

End User Guide: Delete Messages and Conversations

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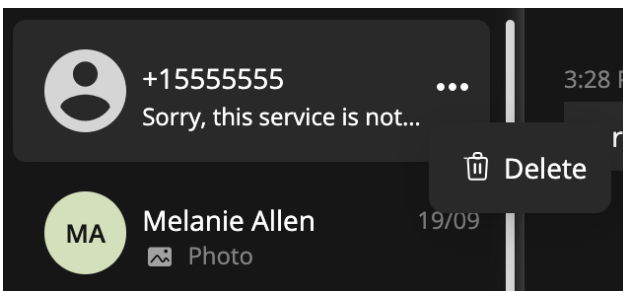
Read on to learn about deleting messages in the MultiLine Messages app for Microsoft Teams.

Overview

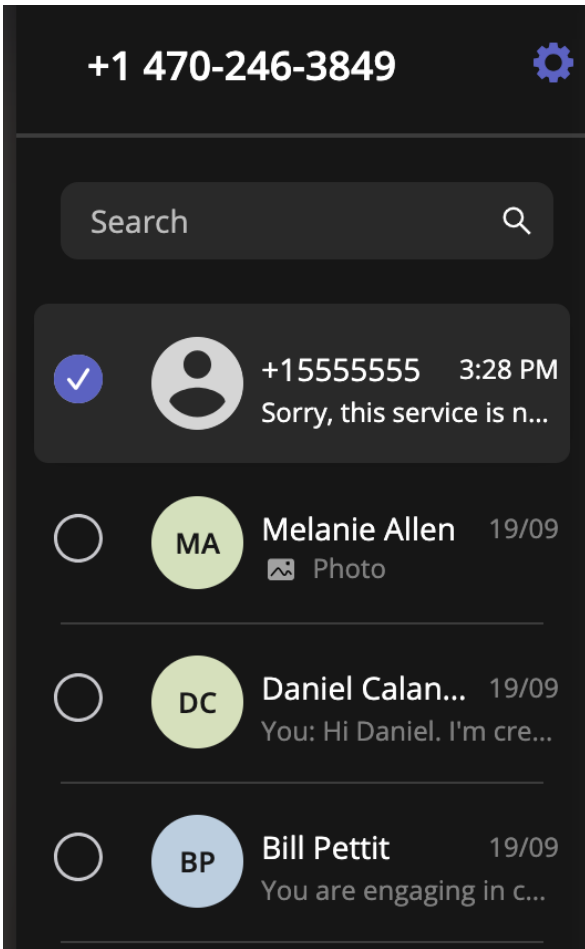
You can delete messages to keep your inbox clean. If you're in an industry where your messages are recorded for compliance purposes, deleting messages does not impact compliance records.

Delete a Message

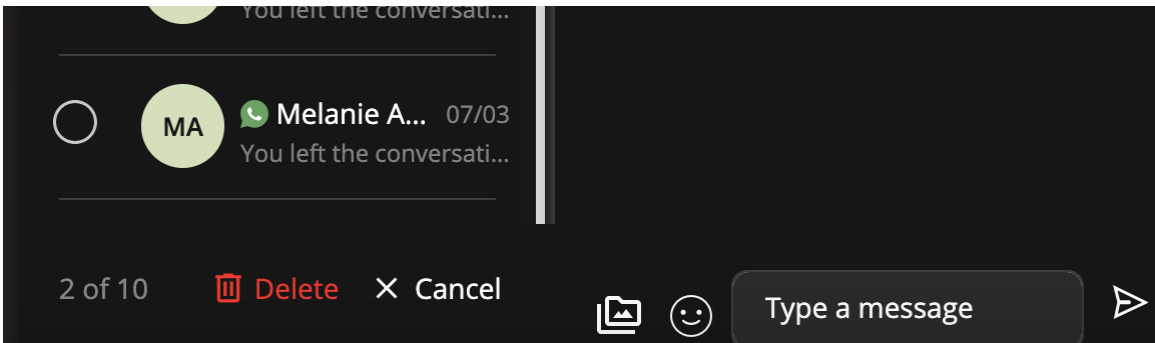
1. Select the menu, then **Delete**.



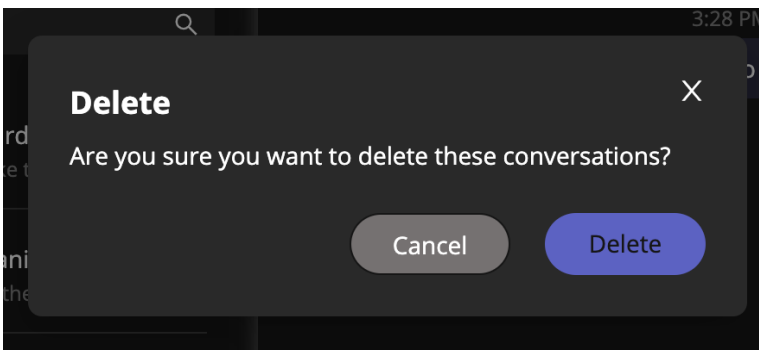
2. Select any other messages that you want to delete. *Note: You can delete up to 10 messages at a time.*





3. Select **Delete**.



5. Confirm by selecting **Delete**.



If you attempt to delete an active social messaging conversation, you will see an error. You will first need to [leave the conversation](https://help.moviuscorp.com/help/how-do-i-leave-a-social-messaging-conversation)  (<https://help.moviuscorp.com/help/how-do-i-leave-a-social-messaging-conversation>) .
