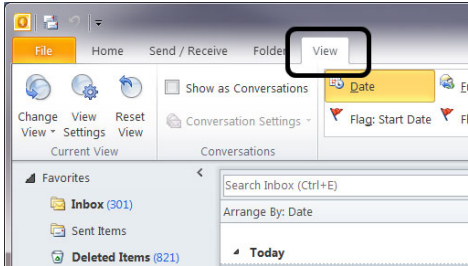
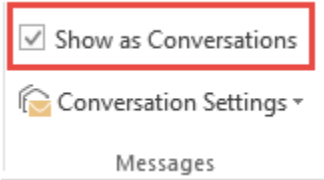
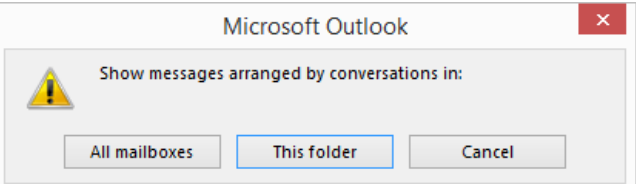
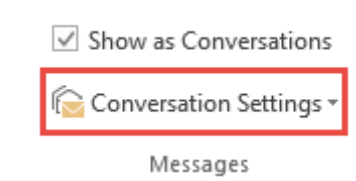
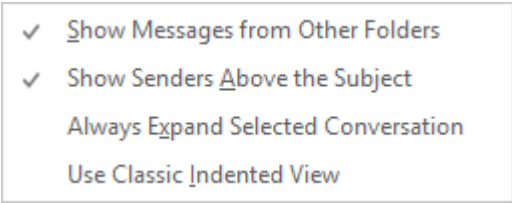
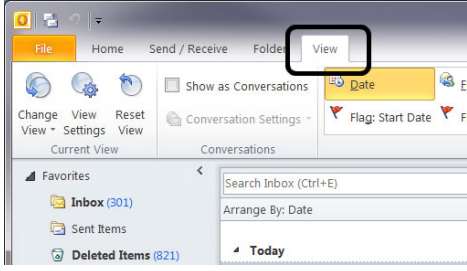




How to use conversation view in Outlook		
What are you going to do?	How to do it?	Where is it?
<p>Conversation view = All related e-mails appear together in the inbox with a conversation icon - no matter which folder you placed the e-mail in. Every conversation is sorted with the latest mail in the top. Conversation view is turned off by default in Microsoft Outlook. You can switch between conversation view and normal view.</p>		
<p><b>Choose conversation view</b></p>	<p>Select <b>VIEW</b> tab.</p> <p>In the <b>Conversations</b> group, select <b>Show as Conversations</b> check box.</p> <p>Click <b>All folders</b> or <b>This folder</b>.</p>	  
<p><b>Change conversations settings</b></p>	<p>On the <b>View</b> tab, in the <b>Conversations</b> group, click <b>Conversation Settings</b>.</p> <p>Click the options you want.</p>	 





<p><b>Remove conversations view and go back to normal view</b></p>	<p>On the <b>View</b> tab, in the <b>Conversations</b> group, clear the <b>Show as Conversations</b> check box.</p>	 A screenshot of the Microsoft Outlook interface. The 'View' tab is selected in the ribbon. In the 'Conversations' group, the 'Show as Conversations' checkbox is checked. A yellow box highlights the 'Date' dropdown menu, and another yellow box highlights the 'Show as Conversations' checkbox. The 'View' tab label is also highlighted with a black box. The left sidebar shows 'Inbox (301)', 'Sent Items', and 'Deleted Items (821)'. The main pane shows a search box and 'Arrange By: Date'.
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