LEVERAGE&LEAN LLC
"Less Clicks, More Results"

Show Emails as Conversations

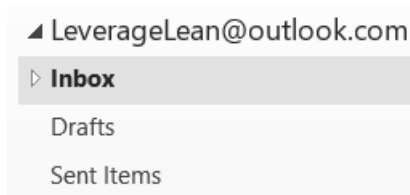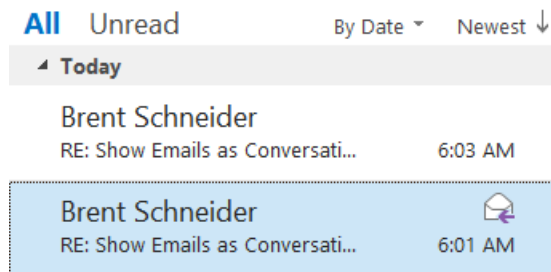Follow this tutorial to Show Emails as Conversations in Outlook.

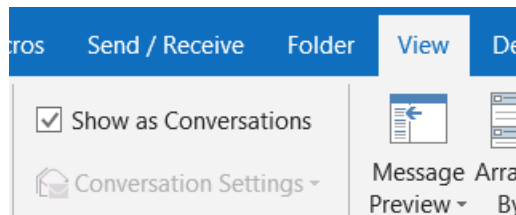## Outlook

Open Outlook

Outlook

1. Select an Outlook Folder

> ▲ LeverageLean@outlook.com
> ▷ **Inbox**
> Drafts
> Sent Items

(You will see emails involved in a email thread displaying separately)

> **All** Unread   By Date ▾   Newest ↓
> ▲ Today
> Brent Schneider
> RE: Show Emails as Conversati...   6:03 AM
> Brent Schneider
> RE: Show Emails as Conversati...   6:01 AM

2. Select the View tab

> eive   Folder   View   Developer

3. Checkmark Show as Conversations

> ros   Send / Receive   Folder   View   De
> ☑ Show as Conversations
> 🗔 Conversation Settings ▾
> Message Preview ▾   Arra By

4. From the popup select This Folder or All Mailboxes

> **Microsoft Outlook** ✕
> ⚠ Show messages arranged by conversations in:
> [This folder]   [All mailboxes]   [Cancel]

LEVERAGE&LEAN   brentschneider@leveragelean.com   f 🐦 in 📷 ▶
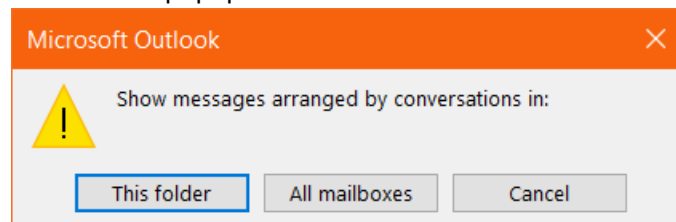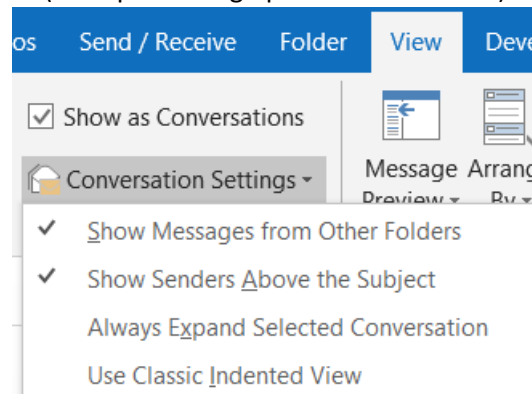
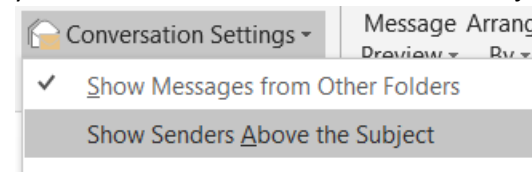5. Emails will now display with a dropdown if apart of a conversation
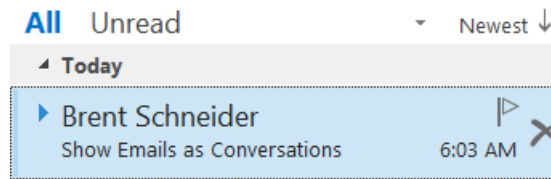
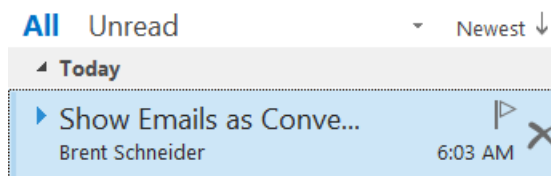(Expand the dropdown arrow to see all the emails sent and received in the conversation)
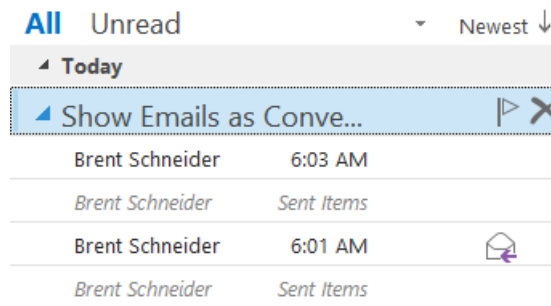
6. From the View tab select Conversation Settings
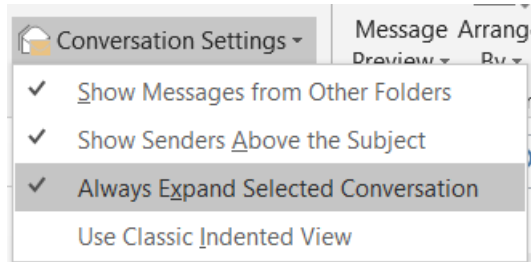(Multiple Setting options are available)

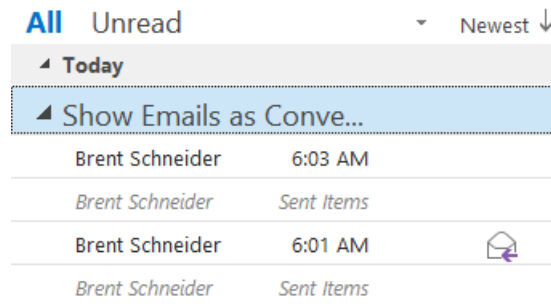If you uncheck Show Senders Above the Subject

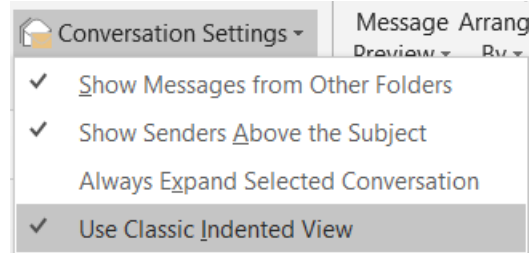The Email Subject displays instead of the Senders Name

If you checkmark Always Expand Selected Conversation

Conversation Settings ▾
✓	Show Messages from Other Folders
✓	Show Senders Above the Subject
✓	Always Expand Selected Conversation
	Use Classic Indented View

The Email Conversation will display as expanded by default

All Unread   ▾ Newest ↓

▲ **Today**

▲ Show Emails as Conve...

Brent Schneider	6:03 AM
Brent Schneider	*Sent Items*
Brent Schneider	6:01 AM
Brent Schneider	*Sent Items*

If you checkmark Use Classic Indented View

Conversation Settings ▾
✓	Show Messages from Other Folders
✓	Show Senders Above the Subject
	Always Expand Selected Conversation
✓	Use Classic Indented View

The emails will be indented and two clicks are required to fully expand the conversation

All Unread   ▾ Newest ↓

▲ **Today**

▲ Show Emails as Conve...

Brent Schneider	6:01 AM
Brent Schneider	6:03 AM
Brent Schneider	*Sent Items*
Brent Schneider	*Inbox*
Brent Schneider	*Sent Items*