

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](#).

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 8	Apr 1 at 11:55 am