

Online Missionary Helpful Hints

Archiving Contact Messages



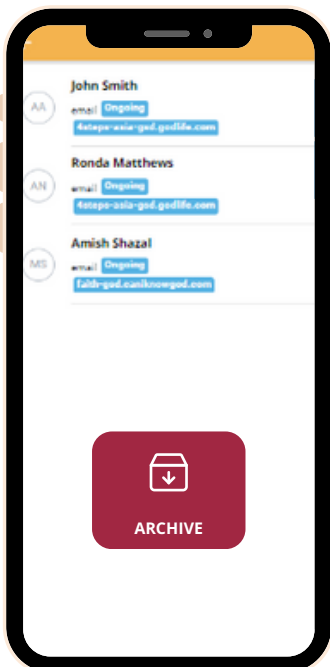
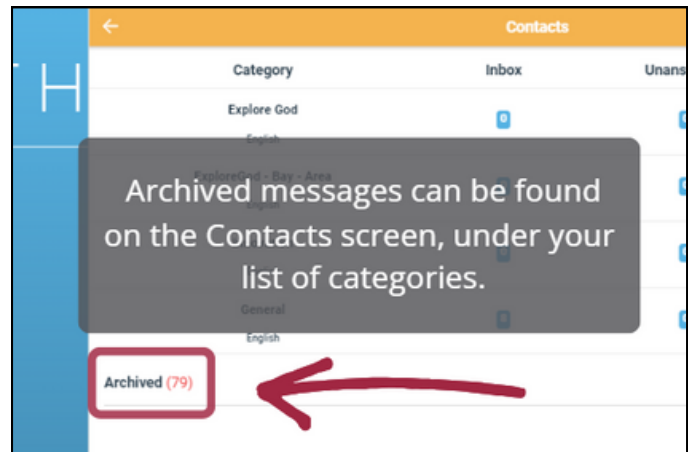
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Archiving Contact Messages

Archived messages are removed from your inbox, allowing you to view only those Contacts you want to remain on your Contact list.

Archive messages when...

- you do not anticipate needing to reply again
- the reply window has long passed
Facebook: 7 days | **WhatsApp: 24 hours**
- your inbox becomes cluttered with unresponsive Contacts



The system will automatically archive inactive Contacts (not Disciples) after 60 days.

Archiving vs Closing Messages

Closing Messages

Closes the message and **leaves** the message visible in your inbox.

Archiving Messages

Closes the message and **removes it** from your inbox—moving it to your Archived list.

If an archived Contact writes back, they will appear in your inbox once again.

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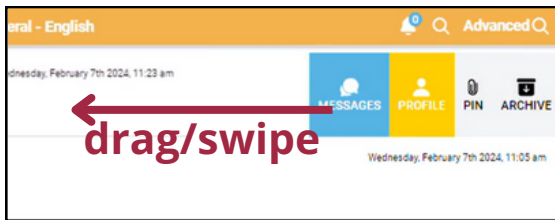
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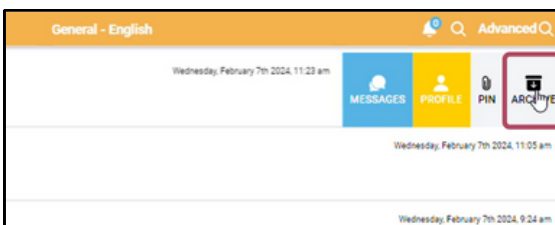
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There are 2 ways to archive Contact messages

1 From the Reply Screen

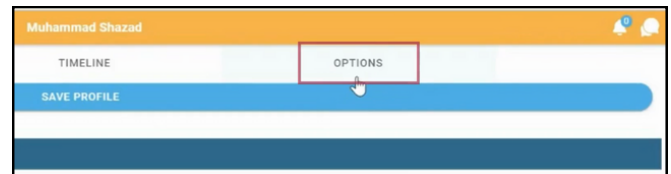


Drag or swipe a Contact's name.

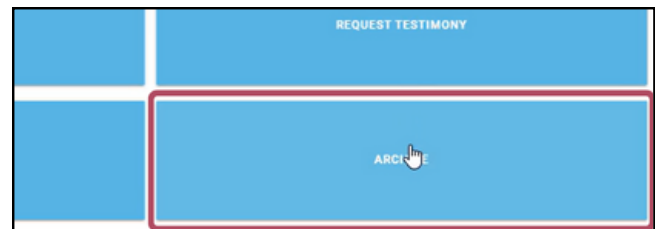


Choose **ARCHIVE**

2 From the Contact's Profile



From the Contact's profile,
select the **OPTIONS** tab.



Choose **ARCHIVE**

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