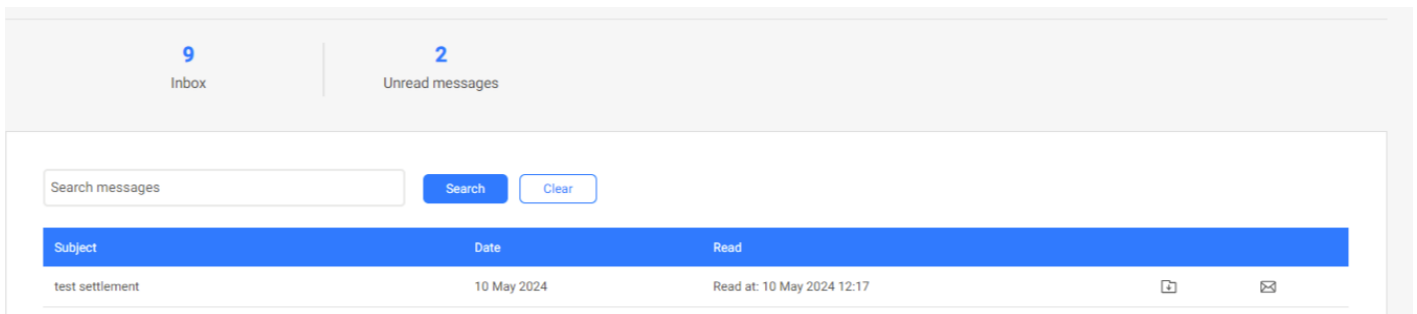# Archiving and Unarchiving messages

This page talks you through archiving and unarchiving messages in the message centre.
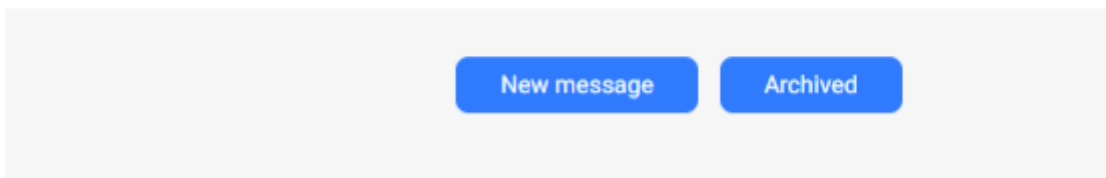
To archive a message, simply click the folder icon with a downward arrow within.

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.

Archive

New message   Inbox

1
Archived

| Search messages | | Search | Clear |

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

Page 1 ▾ of 1 (1 total items)   Showing 25 ▾ items per page   Page 1

Revision #2
Created 13 May 2024 15:24:44 by Verofy® Support
Updated 13 May 2024 16:33:19 by Verofy® Support