Switch from Conversation View to Messages View

This guide will show you how to swap between Conversation and Messages view.
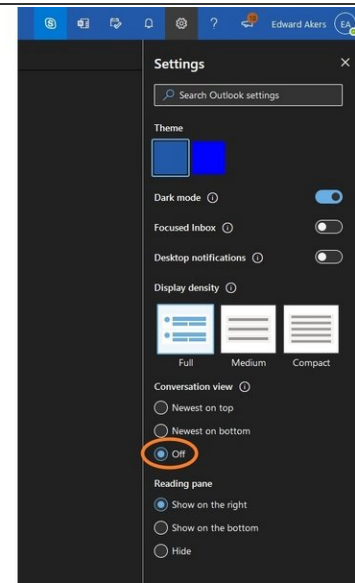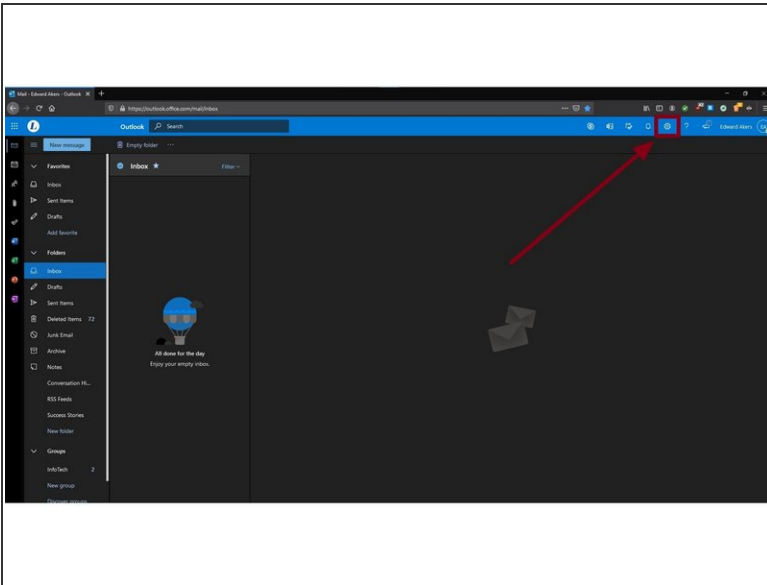
Written By: Wayne Peterson

This document was generated on 2022-03-29 05:46:46 AM (MST).

© 2022   it.laboure.edu/   Page 1 of 4
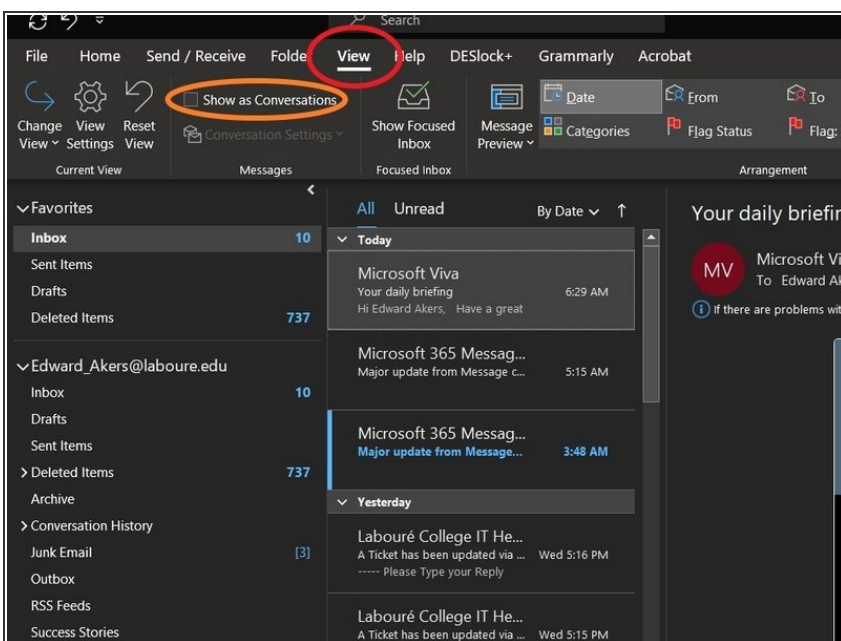
INTRODUCTION

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.

This document was generated on 2022-03-29 05:46:46 AM (MST).

Step 1 — Web Mail

- Sign into webmail and view your inbox.

- Click the cog wheel in the upper right to open the Settings pane.

- Select **Off** under **Conversation view**.

Step 2 — Desktop Outlook

- Click the **View** tab.

- *Uncheck* **Show as Conversations**.

This document was generated on 2022-03-29 05:46:46 AM (MST).

This document was generated on 2022-03-29 05:46:46 AM (MST).