Conversation Options

This feature is used to display messages in the Inbox according to conversation. The subject of the message determines whether a message is part of the Conversation.

- Go to your Webmail through My Siena.
- Click the Options button in the upper right corner of the Outlook window. This is the button highlighted in the image at the right.
- In the list select Display Settings.
- The Display Settings window will display.
- Click the Conversations tab.

Select an option from the two categories.
- Click the OK button to activate the changes.