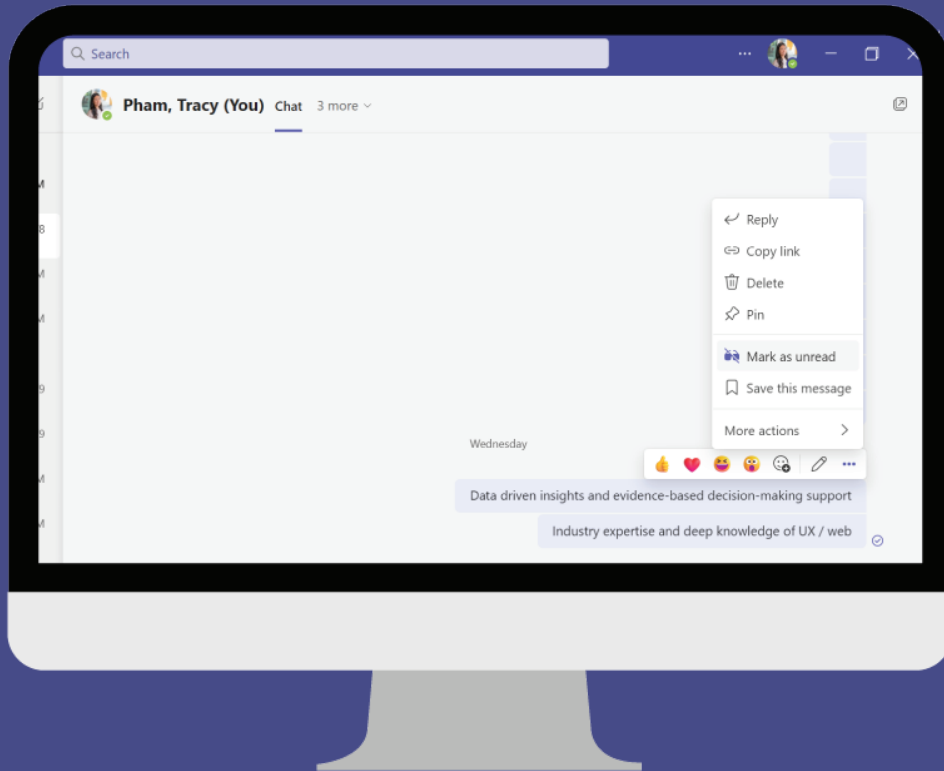# Manage your chat messages

Mark messages as unread:

1 Hover over the message you want to mark as unread

2 Click on '...'

3 Select 'Mark as unread'

4 The message will now be bold in your sidebar and a notification bubble will reappear

Learn helpful tips and how to best adapt MS Teams to your needs!
communications.vpfo.ubc.ca/ms-teams