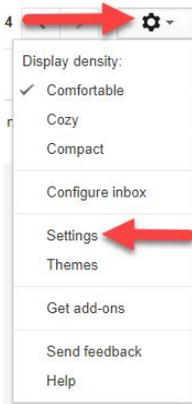# Tip of the Week

You can choose whether replies to emails are **grouped** in **conversations**, or if each email shows up as a separate message in your inbox. It is a personal preference whether to use this or not, but by **default**, Conversation view is **turned on** in Google Mail.

1. While in Mail open **Settings**.

2. From the **General** tab, in the **Conversation View** section, select if you would like conversation view on or off.

3. Scroll to the bottom of the page and click **Save Changes**.

Notes: *Google's Gmail application on mobile devices only displays messages in conversation view. A conversation breaks off into a new conversation if the subject line changes or the conversation gets to more than 100 emails. If forwarding an email with attachment, make sure you are on the original email containing the attachment.*

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300, Monday through Friday, 6:00 a.m. to 5:00 p.m.