The *Conversation View* is a view that groups together related email messages. Conversation view is intended to be a time-saver, but it can also be disabled if you prefer to view emails separately.

**Note:** Conversation View is enabled as the default view in the Outlook Web App.

**Toggling Conversation View On or Off**

1. Click *Settings*, located at the top of the window (See Figure 1).
2. Under *Conversation View*, select your **preferred view** (See Figure 1):
   a. **Newest messages on top**: Displays newest messages at the top of a conversation (See Figure 1).
   b. **Newest messages on bottom**: Displays newest messages at the bottom of a conversation (See Figure 1).
   c. **Off**: Toggles conversation view off (See Figure 1).

![Figure 1 - Toggling Conversation View](image_url)