How Do I Delete Old Messages in Mychart?

Deleting Old Messages in MyChart

This tip sheet describes how to delete old messages in your MyChart account.

**Try It Out**

1. After logging into your MyChart account, navigate to the ‘Message Center’ under the ‘Messaging’ icon

2. Hovering over the first message in your inbox, you can select Delete to remove the message

3. Alternatively, you can select the message and delete it this way as well
4. If you accidentally delete a message, you can restore it by clicking ‘Restore Deleted Messages’.

**Please Note:** The option to restore deleted messages will only be available during that session you have deleted the message. If you refresh or leave the page after deleting the message you will still have the option to restore it. However, if you logout of your account you will no longer be able to restore the messages – the messages are permanently deleted.

If you have any other questions or need further assistance, please contact our service desk. Hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. You can contact the MyChart Service Desk by phone at 470-644-0419, by e-mail at mycharthelp@wellstar.org, or by fax at 770-999-2306. Remember, MyChart is NOT to be used for urgent needs. For medical emergencies, dial 911.