Deleting a Message Type

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

You can only delete a Message Type if it:

- has no templates associated with it; or,

- has never been used to send an SMS or Email.

If the message type does not meet these conditions then it must be Disabled.

Deleting a Message Type

1. Click **Administration**.

2. Select **Correspondence** from the menu.

3. Select **Message Types**.

4. Find the Message Type (eg. Patient Email, SMS ect) and click **Delete** (Delete button will only display if the message type has not been used previously and has no templates associated with it)

5. Click **OK** to confirm.