

2024/2/26

## Show as and Display settings

- I. Inbox show as
- 1. Please click [Filter]  $\rightarrow$  [Show as]  $\rightarrow$  [Message] or [Conversations].

Message : In the default mode, emails will display each reply message.

Conversations : Emails from the same subject will be grouped together, making it easier to track threads and streamline the inbox.(Please note that if you delete emails from this conversation, subsequent replies from the other party will go directly to the "Deleted Items" folder.)

III Mail				·····
Search Mail and People	ρ	🕂 New   🗸	🏠 Mark all as read	
Favorites 》 測試帳號-002          Inbox         Drafts       Sent Items         Deleted Items	3 2	Inbox	Filter All Unread To me Flagged	Filter V 23
Archive Junk Email Notes RSS Subscriptions 公文系統			Sort by Show as	A Messages     Conversations



## II. Display settings

1. Please click on the settings icon, click [Display settings].

III Mail					?
Search Mail and People	P	⊕ New   ∽ •••		Refresh	91
Favorites ^ 測試帳號-002		Inbox 測試帳號-002	Filter 🗸	Automatic replies Display settings	
Inbox		Many IKan ooe	19/2023	Manage add-ins	
Drafts Sent Items	3			Offline settings	
Deleted Items	2			Change theme	
Archive Junk Email				Options	

2. Clicking on the blue box allows you to switch and customize according to personal preferences. After completing the settings, click [OK].

✓ OK	× Cancel				
Display settings					
Reading pane Message list Conversations					
<ul> <li>Choose where the reading pane should appear.</li> <li>Show reading pane on the right</li> <li>Show reading pane at bottom</li> <li>Hide reading pane</li> </ul>					
Apply to all folders (If this box isn't selected, the display settings you choose will only apply to the email folder that's currently active.)					
Choose what happens when you move or delete an item.					

Open the previous item