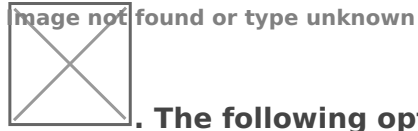


Marking emails as read or unread



Unread E-Mails are marked with the Unread icon. The following options exist:

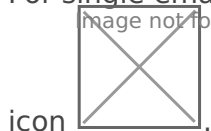
- mark single emails as read or unread
- mark all emails of an email folder as read

How to mark an email as unread or read:

1. Select one or several emails.
2. Click the **More actions icon** in the toolbar or in the detail view. Select **Mark as unread** or **Mark as read**.

Or:

- For single emails, click the **Mark as unread icon** or the **Mark as unread**



- Use the context menu in the email list.

Tip: To mark all emails in a folder as read, click on **All** above the list. Select **Mark all emails as read**.

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