

There are two view settings in Gmail:

- **Threaded Email or Conversation View-**

Emails with the same topic, whether old or new, will be grouped together.

Example:

Jane, Amy, me (2)	Requested Form – >>>Hello Jane, I need the form, which can
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- **Standard-**

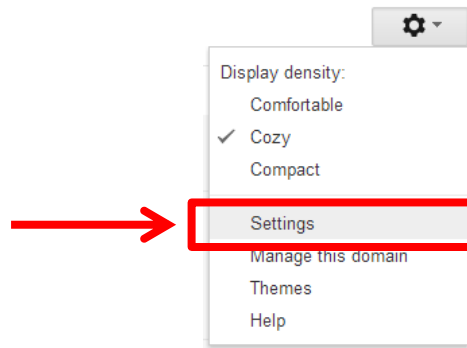
Emails are organized in the order they were received by default.

Example:

Jane, Amy, me	Requested Form – >>>Hello Jane I need the form, which can	Mar 8
Jane, Amy, me	Requested Form – >>> Hi Amy, Do you still need the	Mar 7

Changing Email Appearance in Gmail:

1. Log into the Gmail account
2. Click on the **GEAR** at the top of the screen and select **Settings** from the list.



3. Under the **General** Tab, locate the **Conversation View** Section.

Settings

General Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Labs Offline Themes

Default text style:

(Use the 'Remove Formatting' button on the toolbar to reset the default text style)

T - T - A - Ix

This is what your body text will look like.

Conversation View:

(sets whether emails of the same topic are grouped together)

Conversation view on
 Conversation view off

Conversation View On: **Threaded**
Conversation View Off: **Standard**

4. Once you have made your desired changes, make sure to click **Save Changes** at the bottom.

