Turning Conversation View On or Off in Outlook 2013

1. Open Outlook on your computer, and click View at the top of the screen.

2. In the second section over, find the box that says Show as Conversations. If you want to turn this function on, check the box and move on to step 3. If you are turning the function off, uncheck the box.

3. If you check the box, another dialog box will pop up and ask whether you want to apply this to all mailboxes, this folder, or to cancel the action. Select one of the choices.

Now, when you go to the folder or mailbox you applied Conversation View to, you will see emails grouped by conversation.