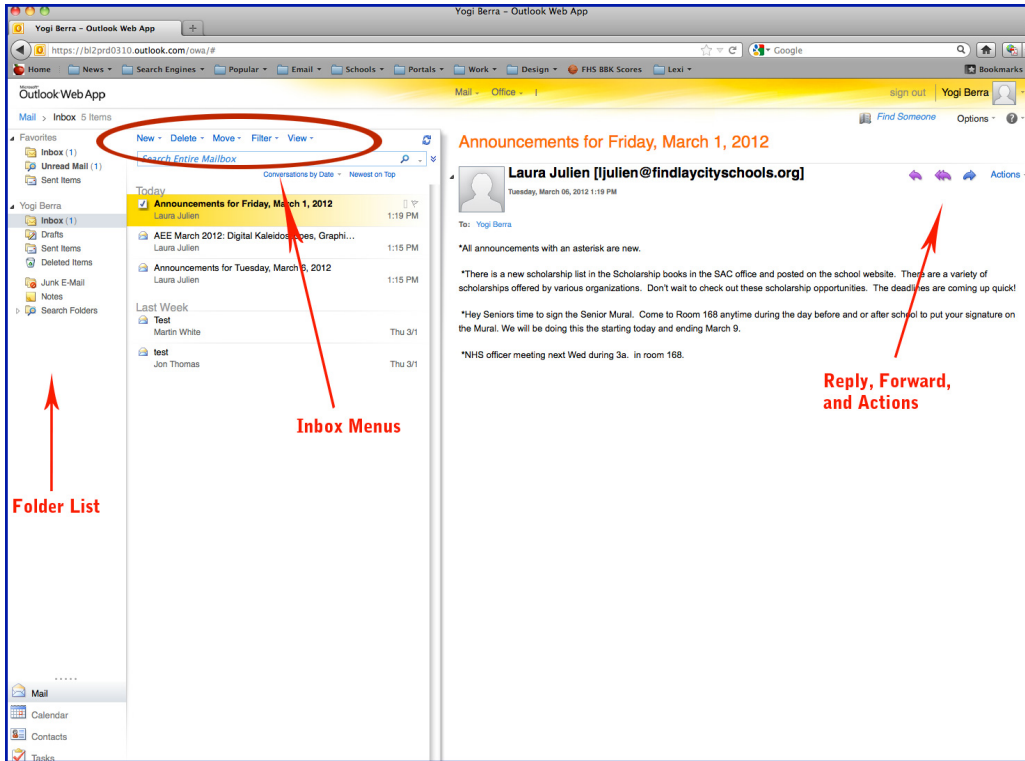


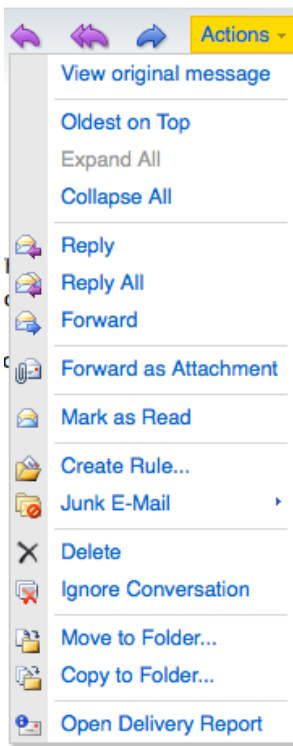
Working with the Inbox – Receiving Messages



When we first log into our Outlook Live account, any email messages we have received, to that point, are displayed in the center pane of the Outlook window.

We have many options to use for dealing with these messages, including **Reply, Delete, Move, Filter and more**. By selecting any of your messages, the Reading Pane on the right will display the contents.

By default, messages in your Inbox are shown in **Conversation View**. This view keeps all messages and replies to those messages in a concise group that gets rid of redundant message data.



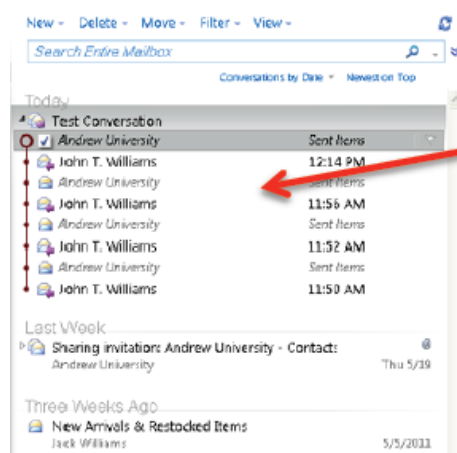
Clicking the **Actions** link will display this list of options:

This group of options includes many choice not available on the toolbars, such as:

- Viewing Original Message
- Oldest on Top
- Expand All
- Collapse All

The other options shown are available, when you right-click any message in the Inbox.

Conversations are shown as a string of connected messages as shown here:



Conversation