



How to turn off Conversation view in Gmail

If you are using Gmail as your email provider. There are easy steps to turn off the Conversation View for both the desktop web client and the Gmail mobile app.

In Gmail on Desktop

- 1. Click the gear (Settings) icon at the top right.
- 2. Go to Settings > General.
- 3. Click the radio button for turning on/off the Conversation View.
- 4. Click the Save Changes button.

Settings			
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POI Advanced Offline Themes FlowCrypt	P/IMAP Add-ons Chat and Meet		
Conversation View: O Conversation view on (sets whether emails of the same topic are grouped together) Image: Conversation view off			
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	\leftarrow General settings :		
	Theme System default		
n Gmail on Mobile App	Default notification action Archive		
 Click menu bar (3 line icon) top left of email app. Click on sottings (Goar Icon) poar bottom 	Manage notifications		
 Click on settings (Gear Icon) near bottom. Select General Settings. Untick the Conversation view box (If on, it will be blue 	Conversation view Group emails in the same conversation together for IMAP, POP3, and Exchange accounts		
with checkmark) 5. Return to email list	Conversation list density Default		
	Swipe actions Configure swipe actions to quickly act on emails in the conversation list		
	Default reply action Choose your default reply action		

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How to turn off Conversation view in Outlook/Hotmail.

If you are using Outlook/Hotmail as your email provider. There are easy steps to turn off the Conversation View for both the desktop web client and the mobile app.

In Outlook/Hotmail on Desktop.

- 1. Click the gear (Settings) icon at the top right.
- 2. Click on "View All Outlook Settings" at bottom.
- 3. Select "Mail" on left in popup.
- 4. Select "Layout" in next column.
- 5. Find Message Organization and select "Show email as Individual Messages"
- 6. Close (X) on popup.

3	Layout	Layout			
Search settings Compose and reply Calendar Rules Reople Junk email View quick settings Customize actions Sync email Message handling Forwarding Forwarding		Compact Compact Message organization How do you want your messages to be organized? Show email grouped by conversation Show email as individual messages Sender image Choose whether to show each sender's image in the message list. T	The sender's initials v	vill be shown if a photo	isn't available.
	Automatic replies	Show sender images			
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Outlook/H	Automatic replies	 Show sender images Don't show sender images 	1:12 *		⊕°?a/74%∎

- 4. Toggle to off.
- 5. Exit Settings top right arrow

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Caler	ndar					
Q	Notificat	ions				
	Default Calendar .com	-				
	Week start					
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Organize mail by thread





How to turn off Conversation view in Yahoo Mail.

If you are using Yahoo as your email provider. There are easy steps to turn off the Conversation View for both the desktop web client and the mobile app.

In Yahoo on Desktop.

- 1. Click the gear (Settings) icon top right.
- 2. Select "More Settings"
- 3. Select "Viewing email"
- 4. Toggle "Group by Conversation" off.

