Mark a message as unread⸝

This article applies to:

Mark a conversation as unread to remind yourself to follow up later. There are two ways to mark a conversation as unread: swipe the conversation or mark a specific message.

Swipe to mark as unread

1. Open the **Communications** tab of your Keap app

2. Swipe the conversation from right to left

3. Tap **Unread**
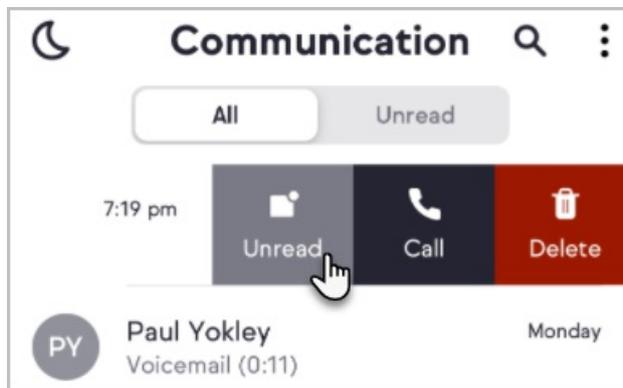
4. The conversation will now have a badge indicating one unread item
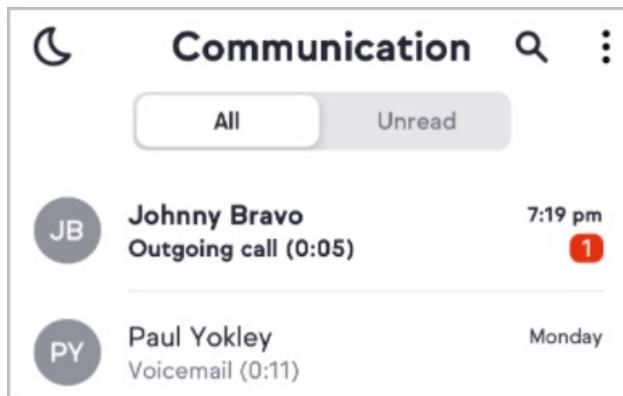
5. You can use the same swipe right to left gesture to mark unread messages as read
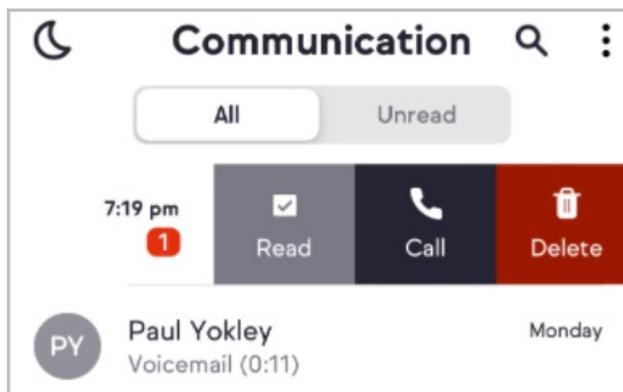
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Note: Only messages can me marked as unread. The option is not available for calls.

1. Open the Communication tab of your Keap app

2. Open a conversation thread

3. Tap on a message

4. Tap **Mark as unread**

5. An unread indicator is added to your conversation thread

View all unread communications

See where you need to follow up with the **Unread** tab in your Communication.