Notes 8.5 Standard – What’s New?

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

To display only the unread messages in your **Inbox**:  

Click **Show > Unread Only**  

Don’t forget to unselect this option to display both your read and unread messages

**Preview messages:**  
When you preview your messages they are still displayed as unread messages. To open the **Preview Pane**: 

Click **Show > Preview on Bottom or Preview on Side**  

To close the Preview Pane click **Show > Hide Preview**