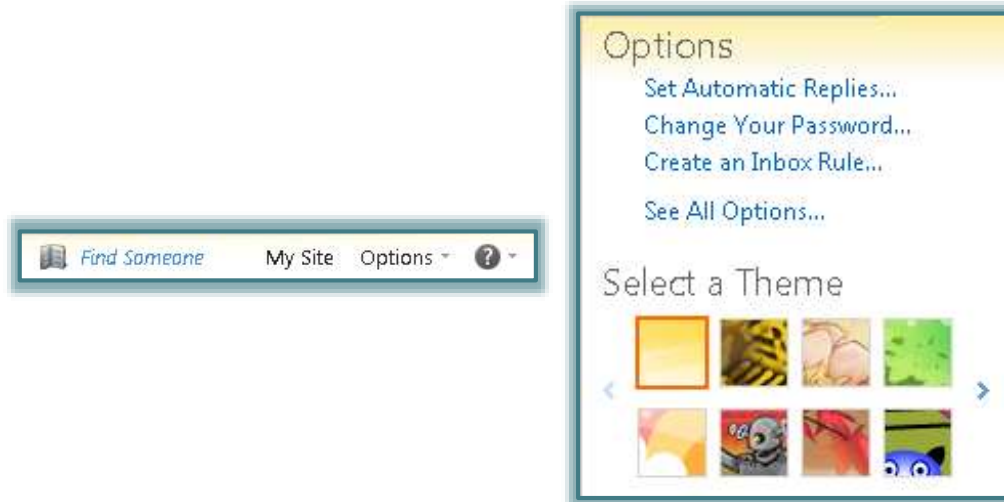


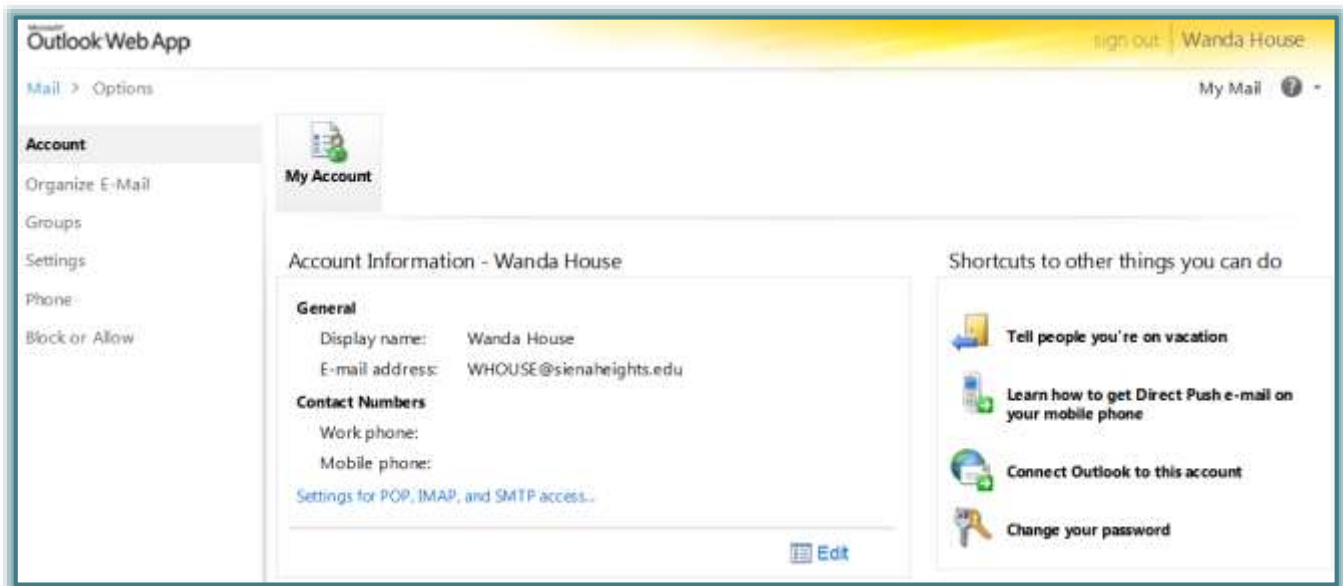
Conversation Options

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.

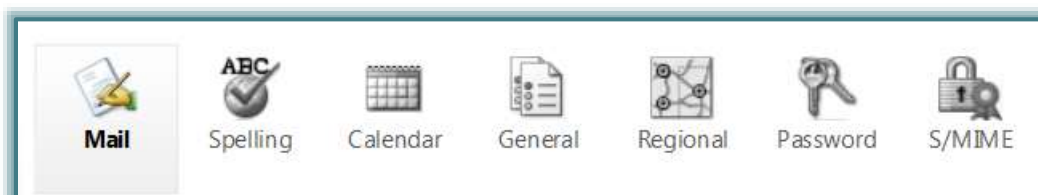
- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).



- Click the **Settings** link on the left side of the window.
- The **Mail Options** window should display. If this window does not display, click the **Mail** button (see illustration below).



- 🖥️ In the **Conversations** area of the window, select the **Sort** option for viewing messages in the **Reading Pane** by selecting one of the two options available in this group.

Conversations

Sort messages in the conversation Reading Pane in this order:

Newest message on top

Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.

Match the sort order of the Reading Pane

Show the conversation tree

Hide deleted items

- 🖥️ Choose how to **Sort** the messages in a Conversation when they are in **List View** by selecting one of the two options in this group.
- 🖥️ When **Conversations** are displayed, items in the **Deleted Items** folder will display unless the **Hide Deleted Items** check box is selected.
- 🖥️ Once all the options have been specified, click the **Save** button.

