How do I Mark Messages as Read or Unread?

Tutorial Information

There are times you need to change the status of the message from read to unread or unread to read. You can also change all the messages to read without selecting them.

Marking Messages as Read or Unread

1. To mark messages as read that have a status of unread, select the messages you wish to affect. Click the link Mark as read. (See Fig. RU1-1)

![Fig. RU 1-1](image1)

2. A dialog box asking if you really want to mark the messages as read will appear. Click the OK button. (See Fig. RU1-2)

![Fig. RU 1-2](image2)
3. The status of the messages change to read. (See Fig. RU1-3)

![Fig. RU 1-3](image)

4. To mark messages as unread that have a status of read, select the messages you wish to affect. Click the link Mark as unread. (See Fig. RU1-4)

![Fig. RU 1-4](image)

5. A dialog box asking if you really want to mark the messages as unread will appear. Click the OK button. (See Fig. RU1-5)

![Fig. RU 1-5](image)
6. The status of the messages change to read. (See Fig. RU1-6)

7. To mark all the messages as read without selecting them, click on the Mark all as Read button. (See Fig. RU1-7)

8. A dialog box asking if you really want to mark the all messages as read will appear. Click the OK button. (See Fig. RU1-8)
9. The status of all messages change to unread. (See Fig. RU1-9)