

★ How Outlook Organises Your Mail



Four different systems — each with a different purpose

■ 1. Focused Inbox

What it does: Splits your Inbox into **Focused** (important) and **Other** (less important).

How it works: Learns from your behaviour: what you open, reply to, delete, and move.

Best for: Separating real people from newsletters and automated messages.

Key point: It improves the more you use it.

■ 2. Sweep (Web Only)

What it does: Quickly tidies up all messages from a sender — past, present, and future.

Actions include:

- Delete all from sender
- Keep latest, delete the rest
- Auto-delete after X days
- Move all from sender to a folder

Best for: Newsletters, notifications, statements, alerts.

Key point: Only available in **Outlook on the Web**.

■ 3. Rules

What they do: Automatically process incoming mail based on conditions you choose.

Examples:

- Move messages from Treasurer to a folder
- Flag messages with “Minutes” in the subject
- Forward certain emails
- Categorise or mark as read

Best for: Structured, predictable workflows.

Key point: Much more powerful than Sweep, but requires setup.

■ 4. Search Folders

What they do: Create virtual folders that show messages matching a search — like “Unread mail”, “Mail from Jenny”, “Mail with attachments”.

They are:

- Dynamic
- Always up to date
- Synced across desktop Outlook apps

Best for: Quick access to important categories of mail.

Key point: They in Outlook on the Web and Desktop version – but they are not Synchronised. Outlook on the web is a different system.

★ **Club-friendly summary slide**

Focused Inbox learns what's important. **Sweep** tidies up a sender's mail (web only). **Rules** automate your inbox. **Search Folders** give you instant views of what matters (But the desktop (Classic) version is not synchronised with the Web)