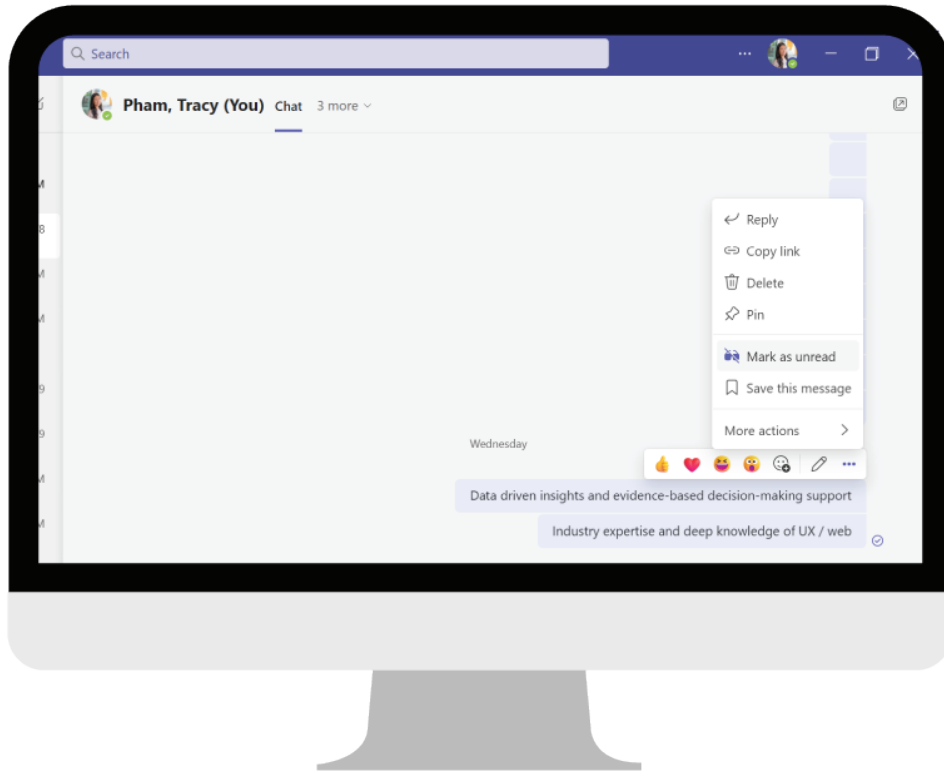


Manage your chat messages



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