

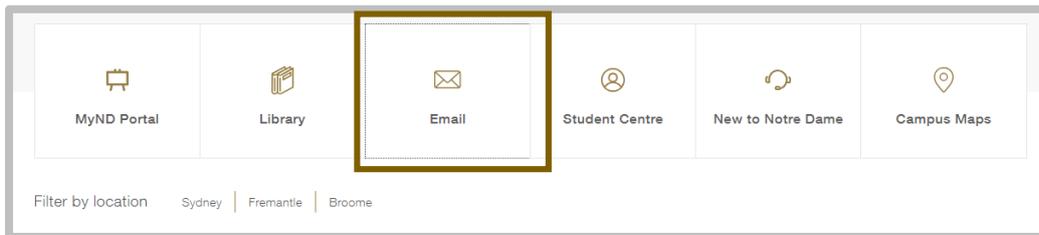


When you log in to your email and all emails in the Inbox are shown in a group, your email view is configured as Conversation View.

Conversation View is designed to keep your back and forward emails by the same subject. This function makes it easier for you to review and act on the message or entire conversation.

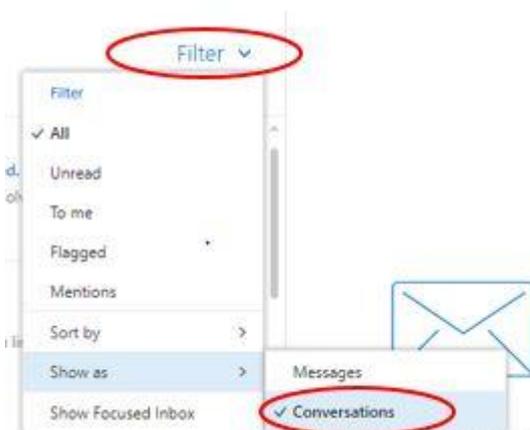
However, you can turn off this view if you wish to.

1. Access the **Students** page on the ND website:  
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links



3. Enter your **Student ID** and password to access the portal.  
Username: 32001234  
Password: Nd01021994

4. Click **Filter**
5. Click **Show as** from *drop-down list*
6. Untick **Conversations**



Please kindly contact your campus Service Desk if you require assistance.

NOTRE DAME AUSTRALIA



OFFICE 365 VIEWS

**Fremantle**

08 9433 0777  
8am – 5pm WAST

[fremantle.it@nd.edu.au](mailto:fremantle.it@nd.edu.au)

**Sydney**

02 8204 4444  
8am – 5pm AEST

[sydney.it@nd.edu.au](mailto:sydney.it@nd.edu.au)

**Broome**

08 9192 0632  
8am – 4:30pm WAST

[broome.it@nd.edu.au](mailto:broome.it@nd.edu.au)