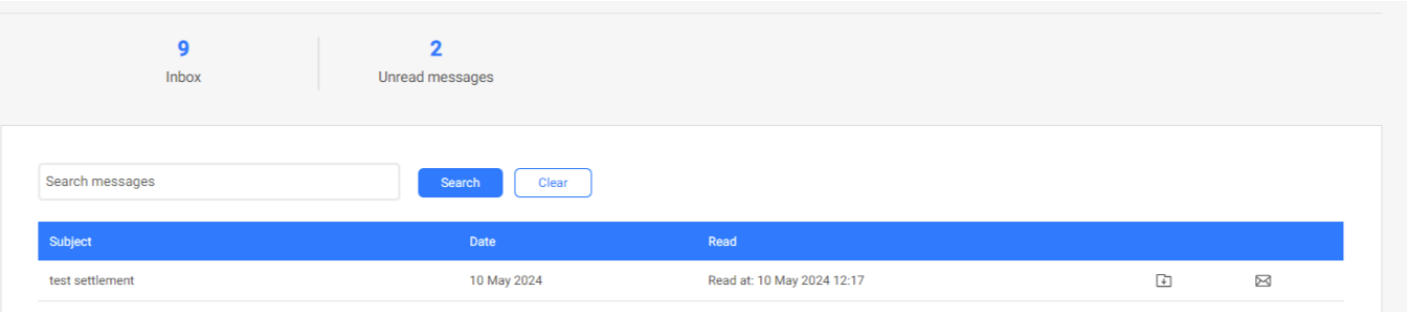
Archiving and Unarchiving messages

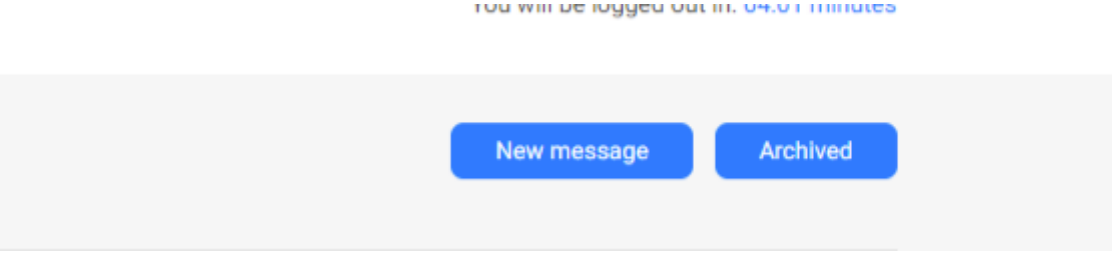
This page talks you through archiving and unarchiving messages in the message centre.

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

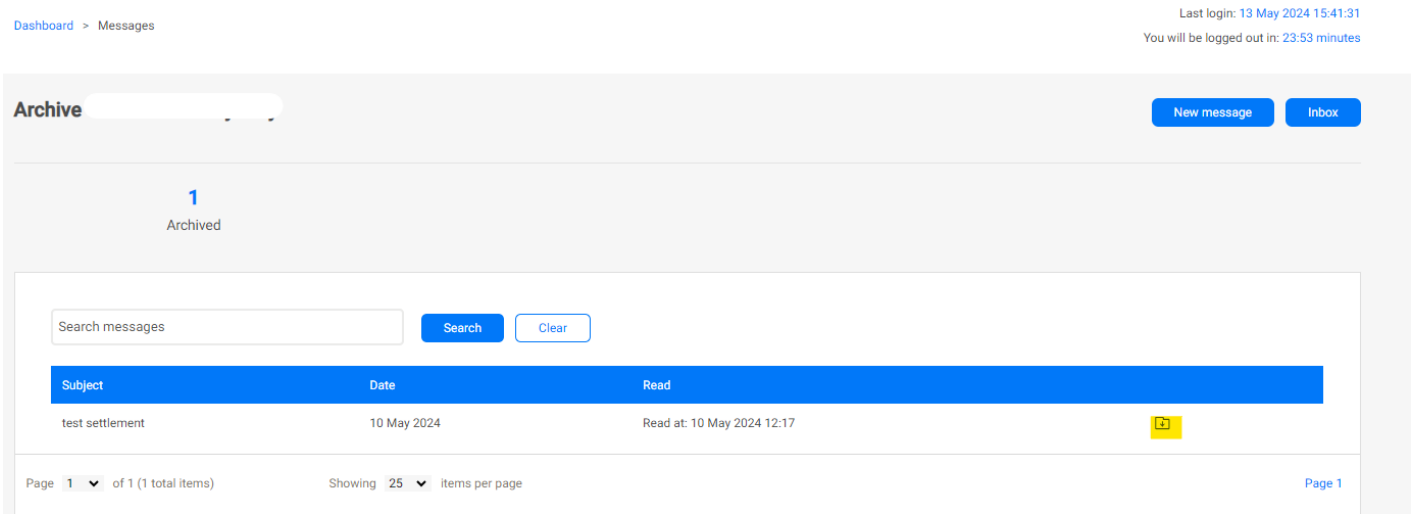


This moves the message chain to your archived mailbox.

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



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



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