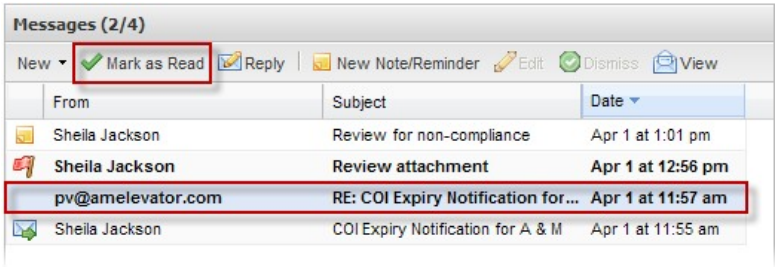
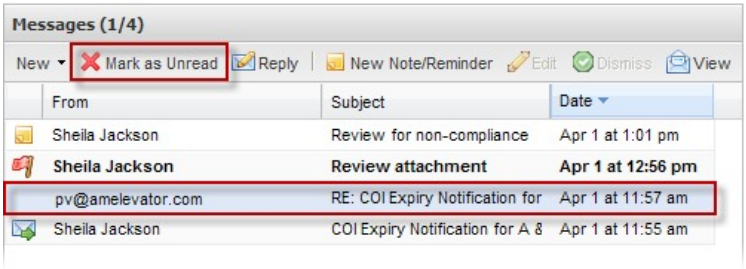
Marking Messages as Read/ Unread

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.



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.