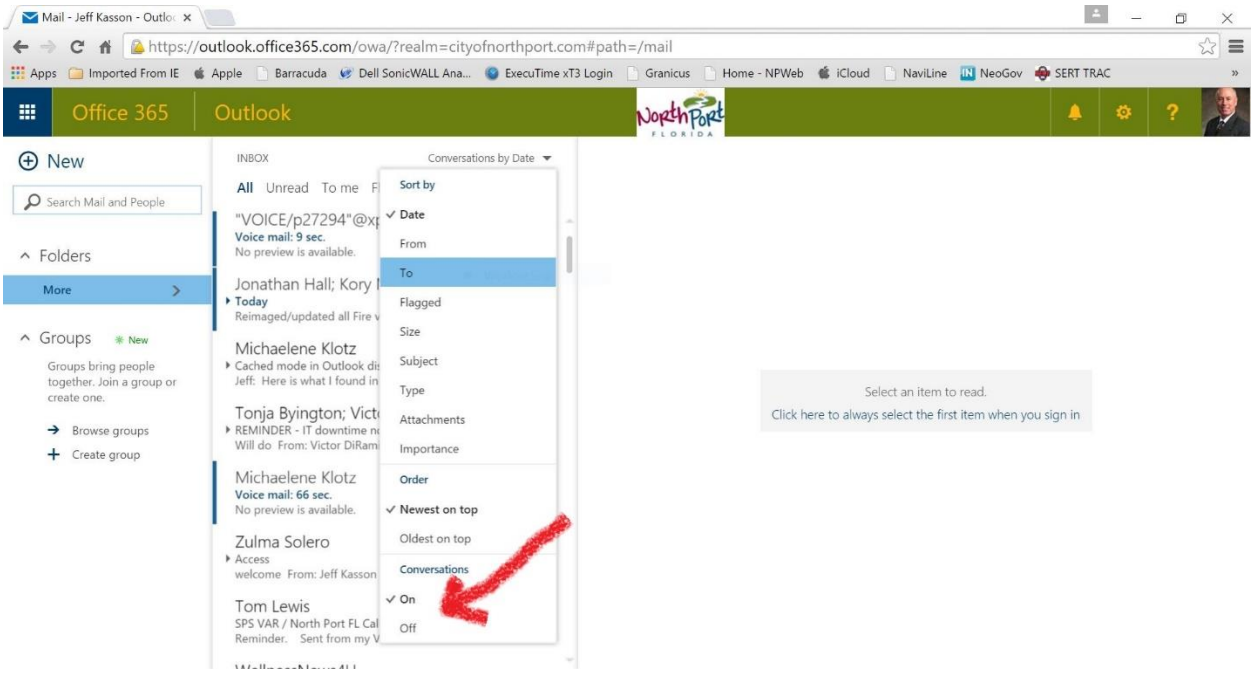
How to disable "Conversation View"

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.