

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
Sheila Jackson	COI Expiry Notification for A &	Apr 1 at 11:55 am