to my.pitt.edu
2. Click the **My Pitt Email** link at the top of the page
3. Select the **Filter** button to the top right of your email list
4. Choose the **Show as** menu
5. Select **Messages** from the list

If you have any questions, please contact Katz IT Services at it@katz.pitt.edu, or at 412-648-1601.

And don't forget:

If you have updates for the Katz web sites, including **updated faculty bios**, please send them to webupdates@katz.pitt.edu.