Switch from Conversation View to Messages View

This guide will show you how to swap between Conversation and Messages view.

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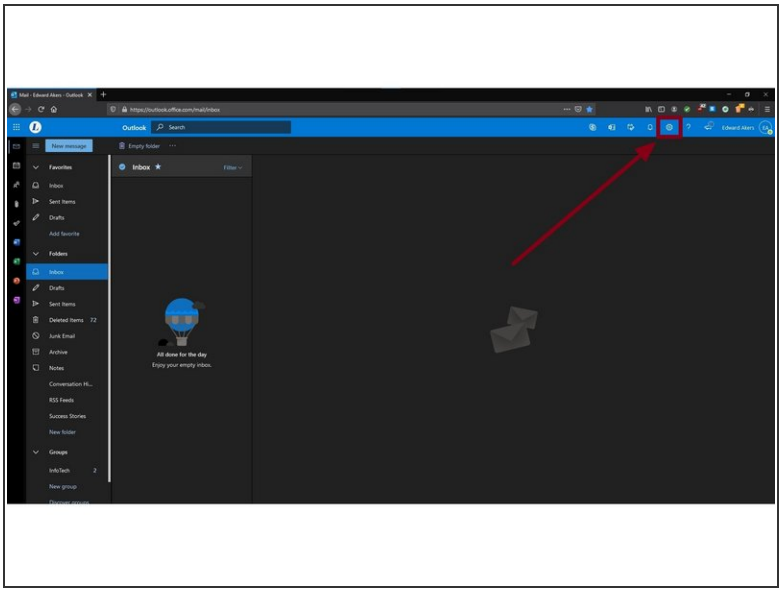
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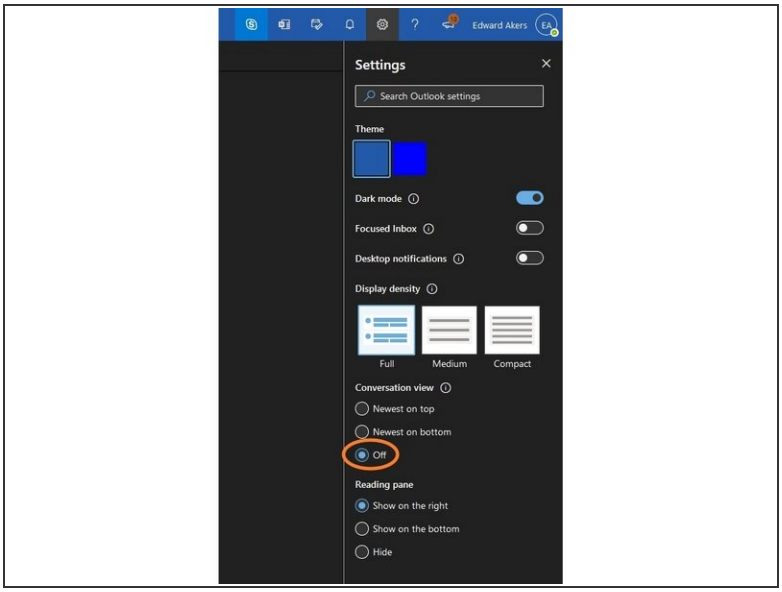
INTRODUCTION

Office365 sorts your mailbox by Conversations by default. This means each thread of messages is represented by a single entry. This guide will show you how to switch this view back to the classic message view with all items appearing as their own entries.

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Step 1 — Switch from Conversation View to Messages View





- Sign into webmail and view your inbox.
- Click the cog wheel icon in the upper right to open the Settings pane.
- Select **Off** under **Conversation view**.