

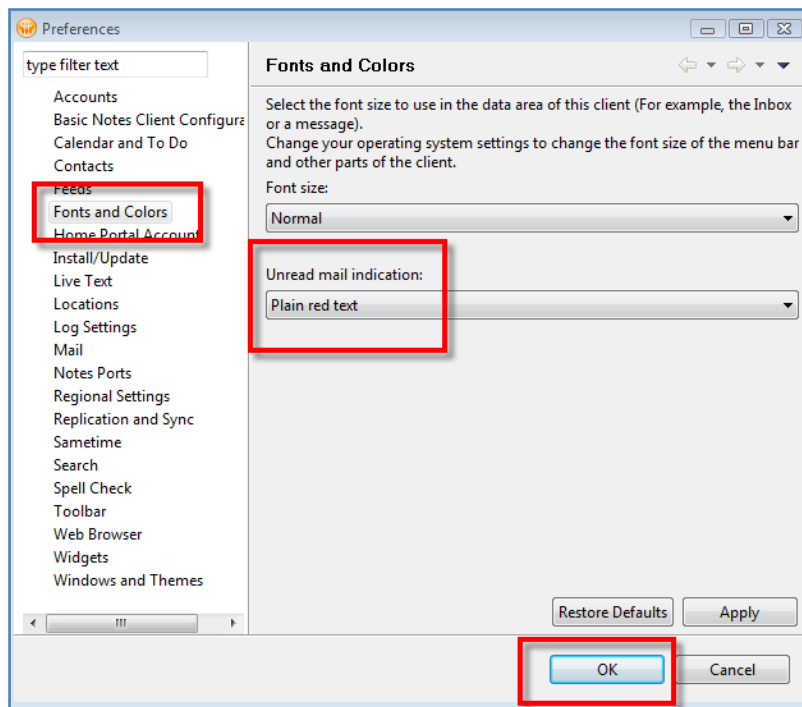
## Notes 8.5 Standard – Display Unread Messages as Red

In Notes 8.5 Standard unread messages are displayed as **bold black** and have a star to the left of them. Once you open a message, it turns gray.

	Doreen Baldwin	Fw: Training room
	Michael Thaxter	Re: Can you see the group name or all of the indiv email address
	kmrant	Can you see individuals now?
★	<b>Melissa Bishop</b>	<b>A training registration as just been submitted by: lobna kahek for the Manage Your Time More Effectively Using the Lotus</b>

If you prefer to have your unread messages displayed as **red** do the following:

Click the **File** menu and choose **Preferences**



Click **Fonts and Colors**

Under **Unread mail indication** select **Plain red text**

Click **OK**

	David Ecker	Fw: Reminder.....Virtual Rally is TODAY!
	Steven Riccobono	Re: PS 9.0 Documentation
★	<b>Kim Rant</b>	<b>New feature in Notes</b>

Now your unread messages will be easily identifiable because they are red in color