



Using the Inactivate Tool



Check to make sure you don't have any saved selections.

1. Click the **Home** button on the menu and click the blue **My Selections** (top of screen.)
2. Click the **checkbox** at the bottom of the screen to any selections shown on this screen.
3. Click the **Actions** button and choose **Clear** and the **Clear** button.

Inactivate your family members

4. Open the Contacts and using the search box under the Display Name field, the individual or all members of the family you wish to inactivate.
5. Click the **Tools** button and choose the **Inactivate tool**.
6. Change the **Contact Status** to **Inactive**
7. Change **Participant Type** to **Non-member**.
8. Toggle the 3 options to **Yes**.
9. Enter the date they are leaving in the End date field
10. Add the reason for inactivation if known in the Notes field.
11. Click **Save**.
12. Unselect the check boxes for everyone you just inactivated.

The screenshot shows the 'Selected Contacts' section with 7 contacts. The 'Contacts Status' dropdown is set to 'Inactive'. The 'Participant Type' dropdown is set to 'Dropped'. The 'Participant / Group End Date' field is empty, with a placeholder 'MM/DD/YYYY' and a calendar icon. Below these fields are three toggle switches, all set to 'Yes': 'Unsubscribe Publications', 'Discontinue Donor Pledges', and 'Cancel Donor Envelopes'. At the bottom is a 'Notes' field with the placeholder 'Input text here...'. The 'Close' and 'Save' buttons are at the bottom right.

To reactivate – Do the following for each member of the family being reactivated.

1. Open a contact and click the **Edit**.
2. Change **Contact Status** to **Active** and click **Save**.
3. Click the blue link next to **Member Record** and click the **Edit** button.
4. Change the **Participant Type** to **Registered Member**.
5. Click the **X** next to **Member End Date** to remove the date.
6. Click **Save**.
7. Is this person the Head of House? If yes continue to step 8. If not repeat step 1 for the next member of the family.
8. Click the blue link next to the **Contact record** to enable the Faith magazine subscription.
 - a. Click the **Subscriptions** link across the top of the screen.

- **Is there a Faith Magazine record**, open it, click **Edit** & set **Unsubscribed** to **false**.

Settings



General

Accounts
 Privacy
 Notifications
 Devices
 App permissions
 Accessibility
 Captions and transcripts
 Files
 Calls

Theme

Default
 Dark
 High contrast

Chat density

Comfy
 Compact

Application

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

☒ Auto-start application
 ☐ Open application in background
 ☒ On close, keep the application running
 ☐ Disable GPU hardware acceleration (requires restarting Teams)
 ☒ Register Teams as the chat app for Office (requires restarting Office applications)

☒ Enable media logs (diagnostic data for audio, video, and screen sharing)

Open new chat in

- **If there ISN'T a Faith Magazine record,**
 1. Click the **General** link.
 2. Click the **Tools** button and choose **Connection Card**.
 3. Choose **Diocese** as the **Congregation**.
 4. Click the blue **Add Publication** link and choose **Faith Magazine** from the drop down menu.
 5. Click **Save**.