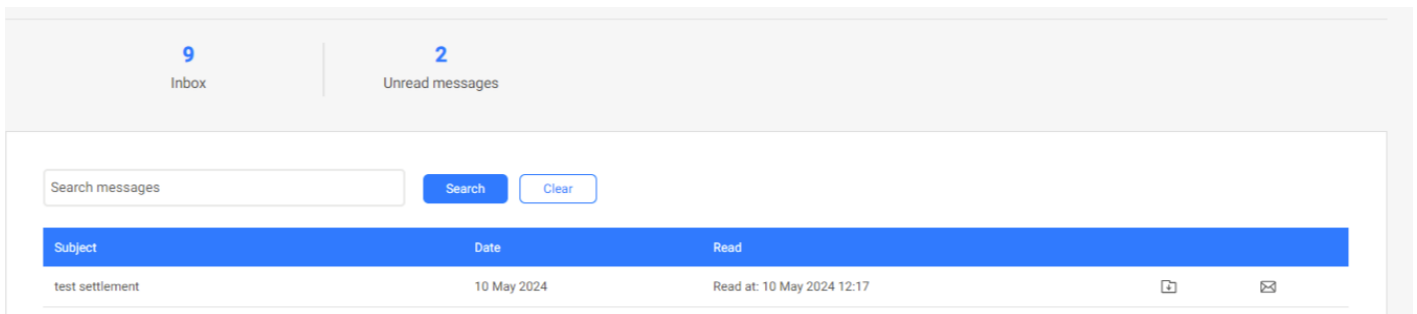


Archiving and Unarchiving messages

This page talks you through archiving and unarchiving messages in the message centre.

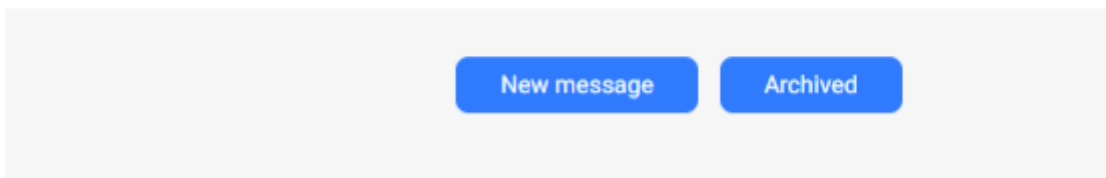
To archive a message, simply click the folder icon with a downward arrow within.



This moves the message chain to your archived mailbox.

If you need to access an archived message, click the **Archive** button at the top right of the message centre.

You will be logged out in: 04:01 minutes



To unarchive a message, click the folder icon with the downward arrow to move the message back to your Inbox.

Archive

New messageInbox

1
Archived

Search messages

SearchClear

| Subject | Date | Read |
|-----------------|-------------|----------------------------|
| test settlement | 10 May 2024 | Read at: 10 May 2024 12:17 |

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