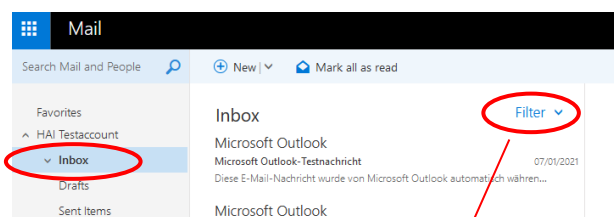




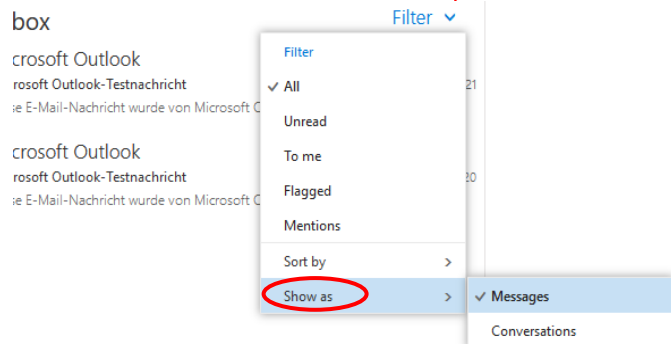
HAIMAIL DISPLAY OF E-MAILS IN FOLDERS AS MESSAGES OR CONVERSATIONS

- 1) Login to your HAImail via <https://haimail.alumni.uni-heidelberg.de/>

After logging in, please choose the folder in the mail section for which you want to do the setting – in the example here it is "Inbox" – and open with the arrow next to "Filter" on the right the dropdown menu.



- 2) In the appearing menu please click on "Show as" and then choose between "Messages" or "Conversations" as your preferred way of e-mail display.



What is the difference between Messages and Conversations:

- "Messages" means that each e-mail is shown individually as a separate entry in the folder overview – even if there are several messages on the same subject and from the same sender
- "Conversations" means that e-mails from all involved in the mail conversation are grouped together and only appear as a single e-mail in the folder overview.

- 3) Please note: the type of display must be set separately for each e-mail folder.

If you have any further questions, please do not hesitate to contact the HAImail administration via postmaster@alumni.uni-heidelberg.de.