

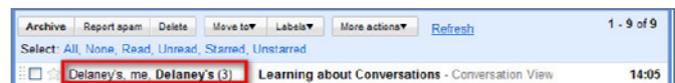
About the 'Conversation View' in CQUni Mail for CQUniversity Students

About Conversations

In a CQUni Mail Inbox, the replies to messages are grouped into **conversations**.

A conversation keeps all messages in a thread together, which can help students to track their emails and reduce inbox clutter.

The number of messages in a conversation appears to the right of senders' name in brackets.



CONVERSATION SETTINGS

Students can control whether messages are grouped into conversations.

- *If Conversation View is off* - new messages won't be grouped into conversations, and any existing conversations are ungrouped into separate messages.
- *If Conversation View is on* - students can't separate the messages in a conversation.

Note: If you want to send a reply but don't want it to be added to the conversation, change the subject line in the reply.

TURNING THE CONVERSATION VIEW ON OR OFF

1. Click on the **"Settings"** option located in the top-right corner of the CQUni Mail window.



2. Select the **"General"** tab and scroll down to **"Conversation View"**.

3. Students can switch between having the Conversation View *on* or *off* within their CQUniversity Mail Inbox.

