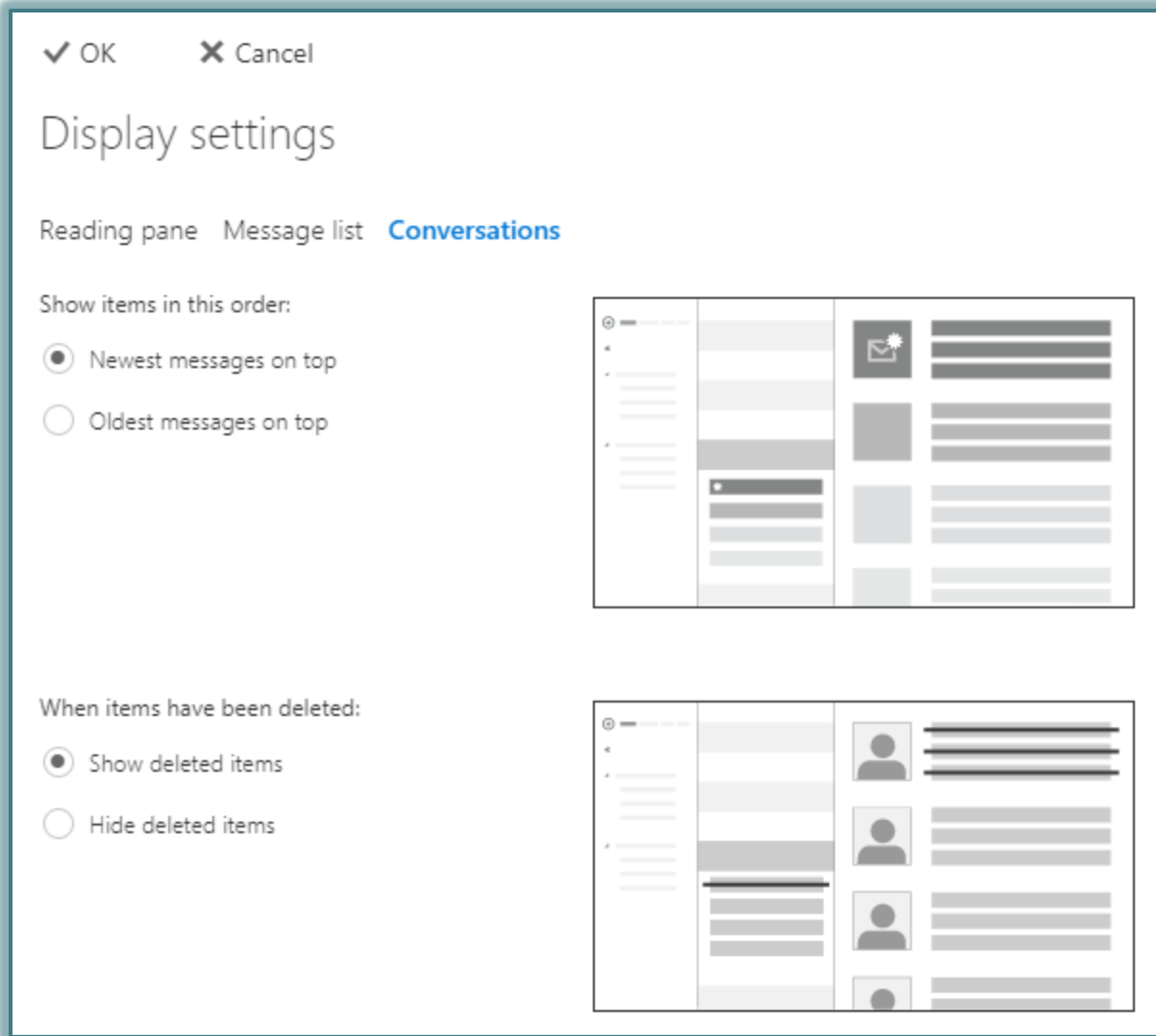


## Conversation Options

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.