

# Viewing Emails

## How to display an email:

1. Open an email folder in the folder view.

When having selected the **Inbox** folder and if you are using email categories, you can select a category.

To display the number of emails in a folder, hover over the folder name.

2. Click an email in the list. The content of the email will be displayed in the detail view.

- If the **Conversations** option is enabled in the **Sort** drop-down, all emails of a conversation will be displayed as thread.

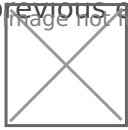
To open or close an email that is part of a conversation, click on a free area between the sender and the date of receipt.

To open or close all emails in the conversation, click the **Open/close all messages**



icon on the upper right side of the detail view.

- If the email includes a quote from a previous email, you can display the quote by



clicking the **Show quoted text** icon.

## Options:

- To sort the email list, click on **Sort by** above the list.  
The sorting setting will be applied to the selected email folder. You can use different settings for the single folders.
- To combine all emails of a conversation in a single list entry, enable the **Conversations** checkbox in **Sort**.
- In order to select a layout, click on **View** in the toolbar.
- You can open the email in a window by double-clicking on the email in the list.
- When having selected **List** from the **View** drop-down, a list of all emails in the folder will be shown in the display area. If clicking on an email, the email's detail view will be displayed.

Tip: In the email settings, you can define whether a notification sound is to be played for incoming emails.

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