

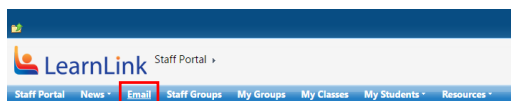
How to disable Clutter

1. Login to Learnlink (<http://www.learnlink.sa.edu.au>)



The image shows the LearnLink login page. At the top, there is a logo for LearnLink and the text 'Intranet and Portal Services'. Below this, it says 'Authorised Users Only'. There is a security warning: 'Security (show explanation)' with a radio button selected for 'This is a public or shared computer' and another for 'This is a private computer'. The login fields are 'Username: helpdesk_ipn792' and 'Password: [masked]'. There is a checkbox for 'I will comply with the LearnLink User Agreement and Code of Conduct.' and a 'Log On' button. At the bottom, there is a link for 'Forgotten your password? Please click here to reset your password.'

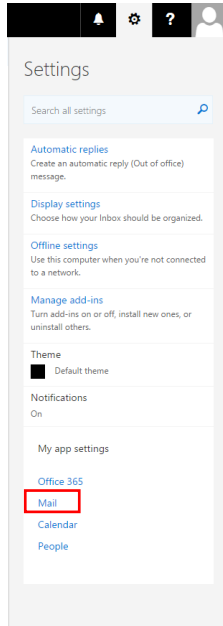
2. Click 'Email'



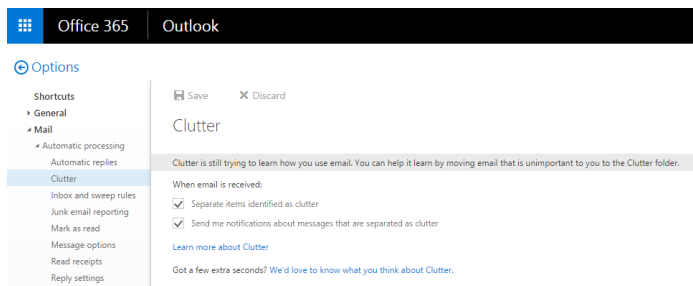
3. Click the cog icon on the top right of your email.



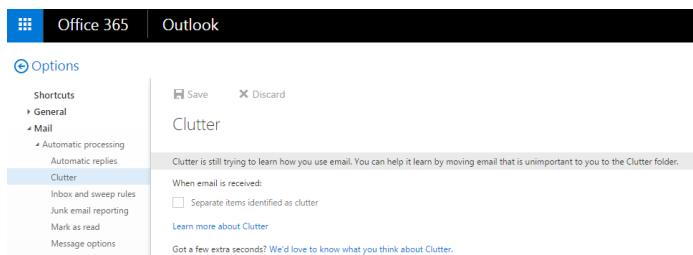
4. From the drop down menu select 'Mail'



5. Select 'Clutter' from the left menu



6. Untick both options and press 'Save'



7. Emails will now not go into the 'Clutter' folder.
8. Any emails that were in your clutter before turning this off will remain in clutter. You will need to sort through these to see if anything important has ended up in there.