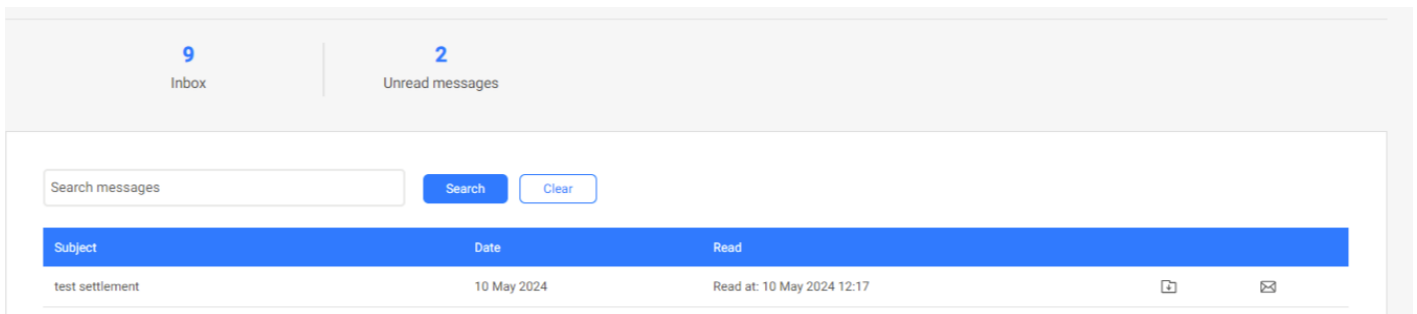


# Archiving and Unarchiving messages

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

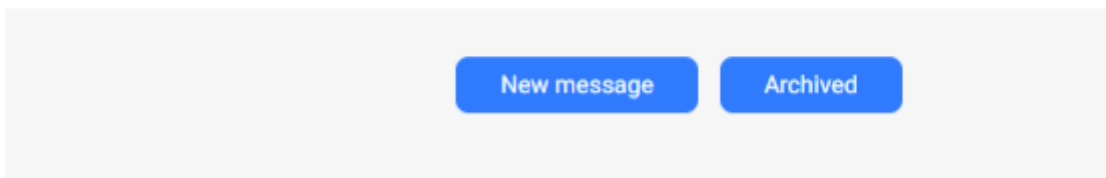
To archive a message, simply click the folder icon with a downward arrow within.



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 <div></div>

Page 1 of 1 (1 total items)Showing 25 items per pagePage 1

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