

## 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.

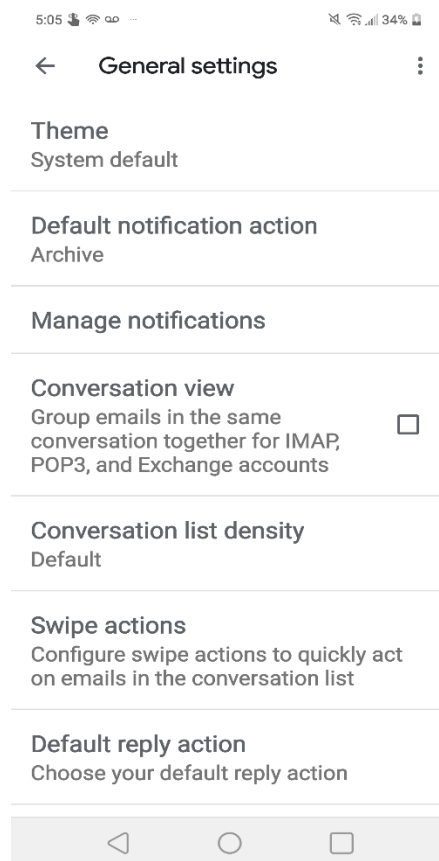
### Settings

**General** Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet  
Advanced Offline Themes FlowCrypt

**Conversation View:**  Conversation view on  
(sets whether emails of the same topic are grouped together)  **Conversation view off**

### In Gmail on Mobile App

1. Click menu bar (3 line icon) top left of email app.
2. Click on settings (Gear Icon) near bottom.
3. Select General Settings.
4. Untick the Conversation view box ( If on, it will be blue with checkmark)
5. Return to email list

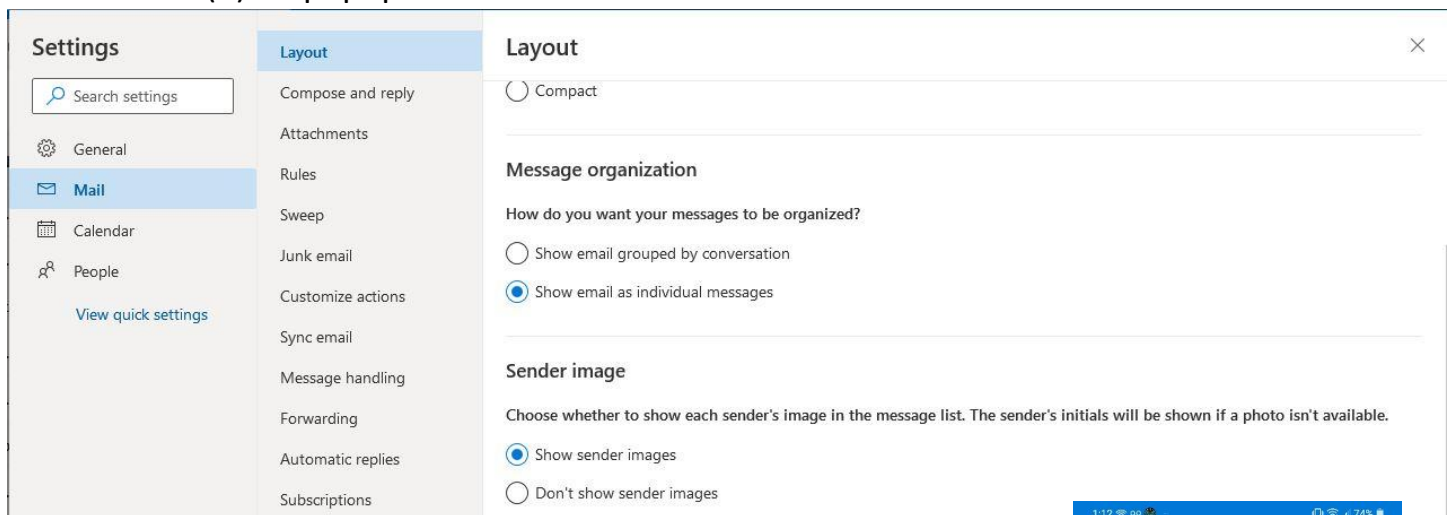


## How to turn off Conversation view in Outlook/Hotmail.

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.

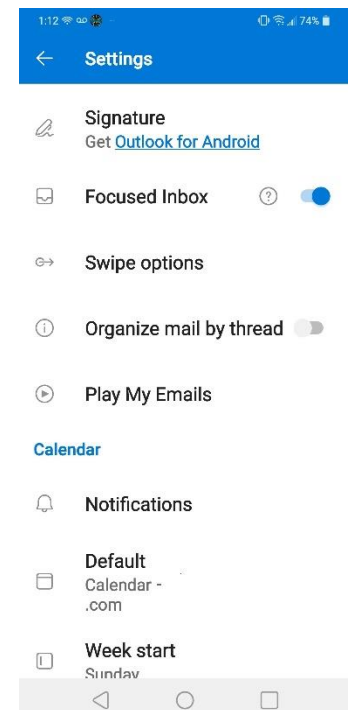
### In Outlook/Hotmail on Desktop.

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.



### In Outlook/Hotmail on Mobile app.

1. Click on House Icon top left.
2. Click the gear (Settings) icon bottom left.
3. Scroll down to “Organize mail by thread”
4. Toggle to off.
5. Exit Settings top right arrow

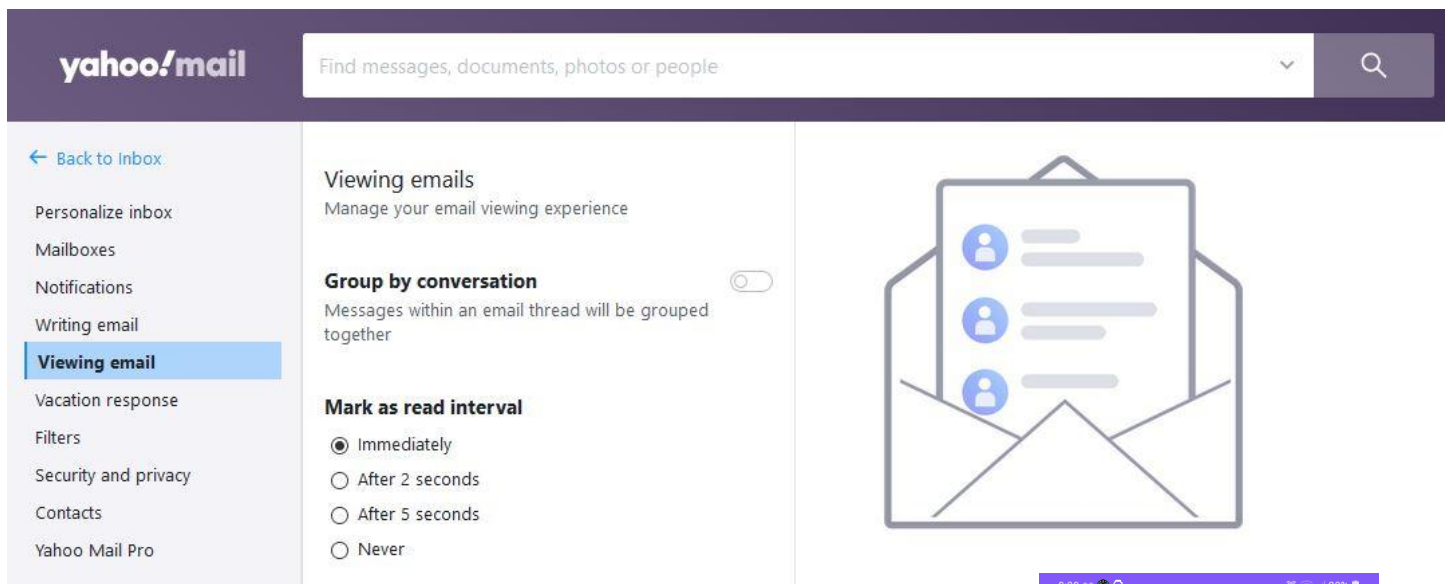


## How to turn off Conversation view in Yahoo Mail.

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.



### In Yahoo on Mobile app.

1. Select account Icon top left.
2. Click the gear (Settings) icon.
3. Scroll to Conversations.
5. Toggle “Conversation” off.

