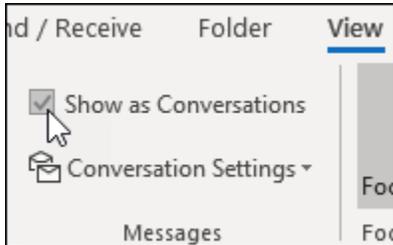
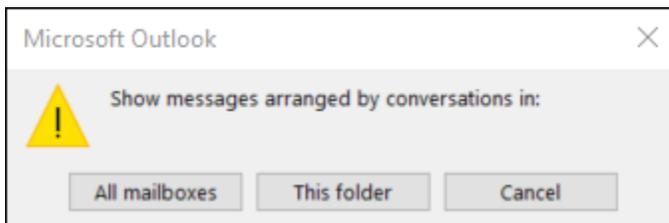


## How do I See All Replies to a Conversation in Outlook?

1. From any mail folder, such as your inbox, select **View > Show as Conversations** to toggle Conversation view on or off.



2. Select **All mailboxes** or **This folder**.



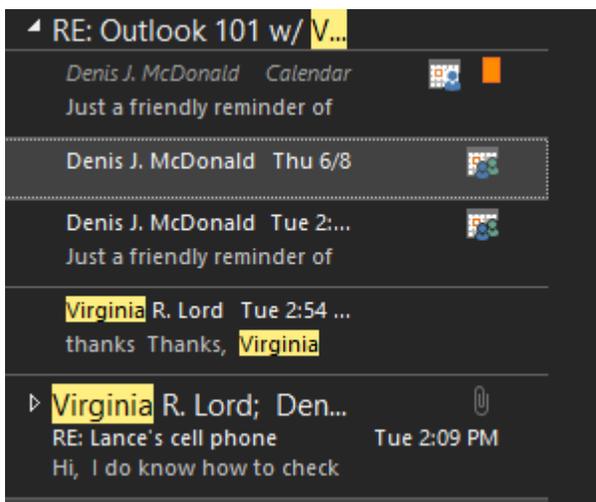
Conversations that include multiple messages are identified in the message list by a triangular expand/collapse icon ▾. Select the icon ▾ to expand or collapse a Conversation.

Within each Conversation, messages are sorted with the newest message on top. You cannot change this sort order.

When you receive a new message that's part of a Conversation, the whole Conversation moves to the top of your message list.

Any Conversation that includes unread messages has a bold subject and the count of the unread messages appears next to the subject. When you expand the Conversation, any unread messages have a bold heading.

This is what mine looks like. The conversation is visible by clicking the icon to the left of the message. If the message isn't selected, the entire conversation is collapsed.



### [In Outlook, can I run a rule to go to my inbox first, and after its read go to a folder?](#)

The short answer: no, you can't. Rules are processed during Send and Receive and are not tied to the "Mark as Read" action. However, there are a couple of work arounds to achieve something similar.

#### You can sort directly and read from a Search Folder

If you organize your mailbox as "Unread Mail" instead of using your Inbox, you can have your rules sort your messages automatically instead of going to your Inbox.

Another way to go would be to create your moving rules but not enable them so your emails won't be sorted automatically when they are being received. Then, after a mail reading session or when you want to clean up, you can run your rules manually via "Run Rules Now" so that the messages are still being moved more or less automatically.