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To: [AGI - All Personnel](#)
Subject: AGI-IT Informational Notice: Clutter
Date: Monday, November 02, 2015 11:12:23 AM
Attachments: [image001.png](#)
[image002.png](#)

STATE of ALABAMA
DEPARTMENT OF AGRICULTURE AND INDUSTRIES
INFORMATION TECHNOLOGY SECTION
(334) 240-7200

INFORMATIONAL Notice

11/02/2015

Subject:

New Helpful Feature in your Microsoft Outlook email

We wanted to tell you about a new helpful feature in the latest version of Microsoft Outlook. With the recent email upgrade, Microsoft added a new feature that helps filter your low-priority email—saving time for your most important messages. It is called Clutter.

Clutter looks at what you've done in the past to determine the messages you're most likely to ignore. It then puts them here, in the Clutter folder. Just keep using email as usual and Clutter will learn which messages aren't important to you. From time to time, Clutter might get it wrong. You can move the messages Microsoft has incorrectly identified as clutter to your inbox, and Clutter will take notice.

What's the difference between Clutter and Junk Mail? The decisions made to mark messages as Junk Mail come from a massive collection of known spam that Microsoft has built over time. That effort to identify and classify the characteristics of spam from new mail continues but the decisions that result are generic and apply to everyone. Clutter is very personal because it takes the email habits of the mailbox owner and uses them to decide whether a message should be moved into the Clutter folder.

And if you find Clutter isn't for you, you can turn it off any time. To turn off the Clutter feature, click [here](#) and log in to your web email using your email address and your email password. After you log in, simply remove the check next to "Separate items identified as clutter" and then click Save at the top of the page. This will remove the Clutter feature from your email.

This feature may not be available to those with an auburn.edu email address.

Contact Information:

**If you have questions, please contact the IT Help desk – (334) 240-7200
or help.desk@agi.alabama.gov**

Please do not reply to this email, use the Contact Information provided.