

Instructions on how to delete chat history on Skype

When deleting the history of Skype chat conversations, users can choose to save the chat history like 2 weeks ago, 1 month ago or not save all chat conversations with friends.

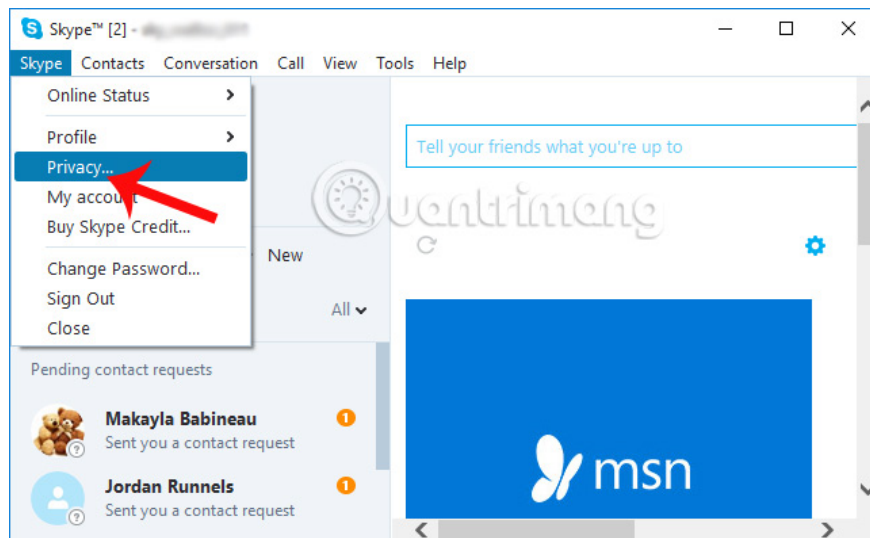
Along with popular chat applications such as Zalo, Viber, Skype are also many people choose to use. During the user chat with friends, or Skype partner will automatically save the conversation content with the time on the system. This allows users to easily find important messages on Skype.

However, if you save the history of conversations too much, your personal information will be accidentally read by others. Therefore, regularly removing chat history on Skype should be done at regular frequency. In the article below, Network Administrator will guide you how to delete chat history on Skype.

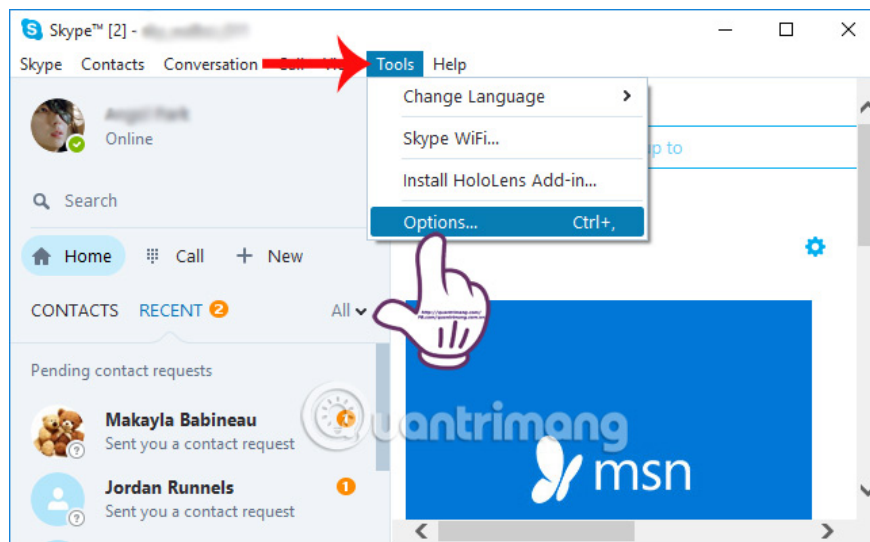
1. Download Skype for PC
2. Download the Skype Android app
3. Download the Skype iOS app

Step 1:

First of all, sign in to your Skype account. At the main interface, we click on **Skype** and select **Privacy** .



Or users can click on the **Tools** tab and select **Options** .

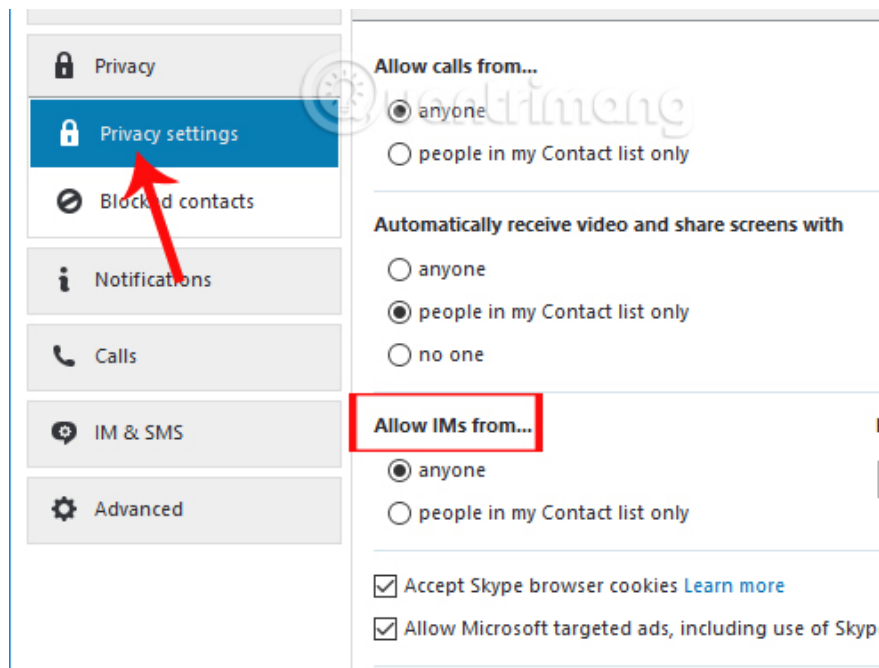


Step 2:

The Skype - Options dialog box appears. Here, we will click on **Privacy**> **Privacy settings** in the list on the left of the interface. Next look to the right, **Allow IMs from** entry will have 2 options:

1. anyone: delete the chat history of some optional accounts.
2. people in my Contact list only: delete the chat history of all friends accounts in Skype friends list.

We choose one of the two options above.

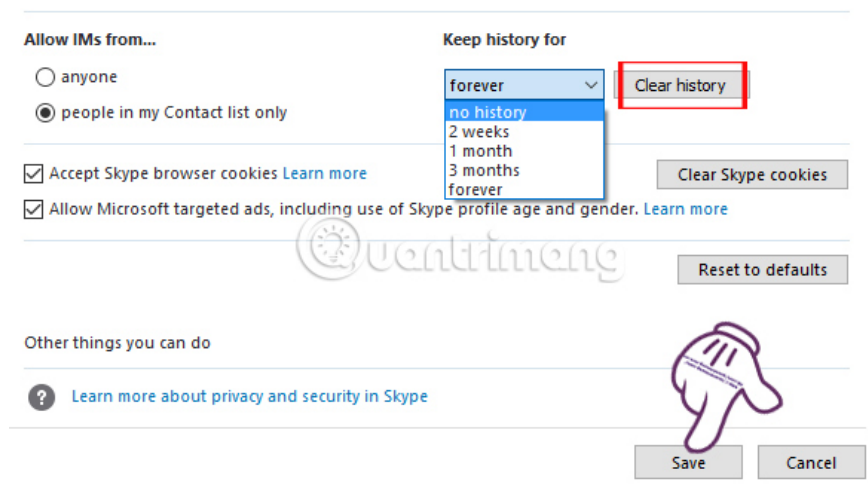


Step 3:

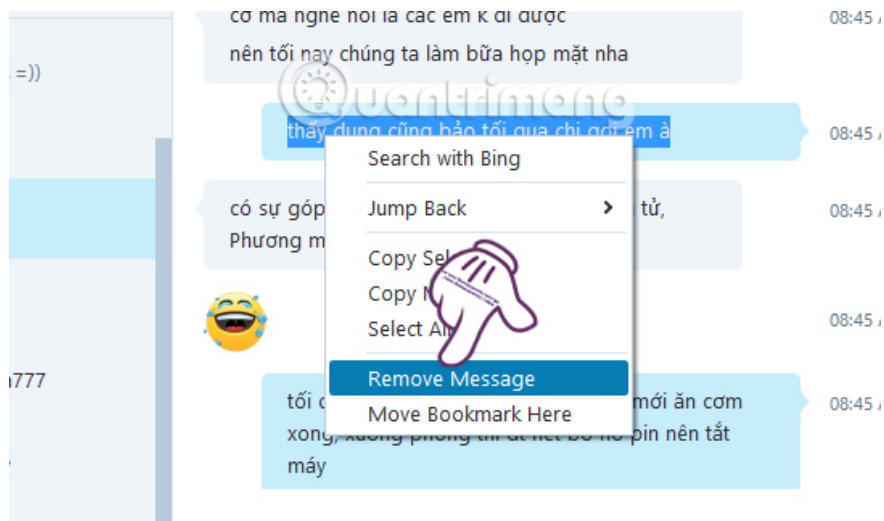
Next also in Allow IMs from . we will choose the time to save chat history conversations on Skype in Keep history for. The time to choose to save messages includes:

1. no history: does not save the message.
2. 2 weeks: stay for 2 weeks.
3. 1 month: save for 1 month.
4. 3 months: keep chat history for 2 months.
5. forever: keep messages forever.

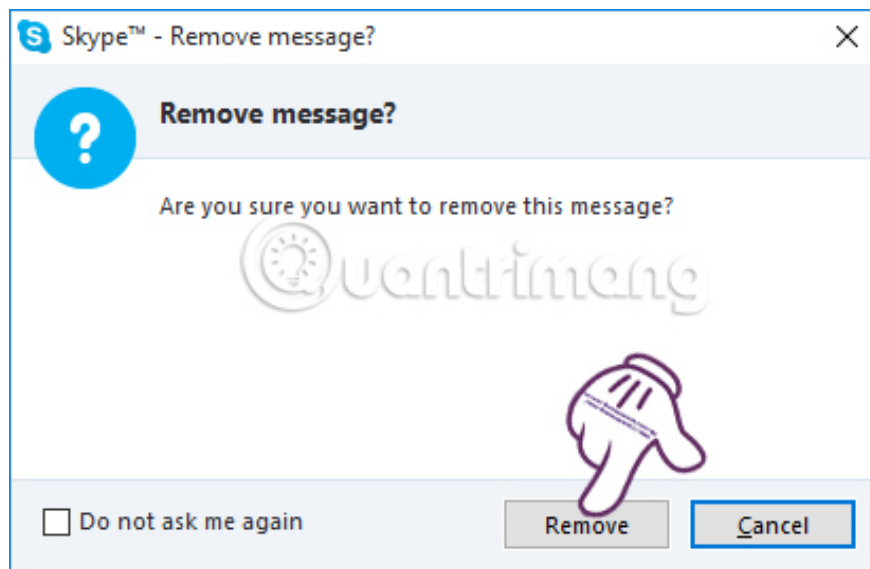
To delete the entire chat history on Skype, select **Clear history** and click **Save** to save.



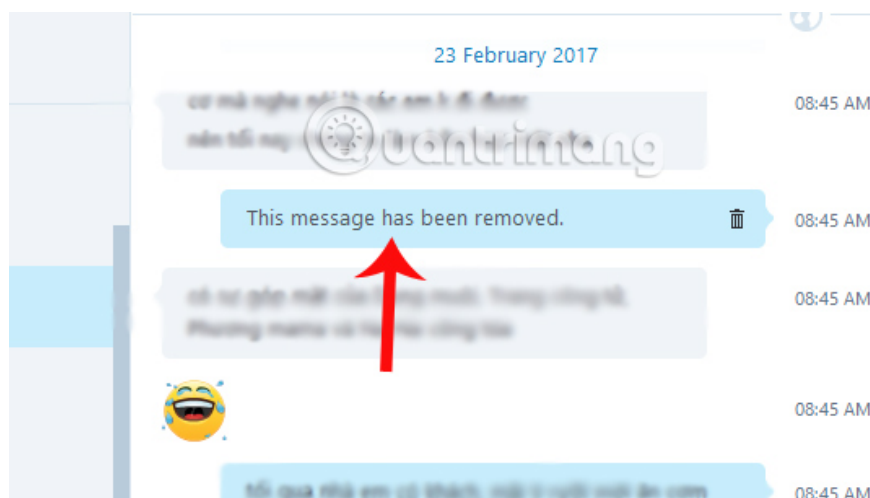
In addition, we can also **delete certain sent messages** in Skype chat conversations. At the message you want to delete, highlight and click the left mouse button and select **Remove Message** .



A dialog box asking if the user is sure he wants to delete this sent message, click **Remove** .



Soon you will see **the message that this message has been deleted** in the chat conversation.



Above is a tutorial on how to delete chat history on Skype. Users can choose to save chat history, or never save chat history on Skype. Also, if you want to delete some private messages, but you don't want to delete the entire conversation, just press the Remove command.

Refer to the following articles:

1. How to hide IP address on Skype
1. Summary of shortcuts on Skype
1. How to fix Skype has stopped working

I wish you all success!

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