

# End User Guide: Delete Messages and Conversations

Last Modified on 10/08/2024 6:24 pm EDT

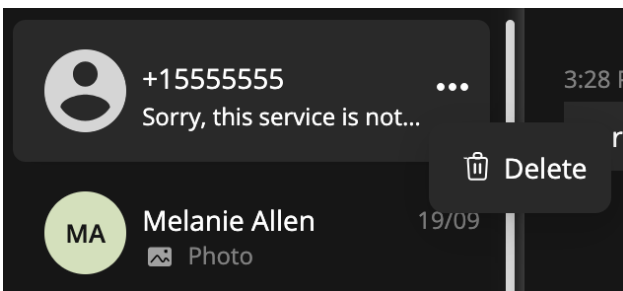
Read on to learn about deleting messages in the MultiLine Messages app for Microsoft Teams.

## Overview

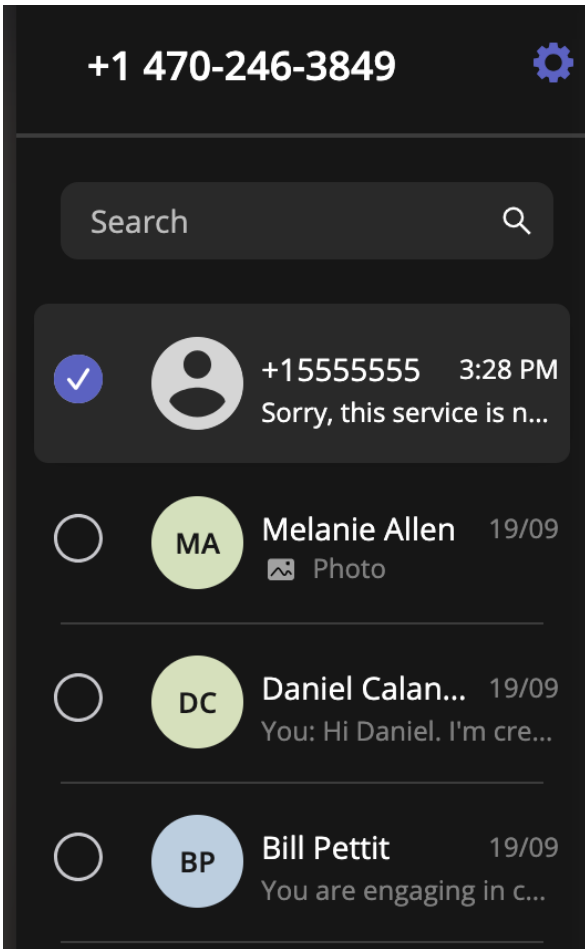
You can delete messages to keep your inbox clean. If you're in an industry where your messages are recorded for compliance purposes, deleting messages does not impact compliance records.

## Delete a Message

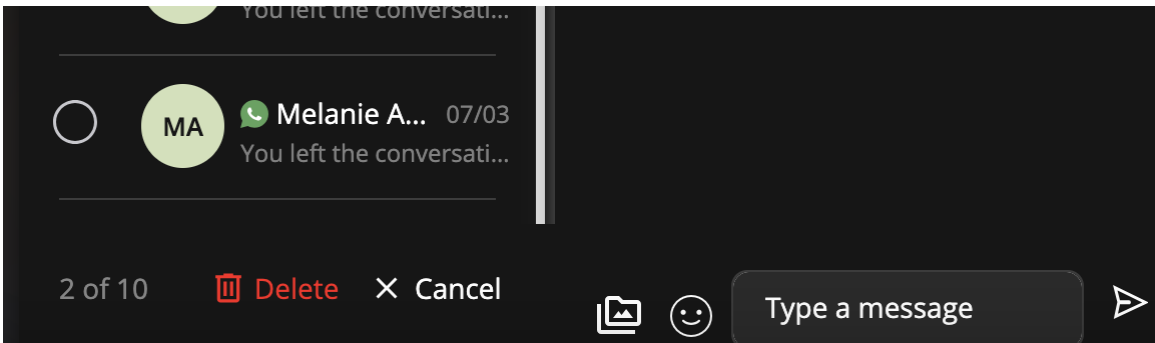
1. Select the menu, then **Delete**.



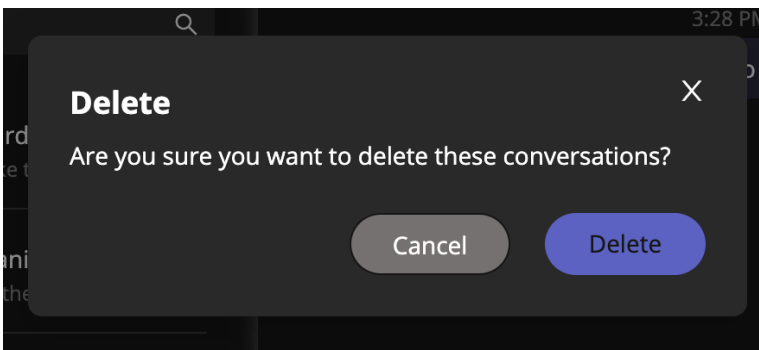
2. Select any other messages that you want to delete. *Note: You can delete up to 10 messages at a time.*





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>) .

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