

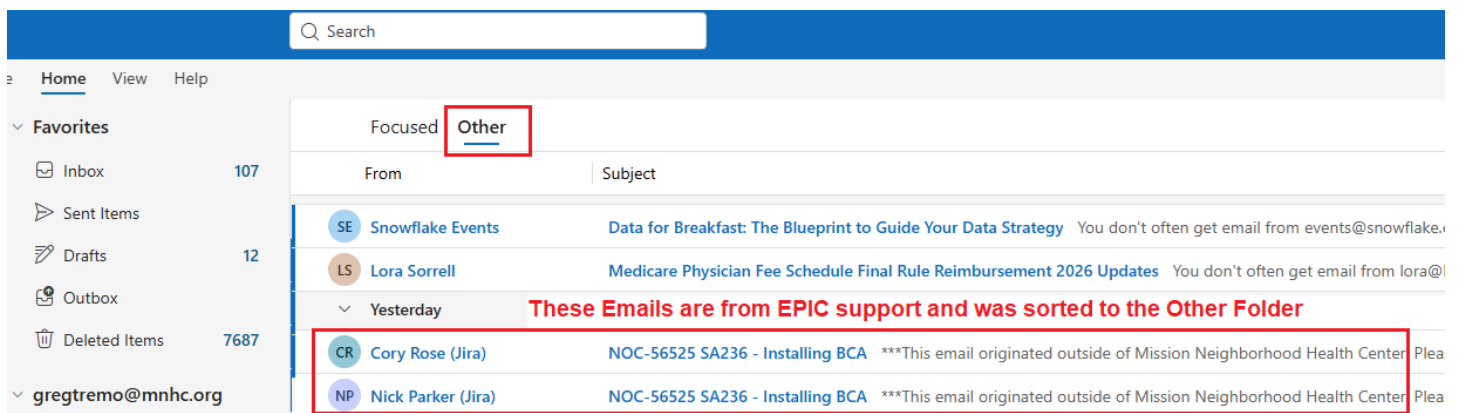
New Microsoft Outlook - Recommended Setting – Classic Outlook Not Affected.

Focused Inbox Overview – Separates your inbox based on AI processing:

- Focused – Internal MNHC emails and approved contacts.
- Other – External (i.e., DAS emails or lower-priority emails) will include some unflagged spam.
- Junk Email – Still had a designated folder for high-confidence spam messages.

Important: Employees should regularly review both the Focused and Other folders to avoid missing important emails, or Disable this feature

Below is a view of “Other View.”



Recommend turning this feature off, as you may not see emails from Ochin support or DAS IT support.

