

Outlook 2003, Outlook 2007 Conversation View

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Conversation View

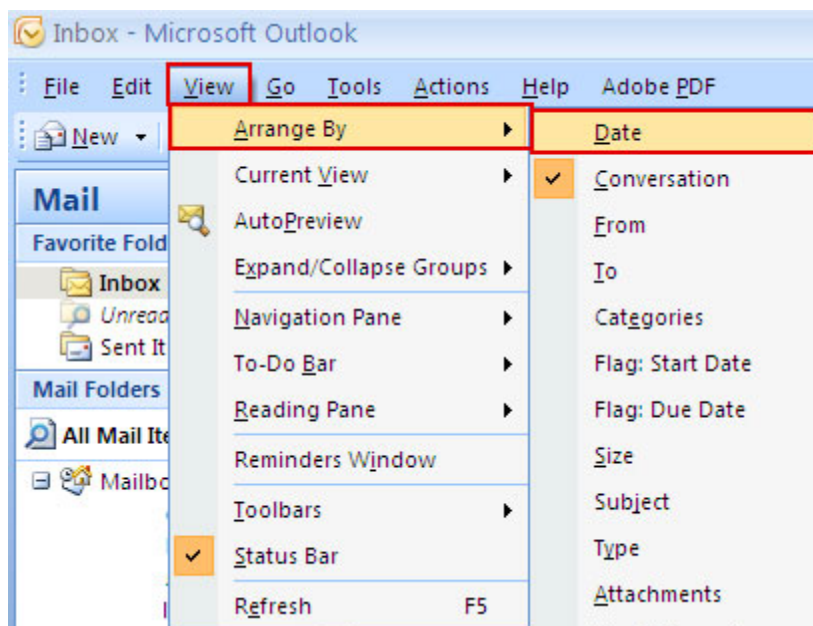
Conversation view has been a part of the Outlook 2003 and 2007 clients, although it is a new feature in Webmail 2010. The conversation view groups messages from a single conversation, or subject line, together. These messages are then moved or deleted as a whole. New messages that are part of a deleted conversation are sent straight to the deleted items folder.

The conversation view may be turned on or off at any time, by changing the View mode.

To turn on conversation view in Outlook 2003 and 2007:

1. Open Outlook
2. On the menu, go to **View > Arrange By**
3. Select **Conversation**

To turn off the conversation view, go to **View > Arrange By** and select **Date**, or one of the other options.



If you have questions, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.