

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.

Archive	Report spam	Delete	Move tow	Labels	More actions	Refresh	1 - 9 of 9
Select: Al	l, None, Read	, Unread,	Starred, Ur	nstarred			
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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.

c9999999@cqumail.com | Settings | Help | Sign out

- 2. Select the "General" tab and scroll down to "Conversation View".
- Students can switch between having the Conversation View on or off within their CQUniversity Mail Inbox.

Language:	CQUniversity Mail display language: English (UK)					
Maximum page size:	Show 50 conversations per page					
Keyboard shortcuts: Learn more	 Keyboard shortcuts off Keyboard shortcuts on 					
External content:	 Always display external content (such as images) sent by trusted senders - <u>Learn more</u> Ask before displaying external content 					
Browser connection: Learn more	Always use https Don't always use https (option disabled for your domain)					
Conversation View: (sets whether emails of the same topic are grouped together)	 O Conversation view on ○ Conversation view off 					