

Outlook Web App – Conversation View

In Outlook Web App (OWA), **Conversation view** groups email messages into conversations based on the subject of the message. Conversation view is enabled by default for every mail folder in your mailbox. You can disable it, but you will need to disable it for each folder separately. There is no option to disable the setting on multiple folders.

To disable or enable Conversation view:

1. In the left column of OWA, click the mail folder for which you want to modify Conversation view.
2. In the right window, click "View" (see below).
3. Click "Use Conversations" to disable (uncheck) or enable it (with check mark).
4. Repeat all the steps above for every mail folder for which you want to disable or enable Conversation view.

