

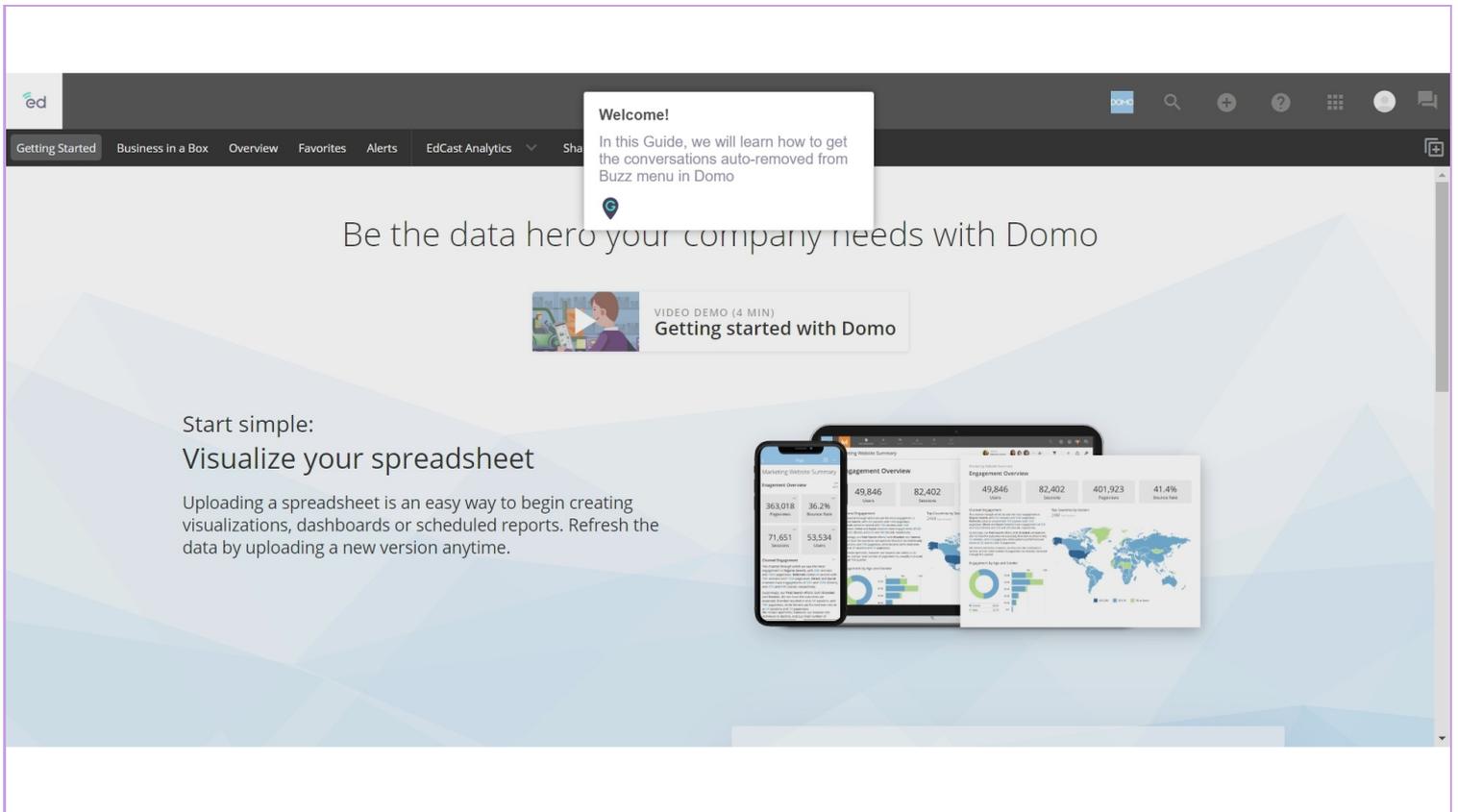


How to get the conversations auto-removed  
from Buzz menu in Domo

# Step: 01

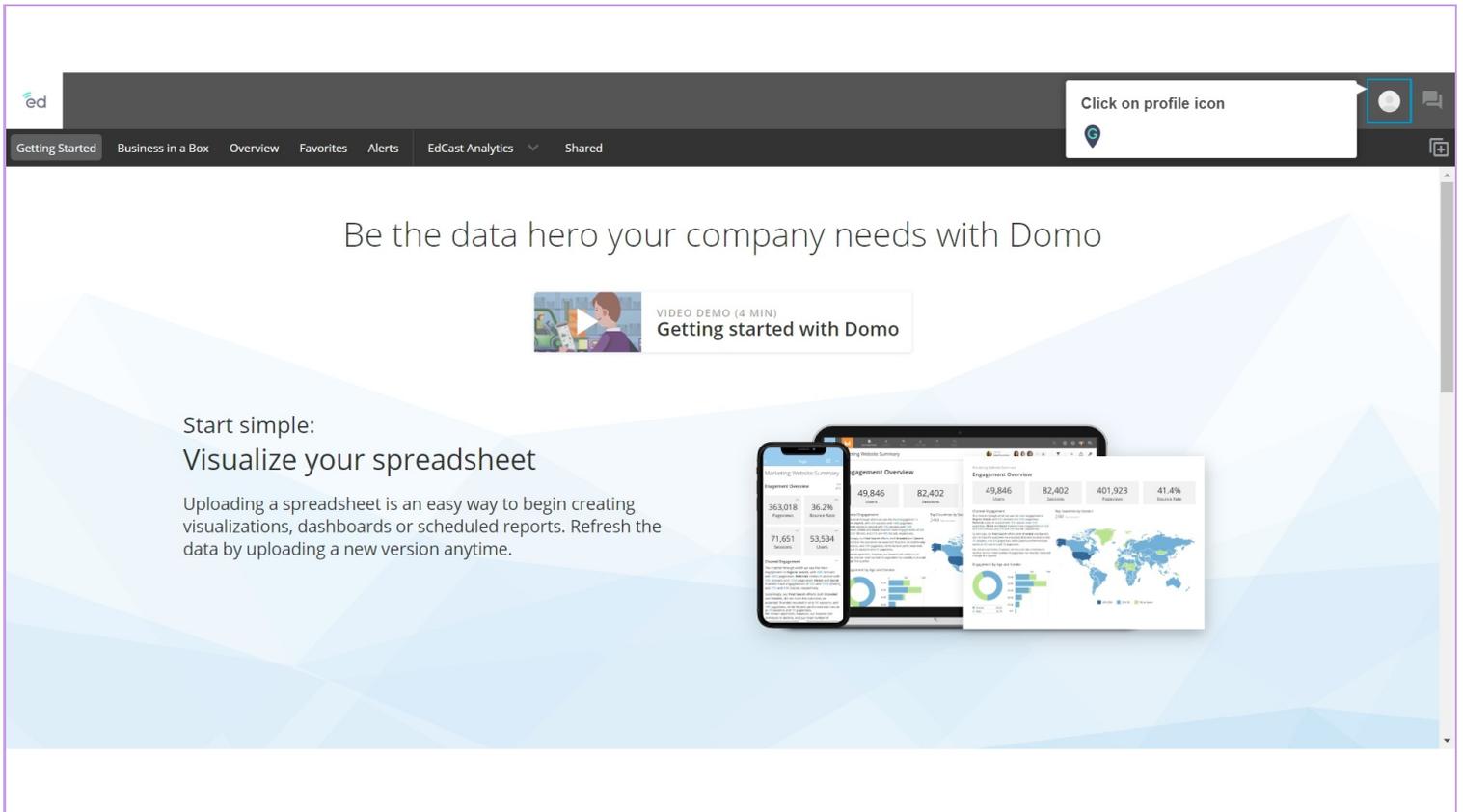
## Welcome!

In this Guide, we will learn how to get the conversations auto-removed from Buzz menu in Domo



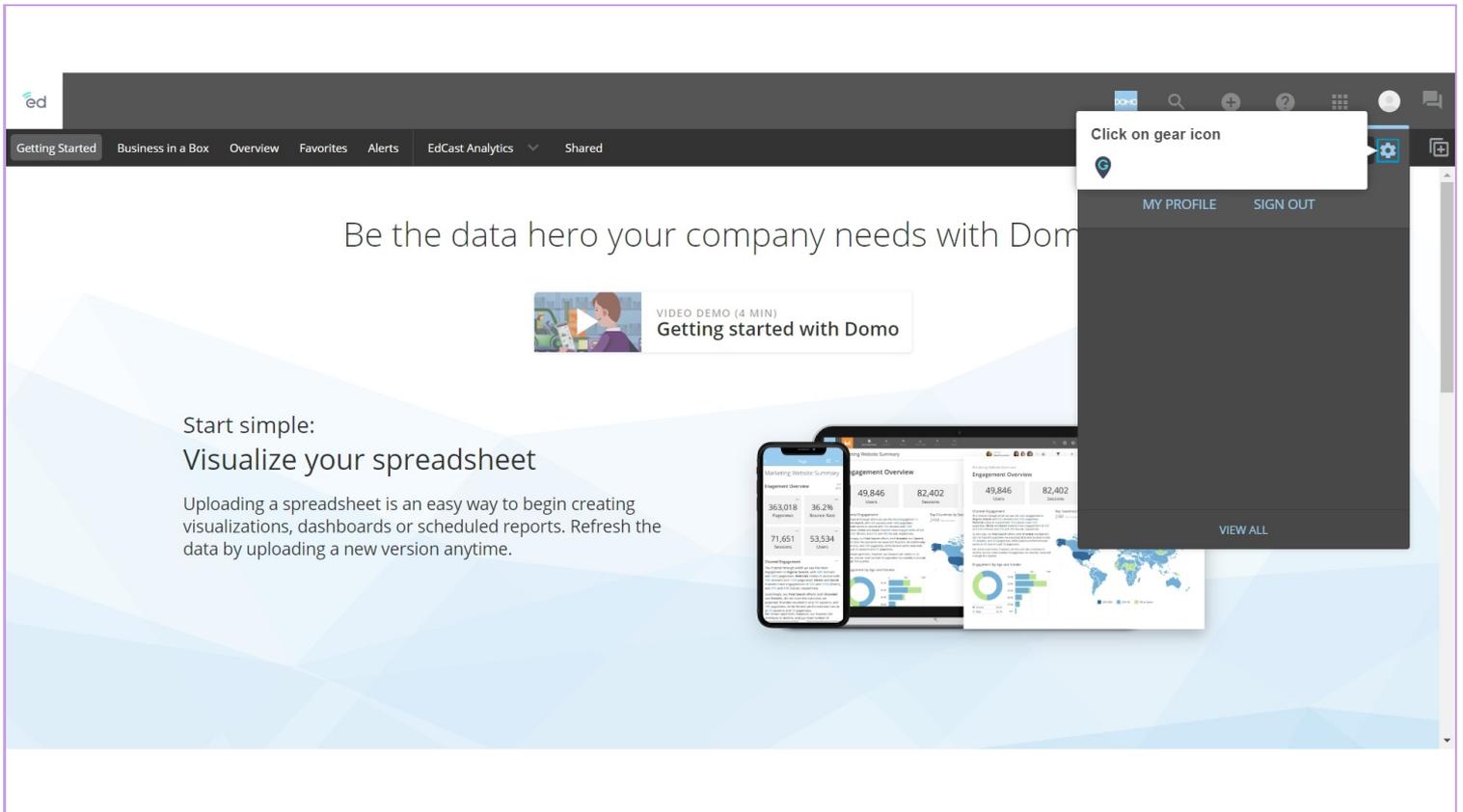
# Step: 02

Click on profile icon



# Step: 03

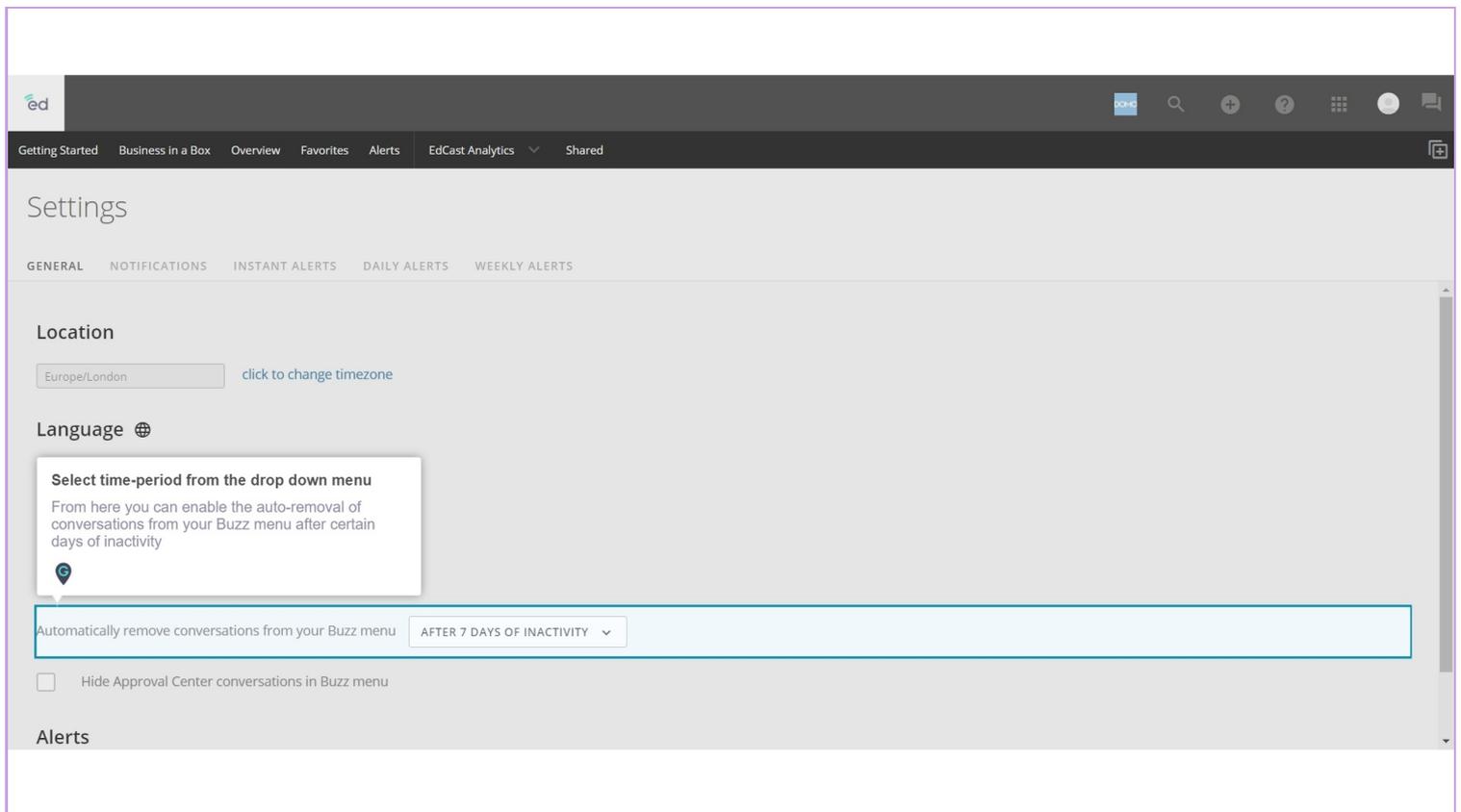
Click on gear icon



## Step: 04

# Select time-period from the drop down menu

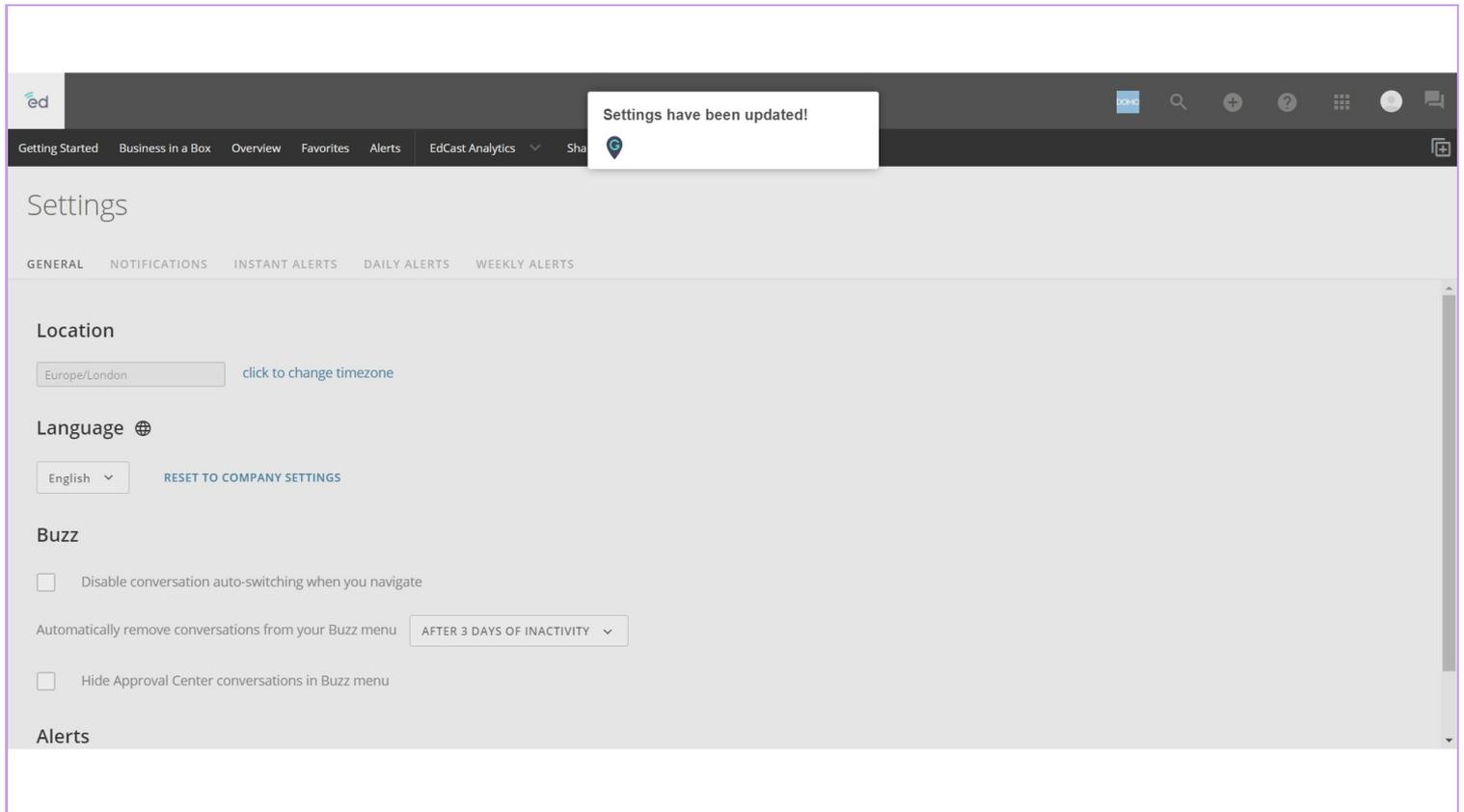
From here you can enable the auto-removal of conversations from your Buzz menu after certain days of inactivity



The screenshot shows the EdCast Analytics Settings page. The navigation bar includes 'Getting Started', 'Business in a Box', 'Overview', 'Favorites', 'Alerts', 'EdCast Analytics', and 'Shared'. The 'Settings' page has tabs for 'GENERAL', 'NOTIFICATIONS', 'INSTANT ALERTS', 'DAILY ALERTS', and 'WEEKLY ALERTS'. Under the 'Location' section, there is a dropdown menu for 'Europe/London' and a link 'click to change timezone'. Under the 'Language' section, there is a globe icon. A callout box with a location pin icon contains the text: 'Select time-period from the drop down menu. From here you can enable the auto-removal of conversations from your Buzz menu after certain days of inactivity'. Below this, there is a dropdown menu for 'Automatically remove conversations from your Buzz menu' set to 'AFTER 7 DAYS OF INACTIVITY'. There is also a checkbox for 'Hide Approval Center conversations in Buzz menu' which is currently unchecked. The 'Alerts' section is visible at the bottom of the page.

## Step: 05

# Settings have been updated!



The screenshot displays the Ed settings interface. At the top, a dark navigation bar contains the 'ed' logo, a search icon, and several utility icons. A white notification box in the center-top reads 'Settings have been updated!'. Below the navigation bar, the 'Settings' page title is visible, followed by tabs for 'GENERAL', 'NOTIFICATIONS', 'INSTANT ALERTS', 'DAILY ALERTS', and 'WEEKLY ALERTS'. The 'GENERAL' tab is active, showing sections for 'Location' (set to Europe/London), 'Language' (set to English), and 'Buzz' (with options to disable auto-switching and remove old conversations). The 'Alerts' section is partially visible at the bottom.

# Thank You!

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