

**M/S OUTLOOK WEB EMAIL ACCOUNT SETTINGS:
CHANGING 'CONVERSATIONS VIEW' TO 'MESSAGES VIEW'**

Where the default setting in the email account displays 'conversations view' instead of 'messages view', emails with the same subject heading are stacked. This stacking feature in Outlook can be turned off so that emails are simply listed in date order. **It can be toggled on and off on the view menu, by ticking FILTER > SHOW AS > and choosing either MESSAGES or CONVERSATIONS.** Please see the screen-shot below demonstrating the option to change view.

'Conversation view' stacks the emails by subject and sender. 'Messages view' sorts emails individually, as and when they come into the inbox.

