



Knowledgebase > Chat > Archived Conversation

Archived Conversation

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Locate the “Chat” icon in the bottom menu and click on it.

Locate the conversation you might want to archive, both from private or group chat from the menu at the top.

Swipe left on the conversation preview until the grey button labeled “Archive” is shown and click on it.

This will move the chat to your Archived Chats section. You can unarchive it at any time by selecting it from the Archived Chats section and choosing to move it back to your active chats swiping left and select the grey button labeled “Unarchive”.

We recommend archiving chats you may want to refer back to in the future instead of deleting them.