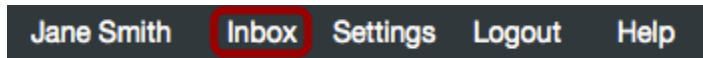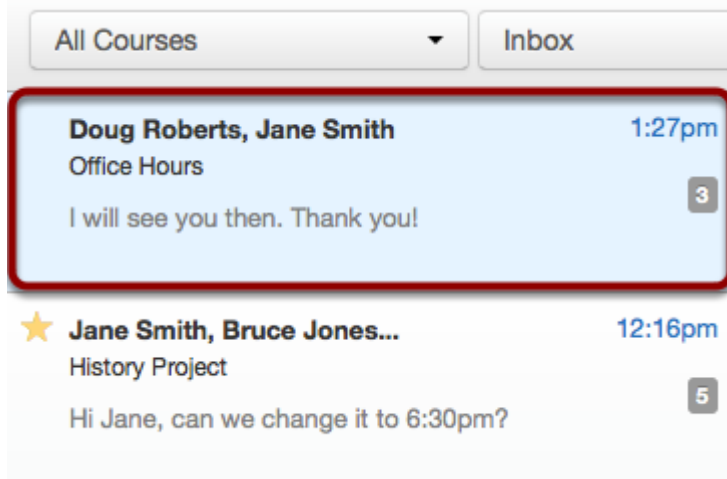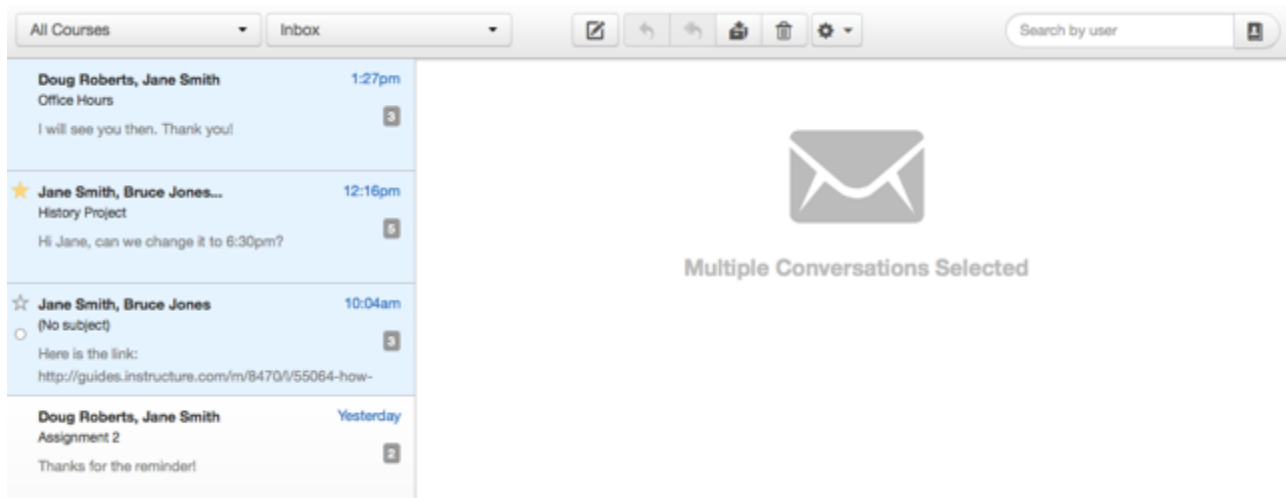# Archiving Messages

1. Open the Inbox

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

2. Select the Conversation

Select the conversation.

Select Multiple Messages

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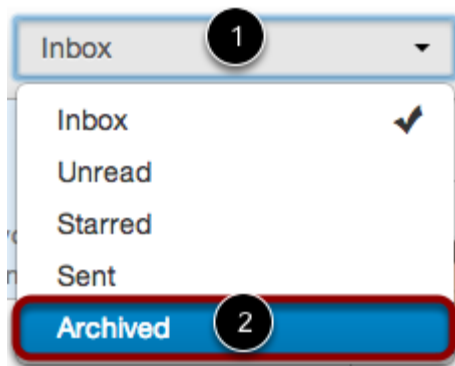
To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

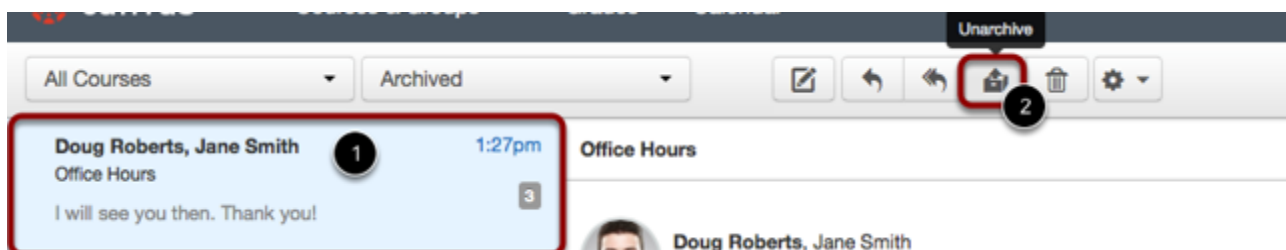## 3. Archive Conversations

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.