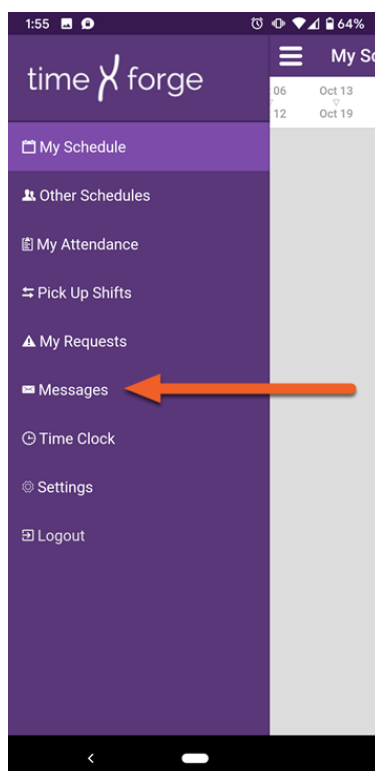# Read your messages

You can read your TimeForge messages anytime using the Employee Mobile App! Here's how to check your messages and stay up-to-date about your schedule.

Select Messages from the menu

If you have new messages when you log in, you'll also see a bar at the bottom of the screen, which you can tap to go straight to your messages:
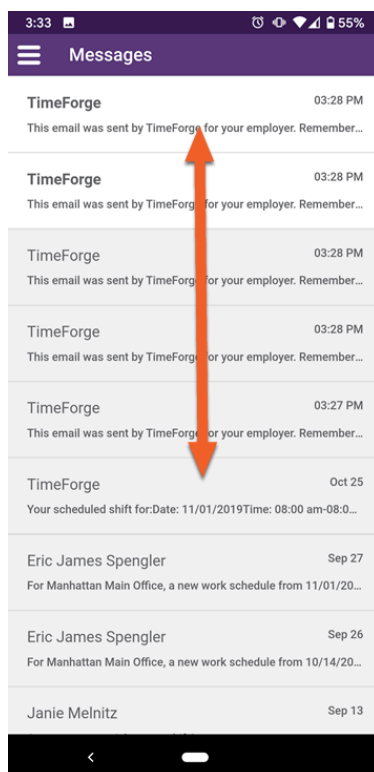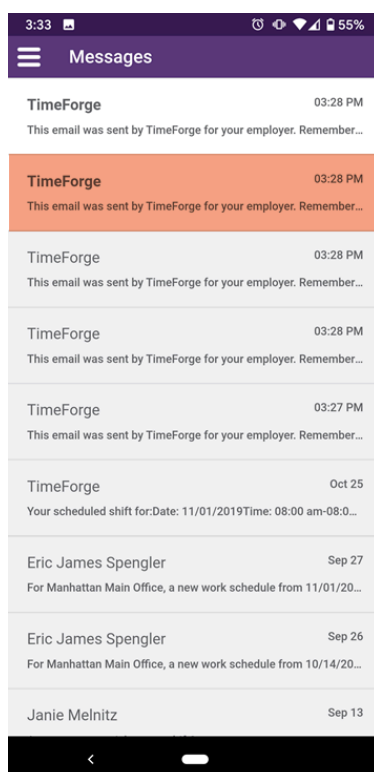
Swipe up and down to view the list

You can navigate through read and unread messages by swiping up and down.

- Messages in white are **unread**.
- Messages in gray are **read**.

> ℹ️ At this time, viewing a message in the app does not update its read/unread status. To mark a message as read, you must view it in your browser.

Select a message to view it

Here's an example of a message indicating that a manager has reviewed an employee's time off request:

Title: TimeForge Message

Wed, October 30, 2019 at 03:28 PM

Manhattan Office

From: TimeForge

This email was sent by TimeForge for your employer. Remember that you can request days off, and set up work preferences.

Your manager has Denied the following work request: "Ralph Stanz is unavailable to work on 11/25/2019 from 10:00 PM to 2:00 PM".