

Conversation View in Outlook

What is Conversation View?

In Outlook, conversation view allows you to minimize clutter in your inbox by grouping similarly-titled emails together. However, if Conversation View is enabled, it may appear as though emails are missing.

To Disable Conversation view in the Outlook Desktop App

Click the **View** tab at the top of your Outlook home screen.

[blocked URL](#)

Uncheck the box that says Show as Conversations.

[blocked URL](#)

You can select to disable Conversations View for just the current Folder or All Folders.

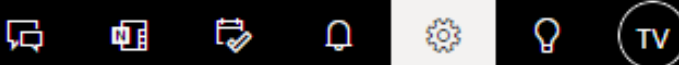
To Disable Conversation view in the Outlook Web App

Go to <https://office.com> and login with your SU email and password.

Select **Outlook** from the list of available applications.

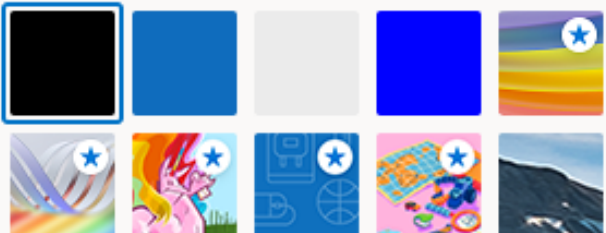
Click on the **Settings** icon in the top right corner.

From the list of options select **Show Each Message Separately**



Settings

Theme




[View all](#)

Dark mode ⓘ ☐


Focused Inbox ⓘ ☐

Desktop notifications ⓘ ☐


Display density ⓘ



Roomy



Cozy



Compact

Arrange message list

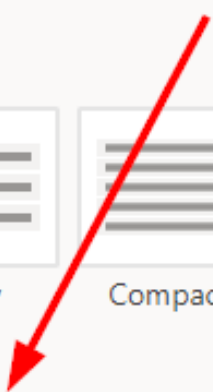
☐ Group into conversations

☒ Show each message separately

Arrange the reading pane

☐ Newest on top

[View all Outlook settings](#)



To