

Conversation View/Threading Messages

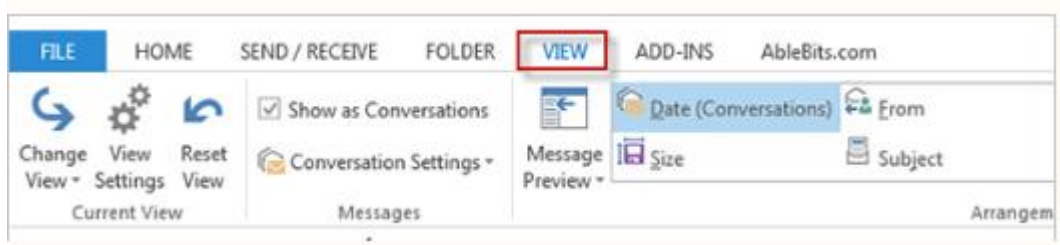
With the release of Outlook 2013, Microsoft added a new email feature into the mix called **Conversation View**. This feature gives you the ability to group threaded emails together. **Conversation View** is available in other mail clients such as Gmail; so it may not seem new to you. However, if you want to increase your productivity, **Conversation View** will help.

Email is about conversation and ongoing email threads scattered across your inbox on a single topic can be frustrating to locate and track. Searching for related emails is a waste of valuable time. By switching to **Conversation View**, your email will automatically be organized by conversation with the most recent appearing at the top.

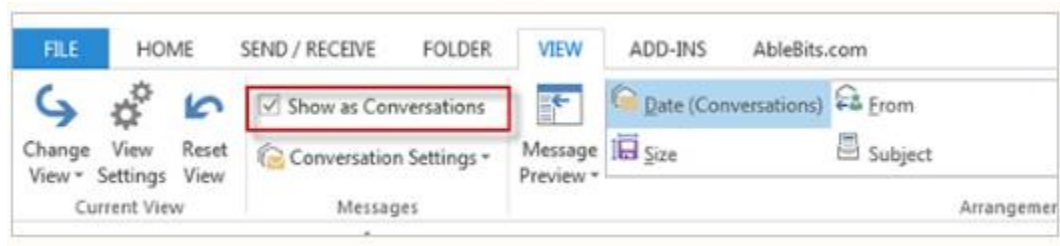
Switching to **Conversation View** is also one of the easiest ways to clean up a cluttered Inbox. All those long back and forth emails will be grouped together and located in one convenient location. You can even choose which folders you want affected by **Conversation View**; so not all emails will be changed. You have the ability to turn Conversation View on and off at any time.

Getting Started:

1. Click the View tab



2. Under the message section in the View tab **check** the box labeled “**Show as Conversations**” to turn on the Conversation View or uncheck to turn it off.



3. **A small box will open with three options.** Users can choose to **switch all mailboxes to Conversation View**, just the **current folder** or **cancel** the change.



4. To get the most out of Conversation View, apply one or more of the settings. To do so, **click the Conversation Settings dropdown menu.**



Be sure to **check the Show Messages from Other Folders option**, even if all your mail is in the Inbox. That way, Outlook will display messages you sent and stored in the Sent folder. These messages are an important part of the conversation, but may otherwise be omitted from view.

The **Show Senders above the Subject** option won't add much to the view if your Inbox displays one-line headers. If you're using multi-line headers, this option reverses the order of the From and Subject columns.

The third option, **Always Expand Conversations** is another setting that most users want to use. Otherwise, you might lose context while browsing.

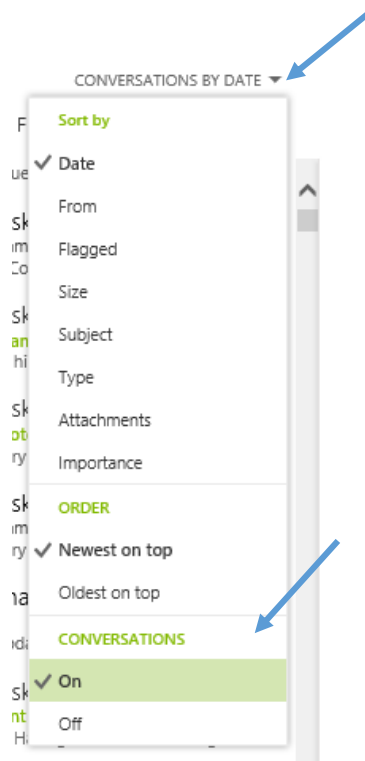
Outlook identifies conversations with a small triangle ▸ to the left.

Using Conversation Threads in Office 365


Conversation View shows all messages with the same subject as a threaded conversation, no matter what folder they are stored in.

For example, if you have replied to a message in your Inbox, you'll see both the original message and your reply in conversation view. The default setting for the list view is to group messages by conversation and to sort them by the date received, with the newest on top.

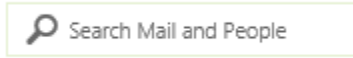
You can change this option by **clicking** the sort arrow at the top of the view and choosing the off option for conversation.



When you turn off conversations, messages are displayed in the reading pane individually.

If you want to review a conversation from the main window, **click** the arrow by the subject line  to expand or collapse the conversation.

Instant Search Box



Type what you want to search for. This could be a sender or recipient's name, or a word or phrase in the title or body of a message.