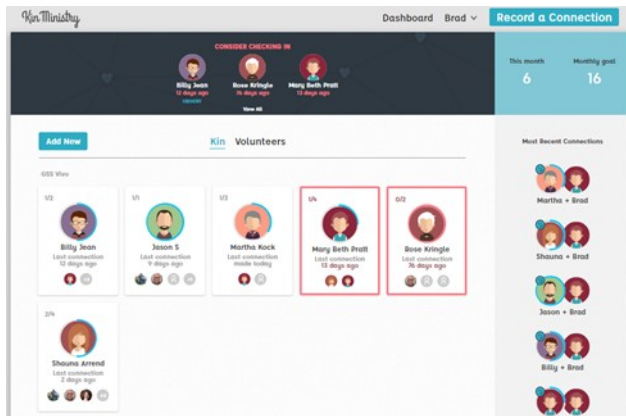


# INACTIVATING A KIN WITHOUT LOSING THEIR HISTORY

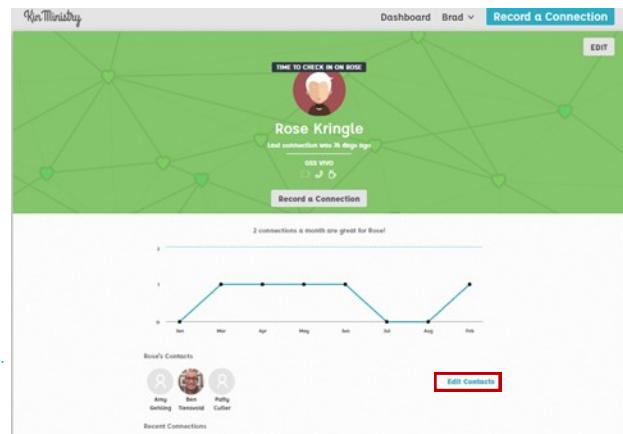


## STEP 1

Log into your account and click on the desired Kin

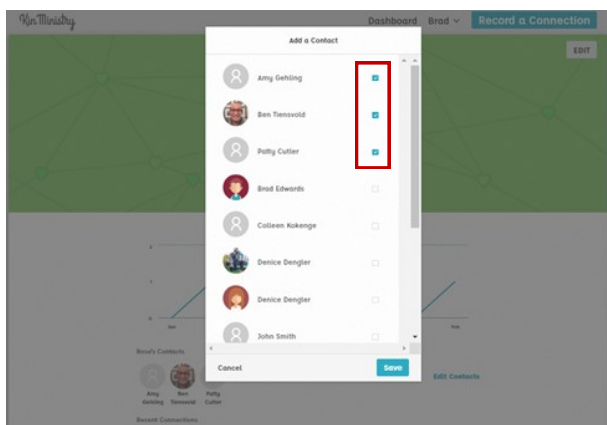
## STEP 2

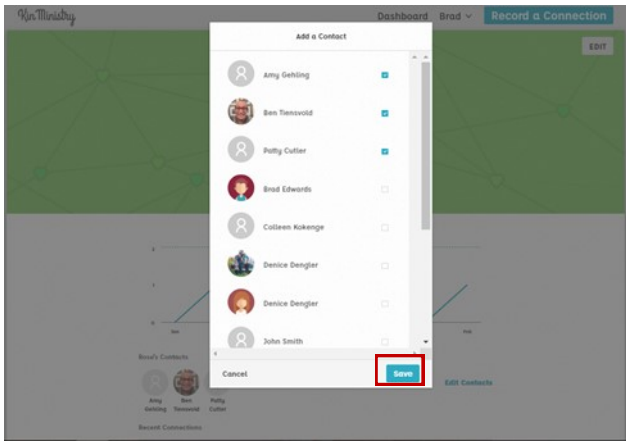
Click on edit contacts



## STEP 3

De-select all blue boxes





## STEP 4

Click "SAVE" button

## STEP 5

Check that there are no volunteers connected to the Kin

