

COMMUNICATE

Beginner

10 MIN

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Auto-demote newsletters and low-value mail.

Let low-priority mail sink to the bottom of a filtered, sorted priority view automatically instead of cluttering your main inbox.

MICROSOFT 365

Outlook

WORKS WITH

Copilot

Business Outcome

The main inbox view stays focused on mail that needs a response, cutting the minutes spent scrolling past newsletters every day.

Workflow Steps

Step 1: Confirm priority grading is already running

Outlook

This builds on Copilot's priority grading — make sure your inbox is already tagging mail high, normal or low before setting up the demotion view.

Step 2: Build the filtered low-priority view

Copilot

In Outlook's View settings, create a custom view grouped by the priority tag Copilot already applies, and set it to sort low-priority items to the bottom or into a collapsed group by default — this is a view configuration, not a new inbox folder, so mail still arrives in one place.

PROMPT

Which senders in my last month of email consistently grade as low priority — newsletters, automated notifications, and mailing lists? List them so I can confirm before adding them to an auto-demote rule.

Step 3: Confirm the sender list before automating

Outlook

Check the proposed sender list — a newsletter from a partner you actually read shouldn't get bundled in with pure noise just because it's automated.

Step 4: Turn on the auto-demote rule

Outlook

Apply the confirmed list as a standing rule so future mail from those senders sorts to the bottom automatically, without regrading every message.

✓ Check the work

- Review the confirmed sender list before turning the rule on — this is a one-time check that prevents ongoing misses.
- Periodically glance at the demoted view to make sure nothing time-sensitive is hiding among the newsletters.
- Revisit the rule if a demoted sender starts sending something you need to act on.



Expected Outcome

A filtered Outlook view where newsletters and low-value mail are automatically sorted below anything that needs attention.

Want help rolling this out across your team? **Go to Liminals.Tech** ■