Webmail Quick Tip

View Inbox by Grouped Conversations OR Individual Messages

There are two options for viewing messages in the Inbox:

- **Grouped Conversations**
  - All messages with the same Subject are grouped together into a thread
- **Individual Messages**
  - Messages are separate and can be sorted by the users preference

Selections for these options can be found by:

- Access Outlook
- Select your Inbox
- Select *Filter*
- Select *Show As*
• Select *Messages* or *Conversations*

![Image](image1.png)

• Users often prefer their Inbox to be **sorted** by Date
  o Sorting can be selected by choosing
    ▪ Filter
    ▪ Sort By
  • Click on the criteria you wish use to sort your inbox

![Image](image2.png)