MARKING MESSAGES AS IMPORTANT (DESKTOP AND iOS)

DESIKTOP

To help make sure your message gets noticed, mark it as important or urgent.
An urgent message notifies a person or group repeatedly, every 2 minutes for 20 minutes, or until they read it. You'll need to decide what messages are urgent based on your organization or group.

To do this, click **Mark as important** ❗ .
This adds the word IMPORTANT! to your message. Once in the message, you can include files, links, or pictures—whatever is needed to get your point across.

To undo this option, click **Mark as important** ❗ again, and the message will be sent as usual.

iOS

To help make sure your message gets noticed, mark it as important or urgent.

To do that, tap the plus sign ➕ next to the compose box > **Priority**, and then select **Important** or **Urgent.** This adds the word IMPORTANT! or URGENT! to your message. Then compose your message.

To undo this option, retrace your steps and tap it again.

An urgent message notifies a person or group repeatedly, every 2 minutes for 20 minutes, or until they read it. You'll need to decide what messages are urgent based on your organization or group.

Note: Marking a message as Urgent is not available in Channels or in group chats with more than 20 participants.