Message Indicators - Safari

If you receive many emails, it is necessary to keep them organized. This document will help you with techniques to manage your emails. By changing the status of messages, you are able to more easily and effectively manage your emails.

Message Flags

Safari does not allow you to set or clear flags on emails. However, if you set flag options or reminders for a message in Internet Explorer, the gold bar with information about the flag will appear in Safari when you open the message.

Changing Message Status

For better organization of your email messages it may be beneficial to change your email status from *read* to *unread* or vice versa.

NOTE: If you indicate a replied or forwarded message as *unread* the message symbol will not change. However, it is still considered *unread* for sorting, grouping, or filtering.

1. To mark unread message(s) as *read*, on the toolbar, click **MARK AS READ**.
2. To mark read message(s) as *unread*, on the toolbar, click **MARK AS UNREAD**.