

Archiving Messages

1. Open the Inbox



In the Help Corner, click the **Inbox** link.

2. Select the Conversation

A screenshot of an inbox interface. At the top, there are dropdown menus for "All Courses" and "Inbox". Below, two conversations are listed. The first conversation, from "Doug Roberts, Jane Smith" at 1:27pm with the subject "Office Hours" and the message "I will see you then. Thank you!" (with a count of 3), is highlighted with a red box around its entire row. The second conversation, from "Jane Smith, Bruce Jones..." at 12:16pm with the subject "History Project" and the message "Hi Jane, can we change it to 6:30pm?" (with a count of 5), is not highlighted.

Select the conversation.

Select Multiple Messages

A screenshot of an inbox interface with a toolbar at the top containing buttons for search, filter, and other functions. Below, four conversations are listed. The third conversation, from "Jane Smith, Bruce Jones..." at 10:04am with the subject "(No subject)" and the message "Here is the link: http://guides.instructure.com/m/8470/l/55064-how-", is highlighted with a red box. An envelope icon is centered on the right side of the screen, and the text "Multiple Conversations Selected" is displayed below it. The other three conversations are partially visible on the left.

To select multiple messages to archive, click the command key (Mac) or the control key (Windows) while clicking each message you want to select. When multiple messages are

selected, the right panel displays a multiple conversations message icon. You can also use the same key command to deselect a message.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

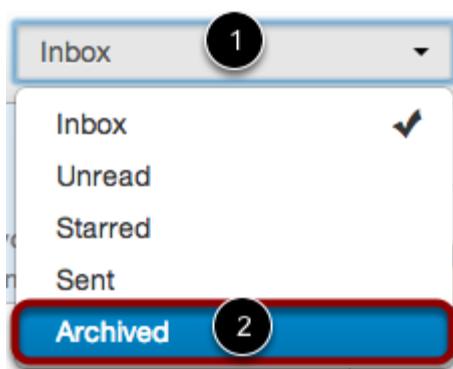
To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

3. Archive Conversations



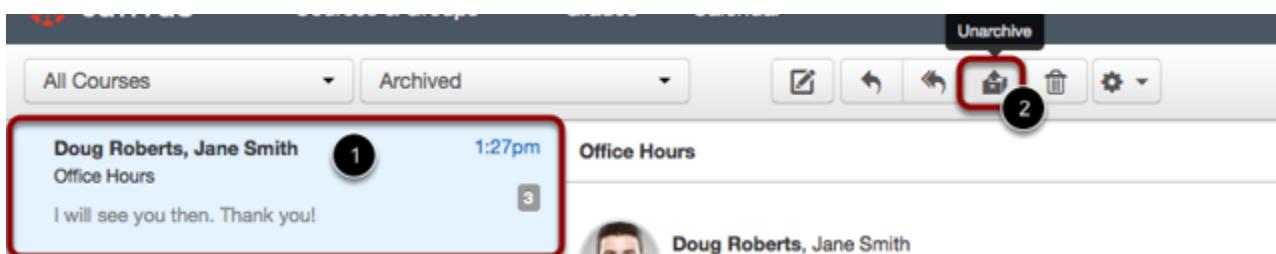
Click the **Archive** button in the toolbar.

4. View Archived Conversations



Click the **Inbox** drop-down menu [1]. Select the **Archived** link to open archived Conversations [2].

5. Unarchive Conversations



Inside of the Archived messages, click the message [1] you want to unarchive. Click the **Unarchive** button [2] to unarchive the message and move it to your Inbox.