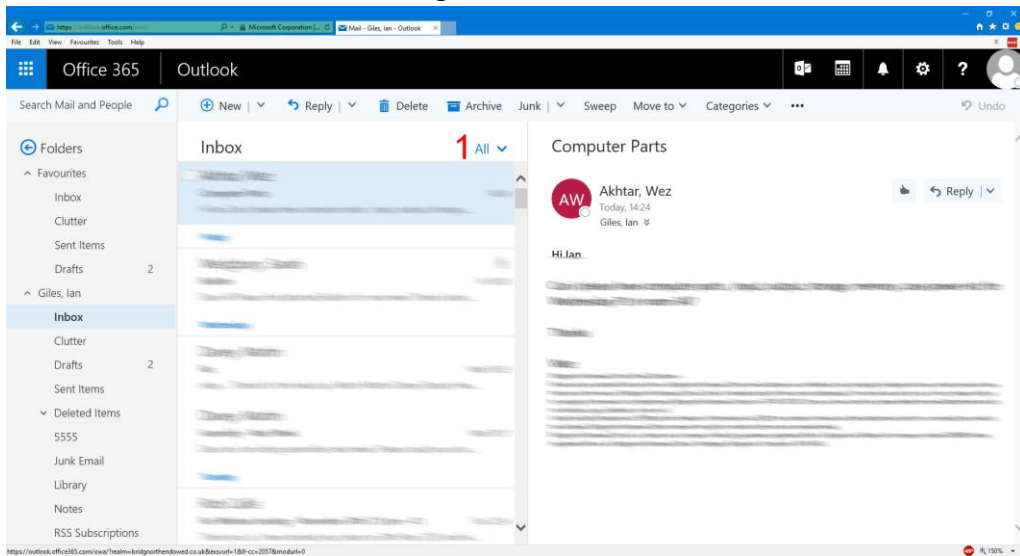


# Stop Office 365 showing conversations by default.

Office 365 combines messages into conversations by default. This can make it easy to miss a reply to a message you may be waiting for. To change this behaviour please follow the guide below.

1. Click on the down arrow to the right of All.



2. Click on Messages to change the default view. The drop down list will close as soon as Messages is chosen.

