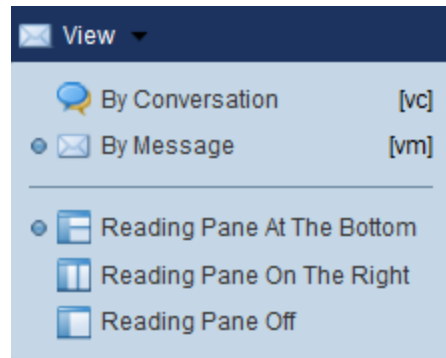- By default all new email messages are placed in your Inbox as single messages arranged by date. You have the option to group your messages by conversations.
- The Conversation view groups messages that have the same subject line under one heading in your Inbox. The message thread of the original message, replies, and forwarded messages can easily be viewed.
- To change how the messages are grouped for your current session, click the arrow next to view in the box.

Message view

The **Message view** displays a list of messages with the most recent message displayed first. Unread messages are shown in bold. The information displayed on the message line includes: flags, tags, from, attachment presence, subject, folder location, size of the message, including attachments, and the time the message was received.

To read a message in "Message view", click on the message. The message body appears in the lower pane

Conversation view

Conversation view displays your messages grouped by subject. Each conversation consists of the original message and all replies in context and ordered by date. The number of messages in the conversation is displayed in parentheses after the subject. All messages related to the conversation are in the Conversation view, even if they are stored in different folders. The Folder column shows the folder where the message is stored.

To read a message in "Conversation view", click the conversation to display the messages within the conversation. Click on a message to display its contents. Conversations containing unread messages are shown in bold.