

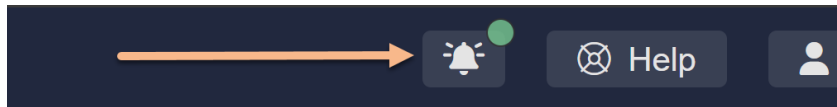


# How do I know when there are comments pending approval?

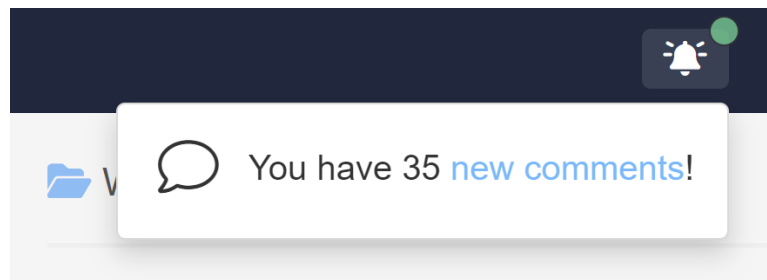
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There are two ways you'll know about new comments:

- You'll see a green dot in the notifications area in the KnowledgeOwl banner.



If you click on the bell icon, a message will tell you how many comments you have, and you can click the **new comments** link to jump directly to **Reporting > Comments**:



- If you've enabled email notifications for comments in **Settings > Comments**, the email address(es) you've added will receive an email based on the **Email frequency** you've selected. See [Enable and configure comments](#) for more details.

Only [approved comments](#) will show in your knowledge base.