Chat

Deleting a Comment

1. Log in at http://emmanuelormskirk.org.uk/wp-admin
2. Go to the chat page: http://emmanuelormskirk.org.uk/sunday-coffee/
3. Hover over the comment you want to delete
4. Click the x in the top right corner to delete the message
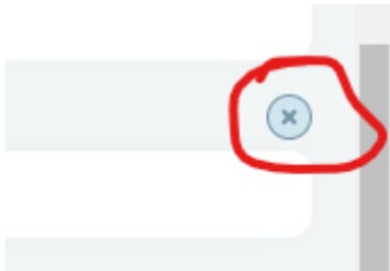
Turning the Chat On

1. Log in at http://emmanuelormskirk.org.uk/wp-admin

2. On the left menu, click on "Posts"
3. Choose 'Chat Room' in the 'All Categories' dropdown list.
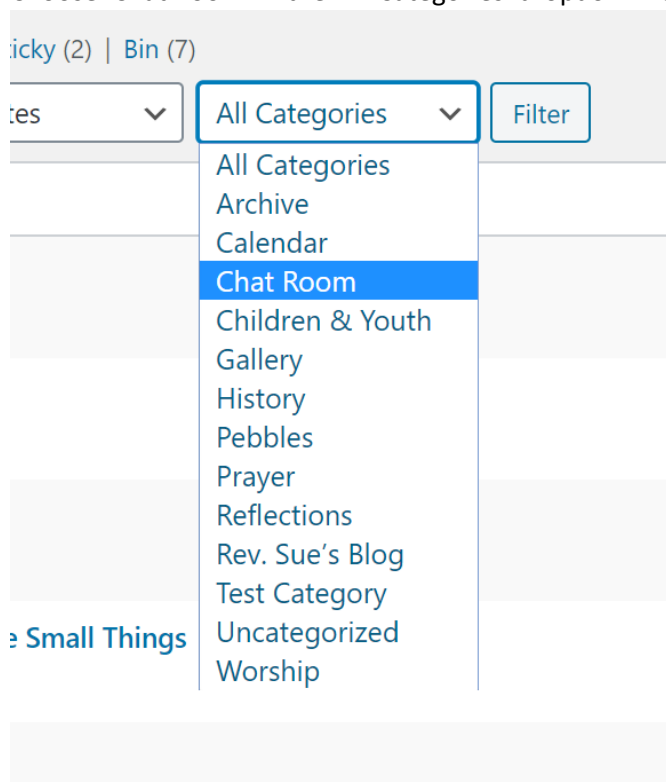
4. Click the 'Filter' button

5. On the 'Chat Room On' click 'Quick Edit'

Chat Room On — Sticky
Edit | Fusion Builder Live | Gutenberg Editor | Quick Edit | Bin | View

6. In the 'Categories' list, tick the 'Chat Room' box.

Categories

- ☐ Archive
- ☐ Calendar
- ☑ Chat Room
- ☐ Children & Youth
- ☐ Gallery
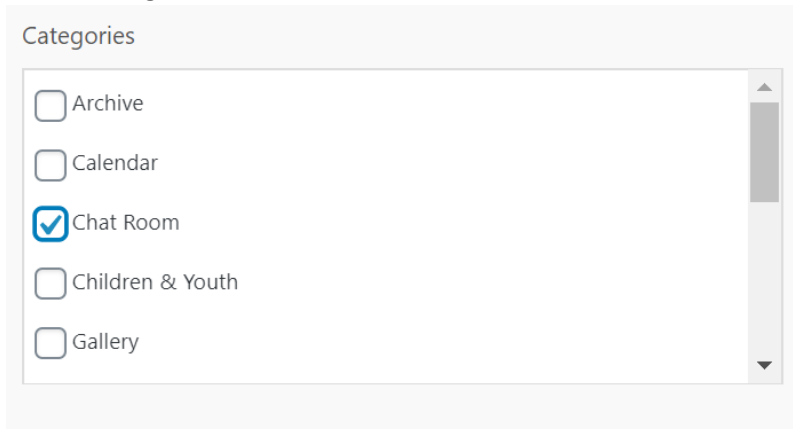
7. Click the 'Update' button in the bottom right.

Update

8. Check the chat page, the chat should now be on there!

Turning the Chat Off

5. Log in at http://emmanueormskirk.org.uk/wp-admin
6. Go to the chat page: http://emmanuelormskirk.org.uk/sunday-coffee/
7. Delete the comments that you don't want to keep.
8. Go to the back end by clicking the Home button in the top left corner.

⌂ Emmanuel Methodist Church, Ormskirk

9. On the left menu, click on "Posts"

10. Choose 'Chat Room' in the 'All Categories' dropdown list.

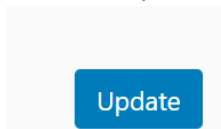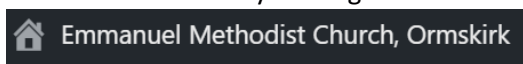11. Click the 'Filter' button
12. On the 'Chat Room On' click 'Quick Edit'

13. In the 'Categories' list, **un**tick the 'Chat Room' box.

14. Click the 'Update' button in the bottom right.

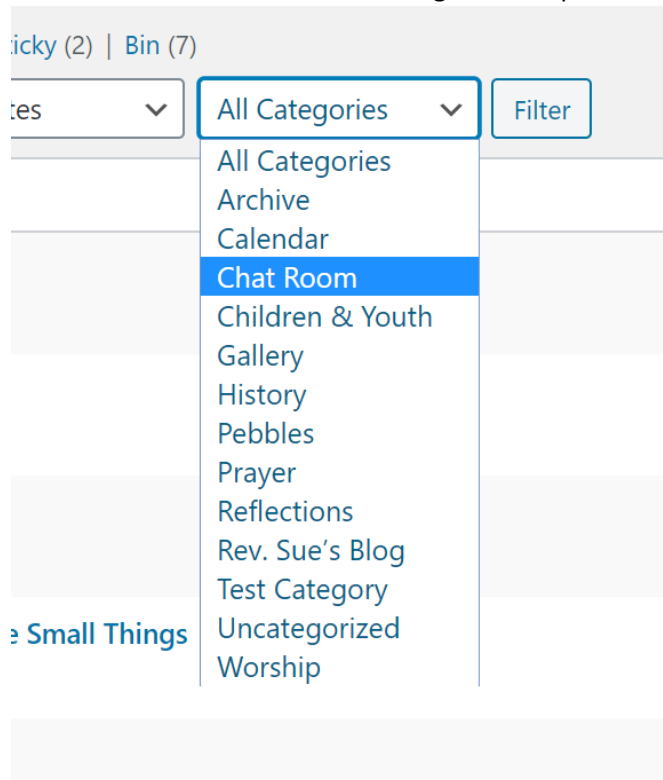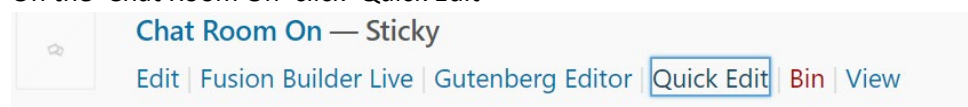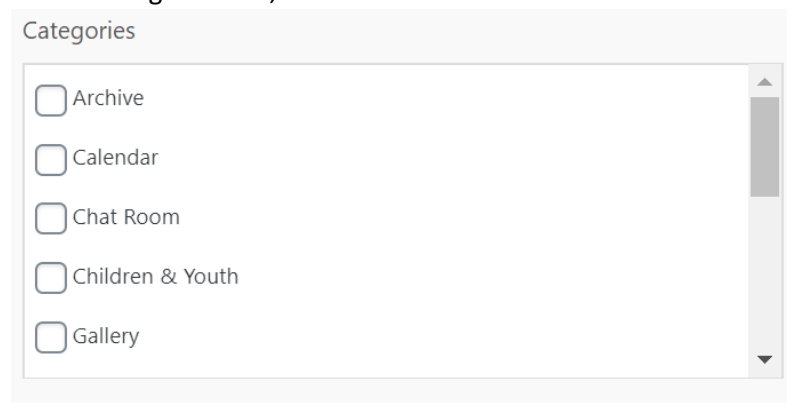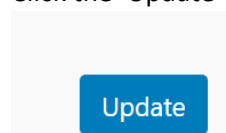15. Check the chat page, the chat should now be hidden!