



## Gmail: Unthread your conversations

Normally, Gmail groups a message and its replies in a single, threaded conversation. If you prefer, however, you can switch back and forth between conversation view, and the traditional, *unthreaded* view, where all messages are listed separately.

### Threaded vs. unthreaded view

After switching to unthreaded view, you'll notice several changes in your Inbox. First, the number of messages in your Inbox will likely increase (1). This is because, rather than showing a single entry for the entire conversation, Gmail now intersperses messages throughout your Inbox, based on the date they were received (2).

**Threaded View (Top):** Shows 30 messages grouped into 5 conversations. The message count is 1-30 of 30.

- Beyond the Rack: Shipping is free: Gifts that shine, Fendi, Chanel, Bling, Swisstek, Brill
- Chris McCooole: Benefits questions - Hey guys, I have a few questions about the benefits
- Ben Brown: Canceled Event: Lunch @ Weekly from 12pm to 1pm on Tuesday, Thu
- Kevin .. Ben, me (6): Anyone up for a road trip next weekend? - I have a connection at the lodge
- Heidi Hansen: New Bonus Plan Coming! - There's a change to the bonus calculation the

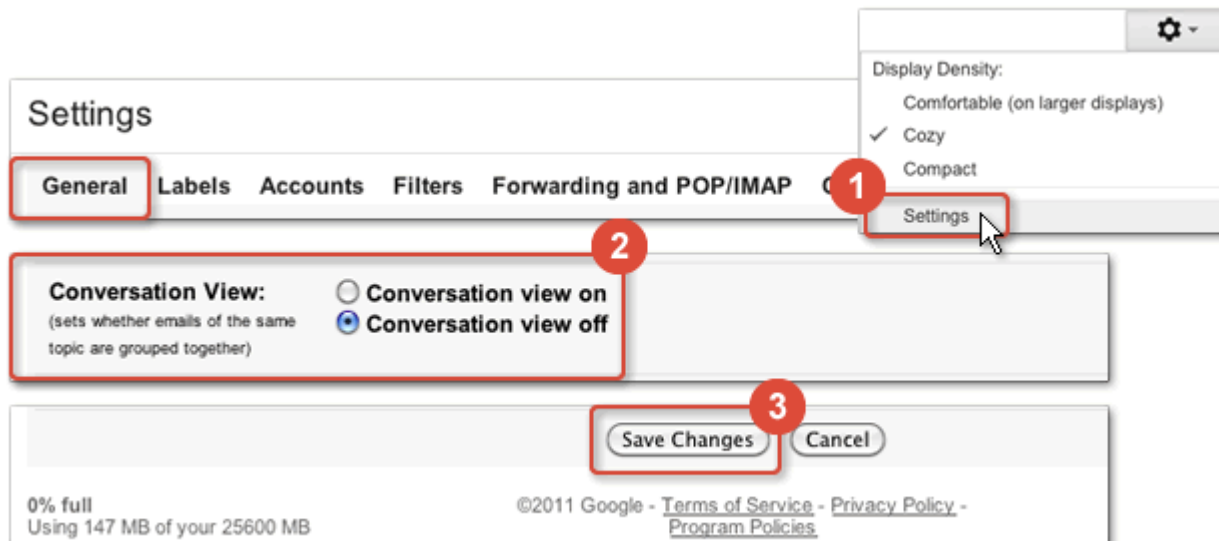
**Unthreaded View (Bottom):** Shows 35 messages listed individually. The message count is 1-35 of 35.

- Beyond the Rack: Shipping is free: Gifts that shine, Fendi, Chanel, Bling, Swisstek, Brill
- Chris McCooole: Benefits questions - Hey guys, I have a few questions about the benefits
- Ben Brown: Canceled Event: Lunch @ Weekly from 12pm to 1pm on Tuesday, Thu
- me: Re: Anyone up for a road trip next weekend? - LOL - that's way cool! What
- Ben Brown: Re: Anyone up for a road trip next weekend? - Hey all - if we rented this on
- Ben Brown: Invitation: Lunch @ Weekly from 12pm to 1pm on Tuesday, Thursday
- Jennifer Johnson: Re: Anyone up for a road trip next weekend? - I have a connection at the k
- Kathy Kennedy: Re: Anyone up for a road trip next weekend? - I'm all for a road trip - but it
- Ben Brown: Misc Fwd: New Policy - We're looking to change our refund policy to be
- Frank Farnsworth: Re: Anyone up for a road trip next weekend? - Sounds great! I'm in. Haven
- Kevin Kennedy: Anyone up for a road trip next weekend? - I was thinking that maybe we cc
- Heidi Hansen: New Bonus Plan Coming! - There's a change to the bonus calculation the
- Elly Eagleston: Logistics Group visiting tomorrow - All, We'll have some visitors from t
- Sally Summers: For sale: Queen Bed - \$300 or best offer - Let me know if you're interest

## Switching to unthreaded view (and switching back)

1. Open your Gmail **Settings**
2. On the **General** tab, under **Conversation View**, select **Conversation view off**.
3. Click **Save Changes**.

To switch back to Conversation view later, just come back here and select **Conversation view on**.



## How Unthreaded Gmail changes your Inbox

What exactly happens when you turn off Conversation view?

- Gmail reloads your Inbox and displays all messages in the unthreaded, message-based view, sorted in reverse chronological order. Based on the number of previously threaded messages you had, you'll typically notice more messages listed in your Inbox.
- Replies to messages you sent display as separate entries in your Inbox.
- When you reply to a message, the message is sent to the recipient and to your Sent Mail label. It's not linked to the original message.
- When viewing messages others have replied to, you'll see the entire contents of all replies in the body of the email.
- To find messages previously linked together based on a particular subject, search for the messages based on the subject or keywords contained within the subject.
- Unthreaded view has no effect on any chats listed in your Inbox.