# Save a Teams Message to Read Later

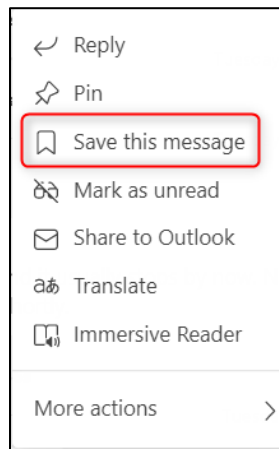Teams chat is a great way to quickly communicate with your team members. However, "quick" doesn't always mean "convenient." If you're busy working on something and a message drops in from a colleague, you can mark the message to read later.

To save a message/thread for later:

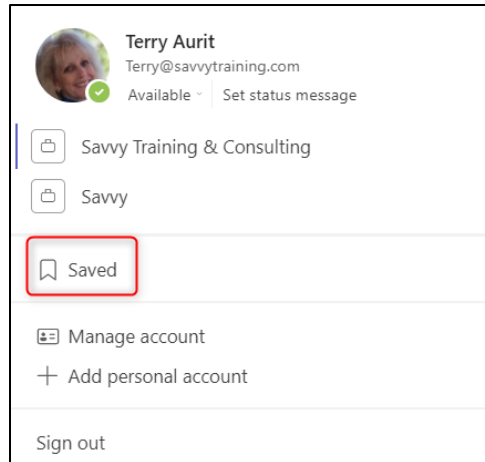1. Click on the three dots that show when you hover across the message.


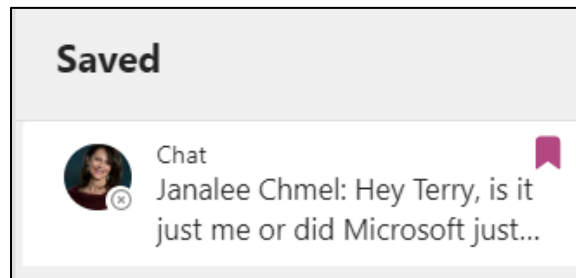
2. Select **Save this message.**



When time permits, access your saved message(s) as follows:

1. Click on your profile in the upper-right of the window.

2. Select **Saved**.

3.  All saved threads appear in a separate pane with a bookmark icon attached.



4.  When you are ready to remove the thread from your Saved messages, click on the bookmark icon.