


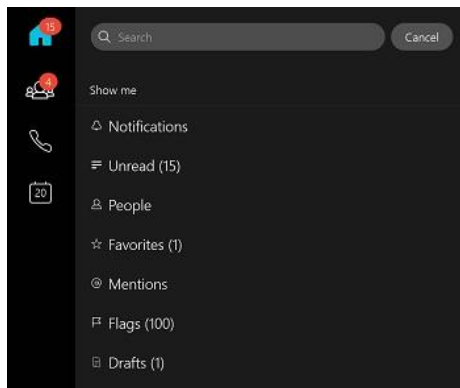
# Cisco Webex Teams

## Filter Your Spaces and Content

You can use the filters in Cisco Webex Teams to find the messages and spaces that matter most to you, such as unread spaces that you've chosen to be notified about, conversations with just one other person, or messages where someone has @mentioned you.


### Windows, Mac and Web

Click Search  to see the available filters. Then, choose the filter to show just the spaces you want to see.



In the Unread and Notifications filters, you can click  to refresh your view and clear out messages after you've read them..


To return to your Spaces list from the main list of filters, click Cancel.

To get out of a specific filter and return to your Spaces list, click  by the filter name.

### Filter Descriptions

Here's a list of the available filters, descriptions, and tips on how to use them:

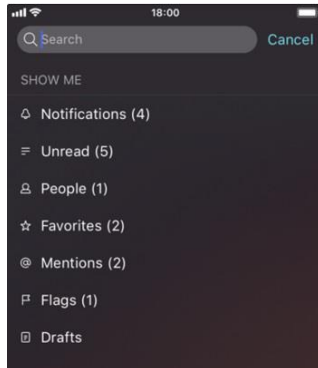
- **Notifications**—View the spaces that match your notification settings. You'll see a count of just the spaces with unread messages that match your notifications settings. If you have notifications set to be notified for All Messages, then this count matches the count in the Unread filter too. See [Tips for Managing Notifications in Cisco Webex Teams](#) for details about using notifications.

The Webex Teams app icon on your device also shows the number of spaces that match the Notifications filter .

- **Unread**— See what's new without scrolling through messages you've already read. You'll see a count of all spaces that have unread messages.
- **People**— Find all your direct messages between just you and one other person. You'll see a count of all of these spaces with unread messages.
- **Favorites**— See the spaces that matter most to you. You'll see a count of all favorite spaces with unread messages.
- **@Mentions**— See who needs your attention first. This count includes spaces that contain @mentions sent to you directly and any @all messages sent to everyone in a space.
- **Flags**— Get back to content you flagged to follow up on. You'll see a count of all messages that you've flagged.
- **Drafts**— Keep working on drafts of messages that you haven't sent yet. You'll see a count of all pending messages that you haven't sent yet on that device. This count is specific to your device. So, if you've started a message on your mobile phone, you won't see the draft on your computer. Also, keep in mind that if you restart the app, you lose your draft messages.

### iPhone, iPad, Android

Tap Search  to see the available filters. Then, choose a filter to show just the spaces you want to see.



If you want to clean up your list of unread spaces, just go to the Unread filter and tap Mark All Read at the bottom.


To return to your Spaces list from the main list of filters, tap Cancel.

To get out of a specific filter and return to your Spaces list, tap  by the filter name.

### Filter Descriptions

Here's a list of the available filters, descriptions, and tips on how to use them:

- **Notifications**— View the spaces that match your notification settings. You'll see a count of just the spaces with unread messages that match your notifications settings. If you have notifications set to be notified for All Messages, then this count matches the count in the Unread filter too. See Tips for Managing Notifications in Cisco Webex Teams for details about using notifications.

The Webex Teams app icon on your device also shows the number of spaces that match the Notifications filter .

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- **Unread**— See what's new without scrolling through messages you've already read. You'll see a count of all spaces that have unread messages.
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