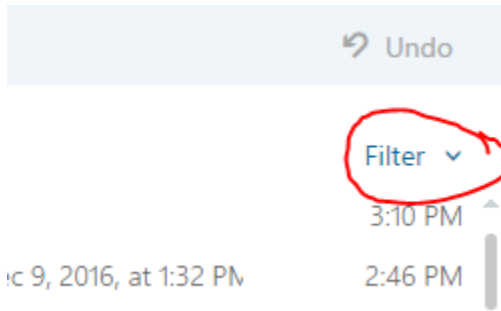


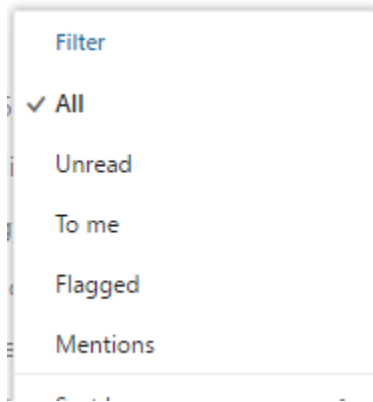
How do I turn off Conversation view?

Log in to your Outlook Email

In the top right area of the page, find “Filter” or “All”



Confirm “All” is checked off:



On the lower end of the list displayed, choose “Show as” and check off “Messages”

This will turn off the conversation view – you’re done.

