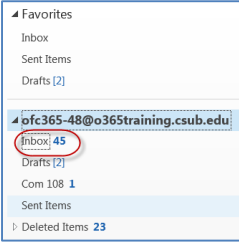
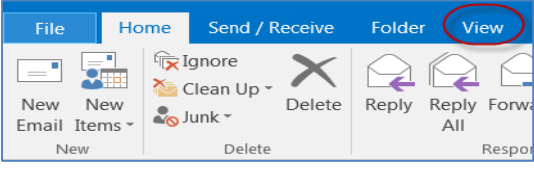
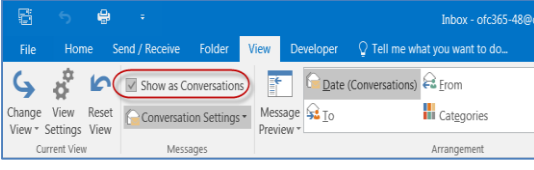
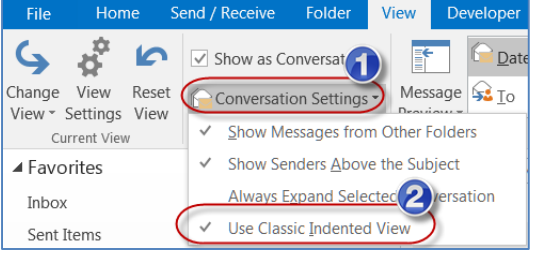




Threading Conversations in Outlook

By default, your mail items are grouped and arranged by date. You can change this setting to arrange your mail by conversation. These instructions will guide you in this process.

<p>1. From the folder pane in Outlook, click your Inbox</p>	
<p>2. On the ribbon, click the View tab</p>	
<p>3. On the View tab, click Show as Conversations</p>	
<p>4. To arrange your conversations,</p> <ul style="list-style-type: none"> • Click Conversation Settings • Click Use Class Indented View 	
<p>5. Your mail should appear as conversations with the Senders name above the subject and the threads will be indented. To open thread, click the mail item</p>	