

# Managing Conversations

An e-mail “conversation” takes place when replies are sent back and forth on a message with the same subject line, such as the messages related to “my handouts” in this example.

In Outlook 2010, you have the ability to view related messages as a *Conversation*, which creates a thread to help you follow the entire conversation and act on messages.

To enable Conversations and select specific options:

1. On the **View** ribbon, click the **Show as Conversations** check box.
2. In the window that appears, choose to enable the *Conversation* view in **All Folders** or in **This Folder Only**.
3. Click the **Conversations Settings** drop-down arrow to specify how conversations will be displayed.

