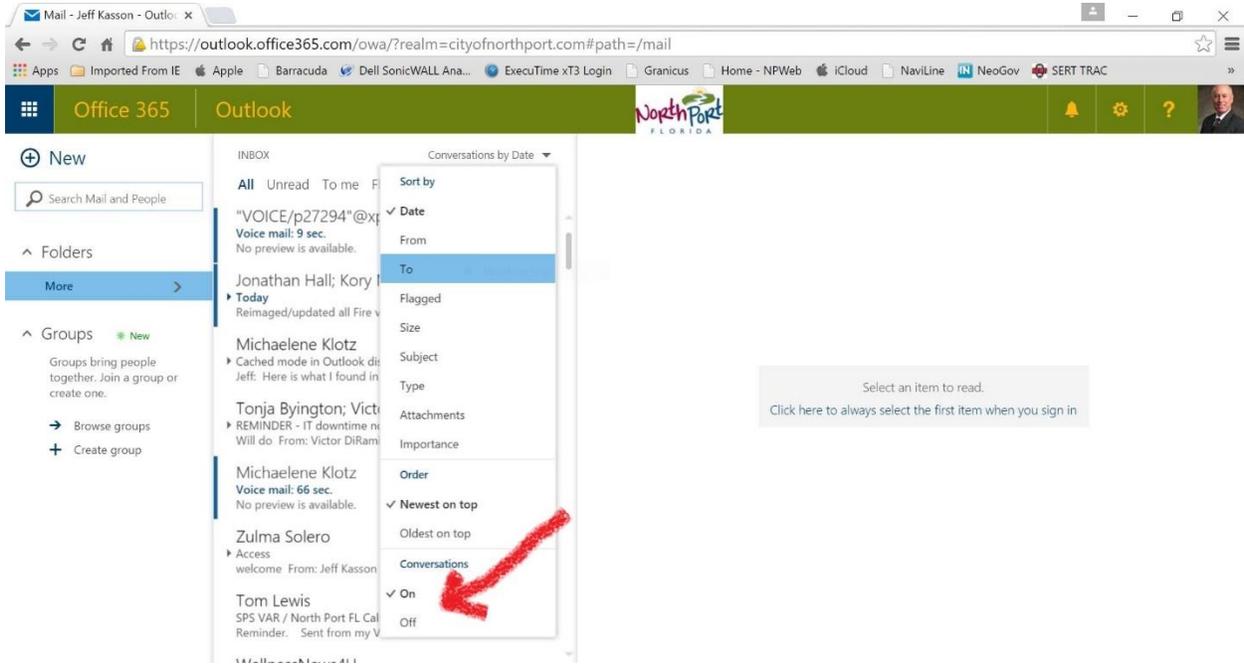


How to disable “Conversation View”

1. Login to Webmail at <https://portal.office.com>
2. Click on the Mail application icon
3. Click on the “Conversations by ...” pull-down menu, and select “Off” as shown below.



The screenshot shows the Outlook Webmail interface. The top navigation bar includes "Office 365" and "Outlook" tabs, along with a "North Port FLORIDA" logo and user profile. The main content area displays an "INBOX" with a list of emails. A "Conversations by Date" pull-down menu is open, showing options: "Date", "From", "To", "Flagged", "Size", "Subject", "Type", "Attachments", "Importance", "Order", "Newest on top", "Oldest on top", "Conversations", "On", and "Off". A red arrow points to the "Off" option. A tooltip is visible over the "Off" option, containing the text: "Select an item to read. Click here to always select the first item when you sign in."