

# How to Disable/Enable a Message

The Enabled/Disabled status allows you to place messages that you are no longer using in the background (Disabled) or return them to normal view (Enabled).

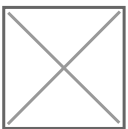
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## 1. Disable/Enable a Message

Disable/Enable a Message

- Click on this icon to INSTANTLY change the status of a message to Enabled/Disabled.
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## 2. OPTIONAL: Change the Enabled status in the Message Details



- **note:** Navigate to the **Email messages** screen and in the **Details** pane, you will find the option to change the Enabled Status. Click **Save** once finished.
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