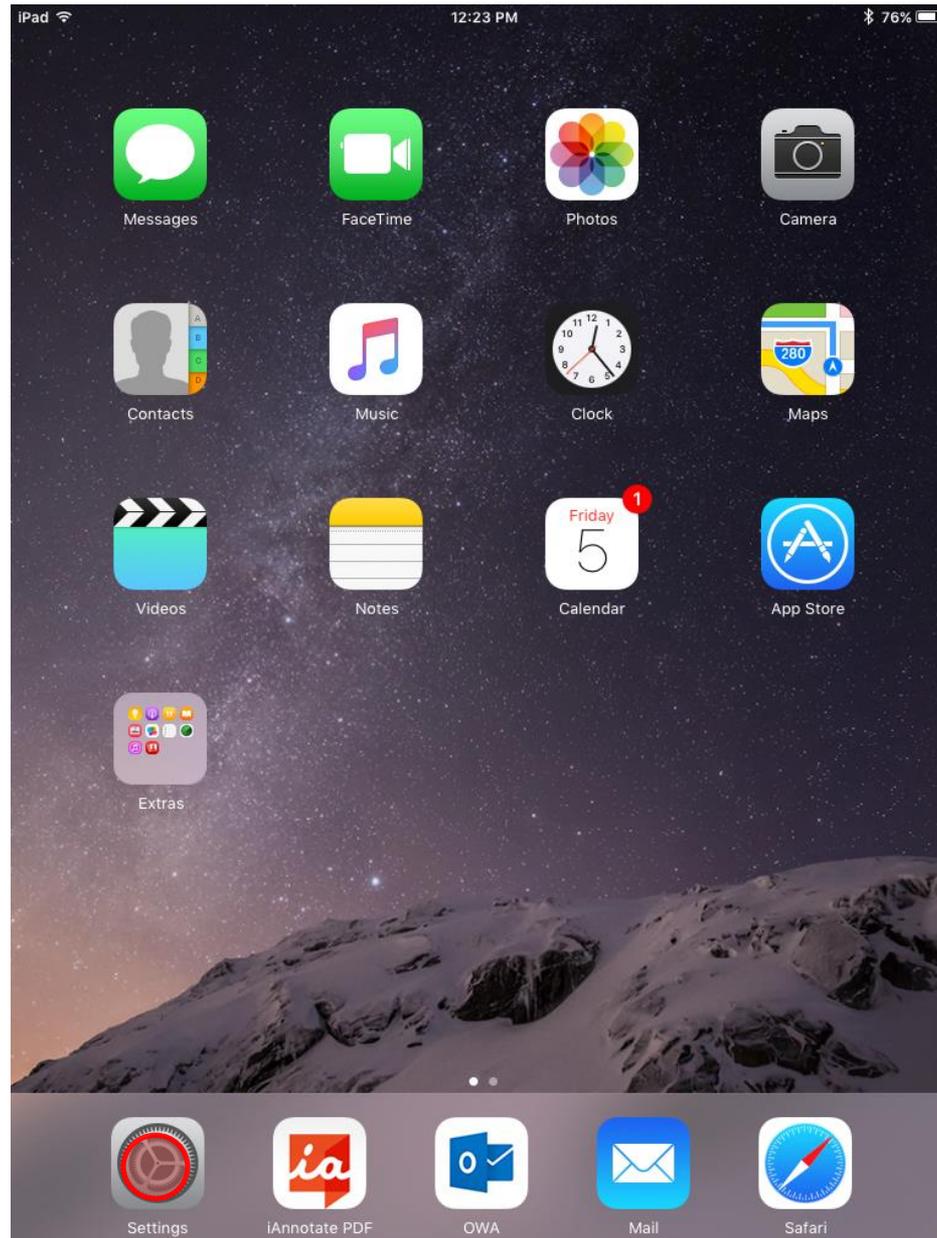


# Tip 4: Prolonging Auto-lock and turning off Conversation Mode

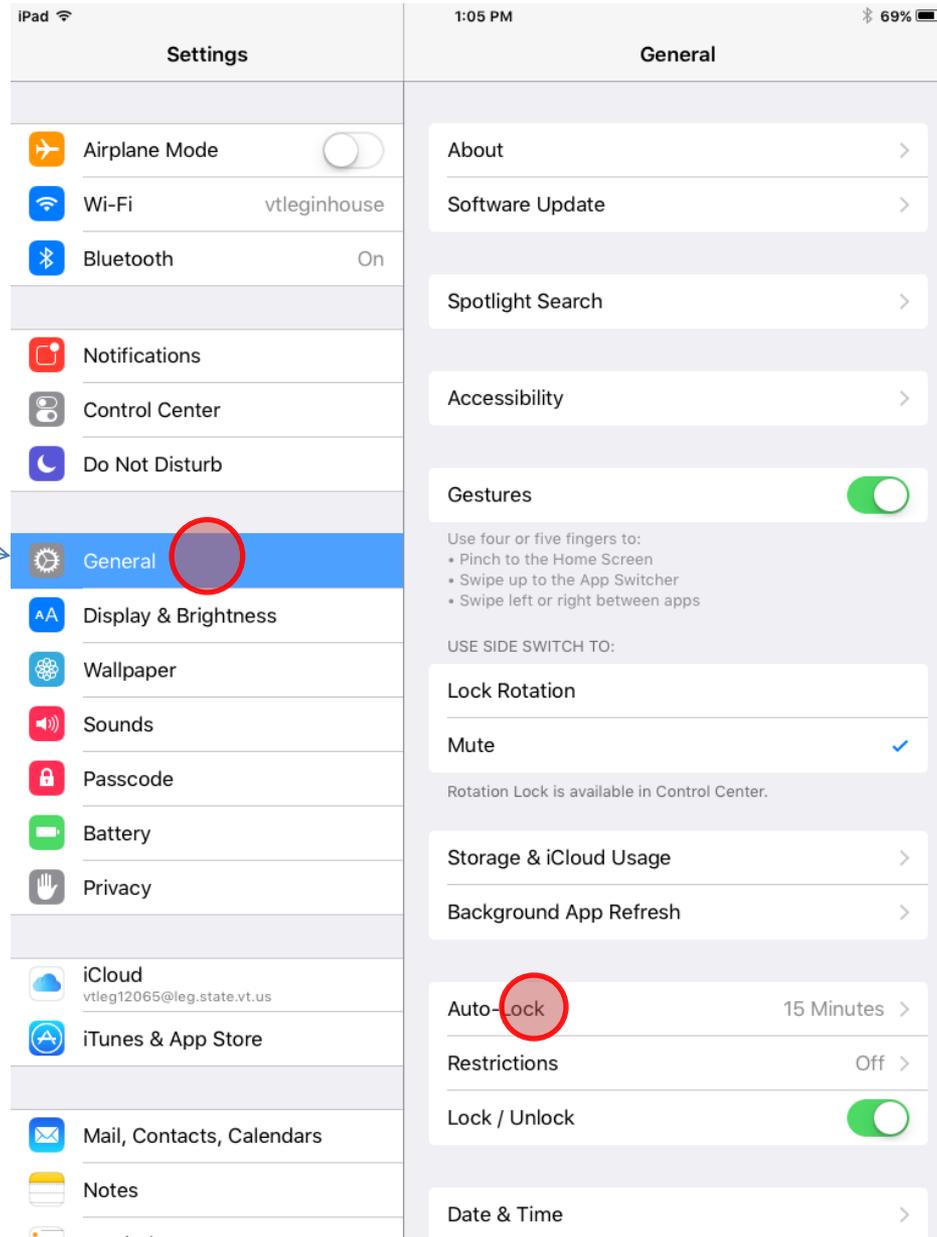
- Tip Breakdown
  - Changing the amount of time it takes for the iPad to automatically go to sleep.
  - Arranging Emails by date instead of conversations

From the home screen, tap the “Settings” icon

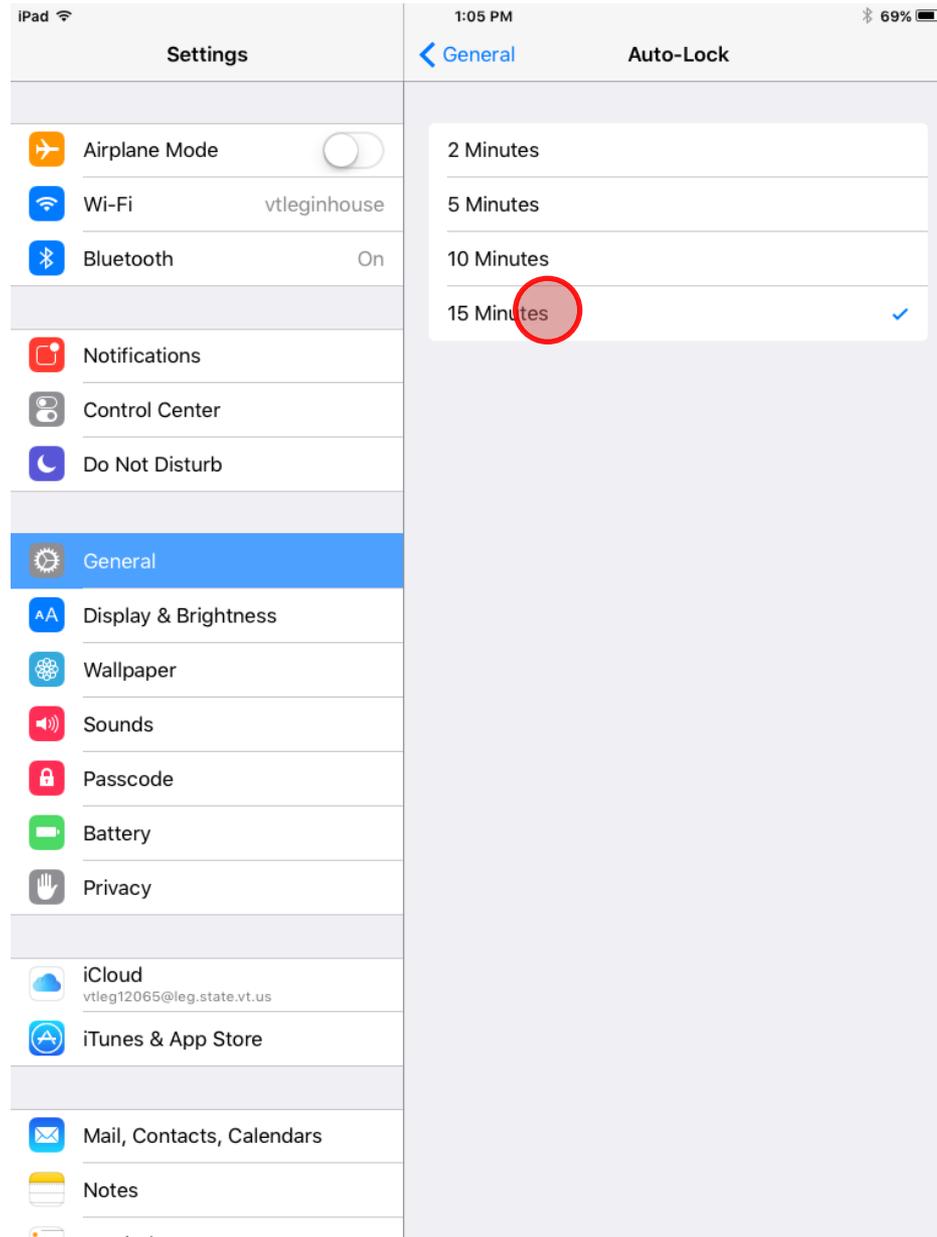


Ensure "General" is highlighted in blue. If it is not, Tap the word "General."

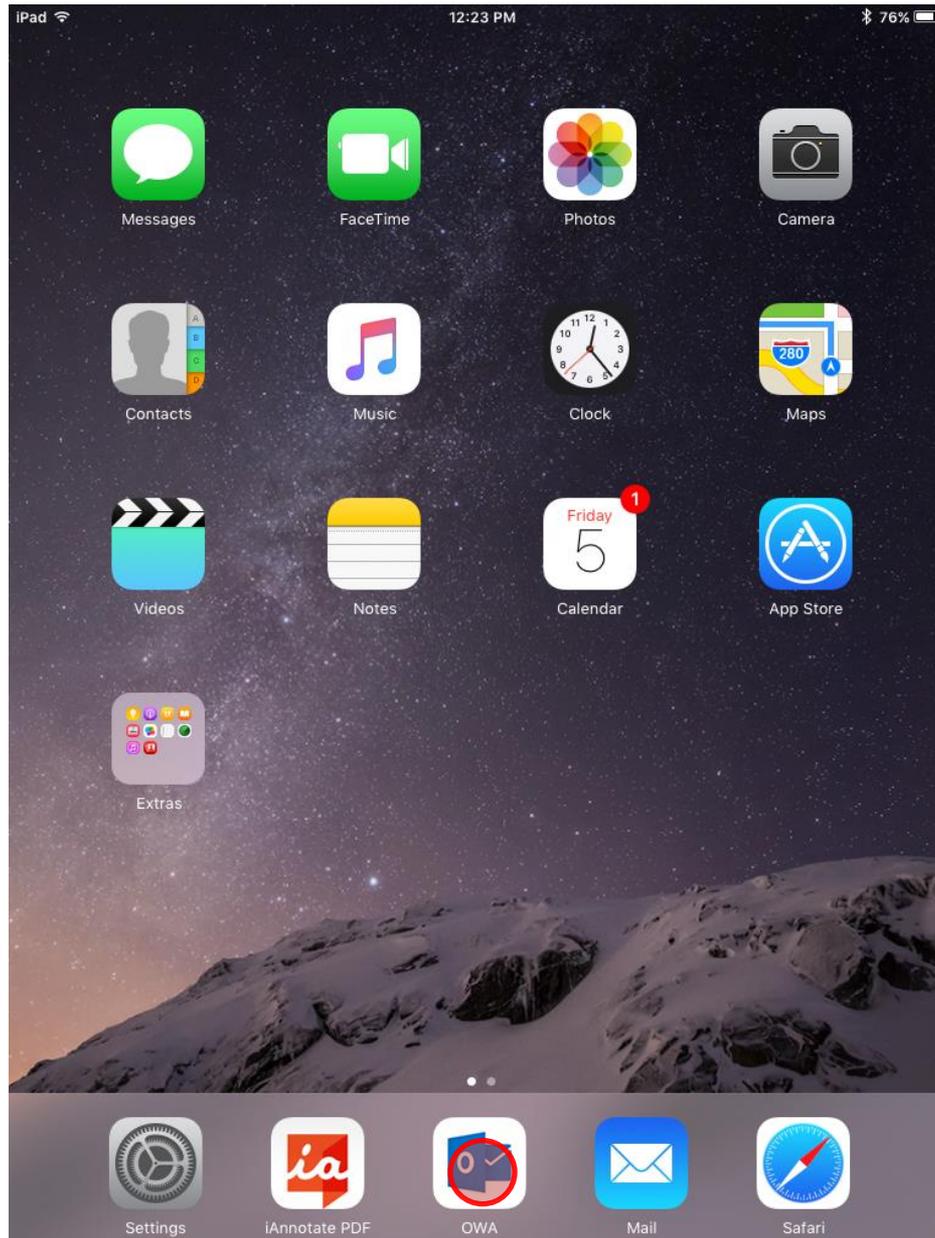
When "General" is blue, tap "Auto-Lock"



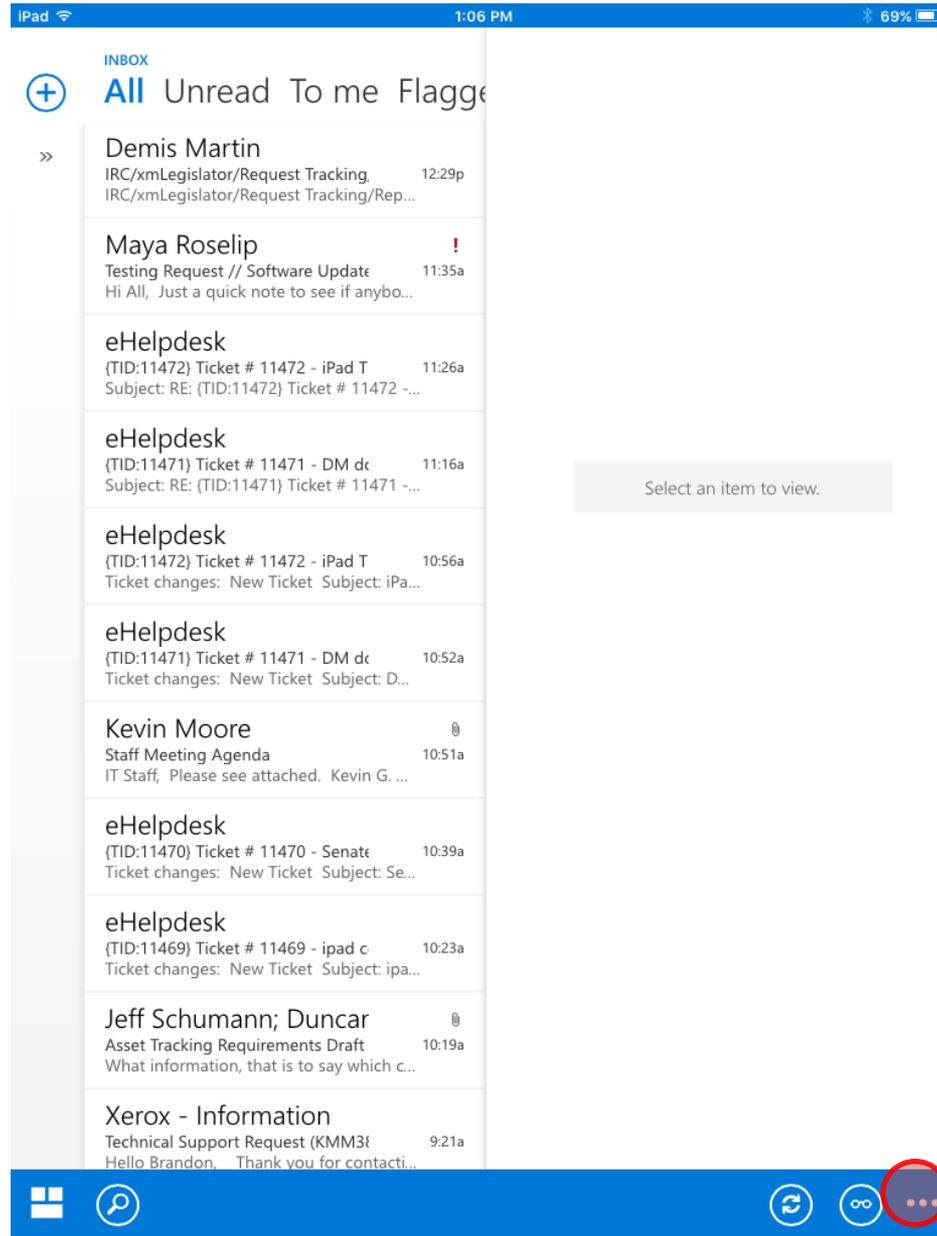
Tap the amount of time you would like the iPad to stay awake when it is not being used.



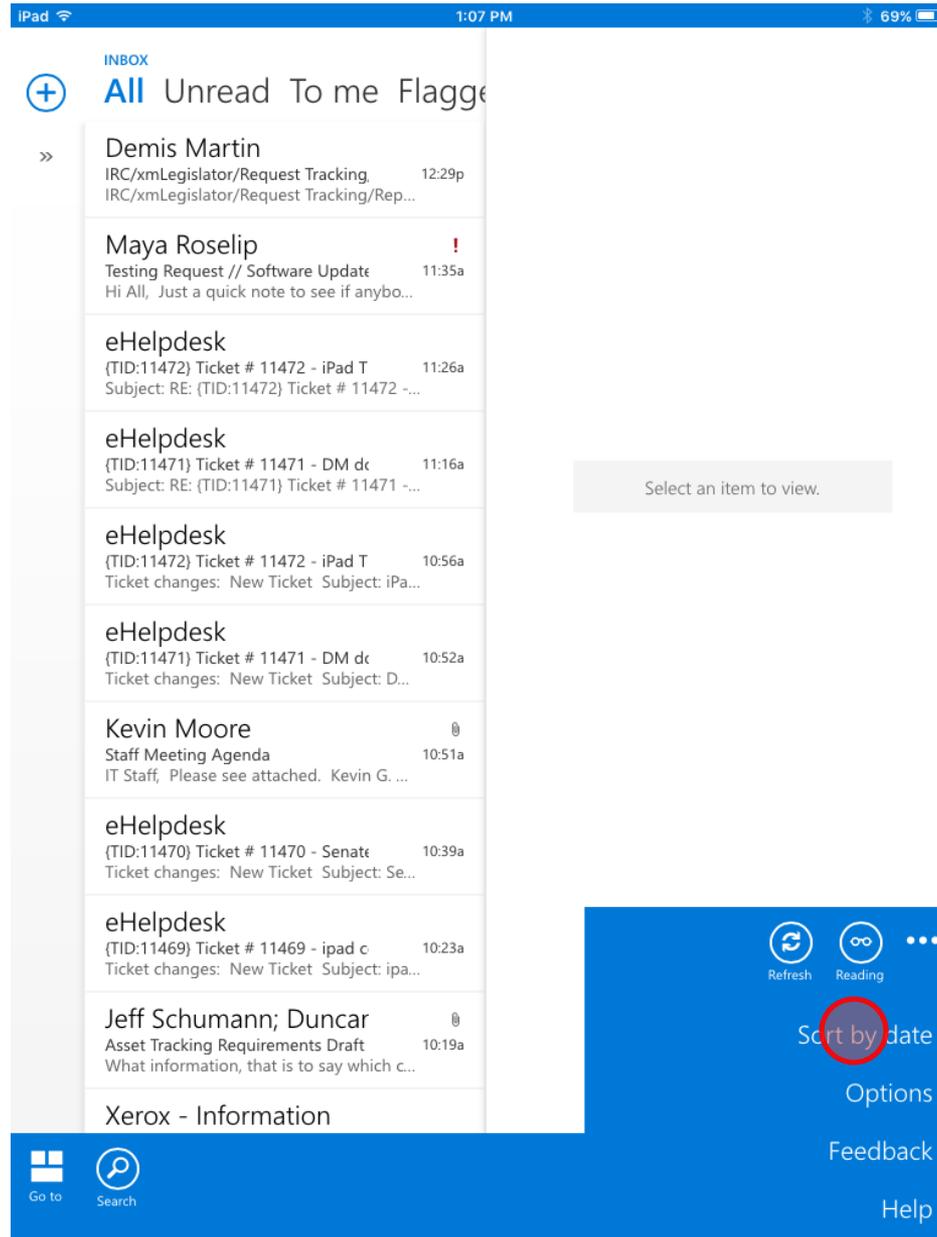
To change the way emails are displayed in OWA, tap the OWA icon from your Home Screen.



Tap the ellipsis (...)  
on the bottom right of  
your mailbox.



Click “sort by date.” This will break conversations in your email apart, and will sort them by date instead of lumping received emails and replies together.



# Questions or Comments?

- IT Staff Contact:
  - Brandon Dyer – User Support
    - (802)828 – 0291
    - bdyer@leg.state.vt.us
  - Al Coccagna – Systems/User Support
    - (802)828 – 3085
    - acoccagna@leg.state.vt.us
- We highly encourage the submission of EHelpDesk tickets
  - Email: eHelpDesk@leg.state.vt.us