

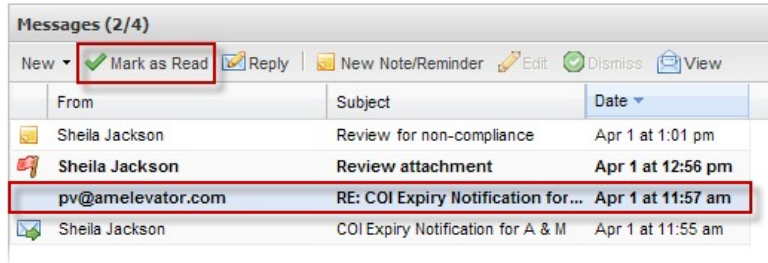




# Marking Messages as Read/ Unread

## Marking Messages as Read:

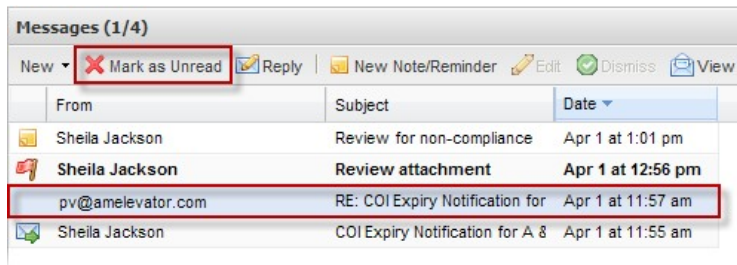
To mark a message as read, select the message and then click Mark as Read. Messages that are marked as read will no longer appear in the [Messages list](#).



Messages (2/4)						
New	✓ Mark as Read	✉ Reply	📅 New Note/Reminder	✎ Edit	🗑 Dismiss	📧 View
From	Subject	Date				
Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm				
Sheila Jackson	Review attachment	Apr 1 at 12:56 pm				
pv@amelevator.com	RE: COI Expiry Notification for...	Apr 1 at 11:57 am				
Sheila Jackson	COI Expiry Notification for A & M	Apr 1 at 11:55 am				

## Marking Messages as Unread:

To mark a message as unread, select the message and then click Mark as Unread. Messages that are marked as unread will appear in the [Messages list](#).



Messages (1/4)						
New	✗ Mark as Unread	✉ Reply	📅 New Note/Reminder	✎ Edit	🗑 Dismiss	📧 View
From	Subject	Date				
Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm				
Sheila Jackson	Review attachment	Apr 1 at 12:56 pm				
pv@amelevator.com	RE: COI Expiry Notification for	Apr 1 at 11:57 am				
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