

You can view and moderate blog comments directly from the **Blogs** application.

✓ Depending on how your administrator [configured the system](#), you may also be able to moderate comments directly on the live site.

Approving and rejecting comments

To enable this behavior, use the **Comments must be approved** setting on the form tab of the blog (CMS.Blog document).

1. Open the **Blogs** application.
2. (Optional) On the **Comments** tab, filter the comments that you want to see.
3. **Approve** (✓) or **Reject** (✗) a comment.
— or —
4. Turn the check-box on next to the comments that you want to approve or reject.
 - a. Select **Approve** or **Reject** in the **Selected items** drop-down list.
5. Click on **OK**.

Removing blog comments

1. Open the **Blogs** application.
2. (Optional) On the **Comments** tab, filter the comments that you want to see.
3. **Delete** (🗑) the comment.
— or —
4. Turn the check-box on next to the comments that you want to remove.
 - a. Select **Delete** in the **Selected items** drop-down list.
5. Click on **OK**.

Marking blog comments as SPAM

1. Open the **Blogs** application.
2. (Optional) On the **Comments** tab, filter the comments that you want to see.
3. Turn the check-box on next to the comments that you want to mark as SPAM.
4. Select **Mark as spam** in the **Selected items** drop-down list.
5. Click on **OK**.