Marking Messages as Read or 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 <u>Messages list</u>.

	New Message 🖋 Mar	k as Read 🖾 Reply 🐱 New Note/Reminder 🥜 Edit 🔘 Done		
	From	Subject	Date 🔻	
F	Paul Lorentz	Re: RE: 1027708 in Building Hillview Towers I TRW0	May 27 at 1:27 pm	
	To: John Smythe	Ok, thanks Original Message Thermostat needs to be replaced.		
	Paul Lorentz	Call tenant	May 27 at 12:56 pm	
		Call the tenant tomorrow morning at 9:30 AM and let him know thermostat will be replaced.		
9	Paul Lorentz	HVAC issues	May 27 at 12:50 pm	
		Need to look at the number of HVAC-related issues and trending.		
	John Smythe	RE: 1027708 in Building Hillview Towers I - TRWO	May 27 at 12:48 pr	
		Thermostat needs to be replaced.		

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.

-	New Message 🔀 Mar	rk as Unread 🖾 Reply 📃 New Note/Reminder 🥜 Edit 🚳 Done		
	From	Subject	Date -	
	Paul Lorentz	Re: RE: 1027708 in Building Hillview Towers I TRWO	May 27 at 1:27 pm	
	To: John Smythe	Ok, thanks Original Message Thermostat needs to be replaced.		
	Paul Lorentz	Call tenant	May 27 at 12:56 pm	
	Call the tenant tomorrow morning at 9:30 AM and let him know thermostat will be replace			
9	Paul Lorentz	HVAC issues	May 27 at 12:50 pm	
	Need to look at the number of HVAC-related issues and trending.			
	John Smythe	RE: 1027708 in Building Hillview Towers I TRWD	May 27 at 12:48 pm	
		Thermostat needs to be replaced.		