

MonarchMind: Organizing Chats

1. Access the main menu

If the main menu is not visible, expand it by clicking on the **menu icon** (three lines) in the top left corner. This menu allows you to view and manage your previous chats.

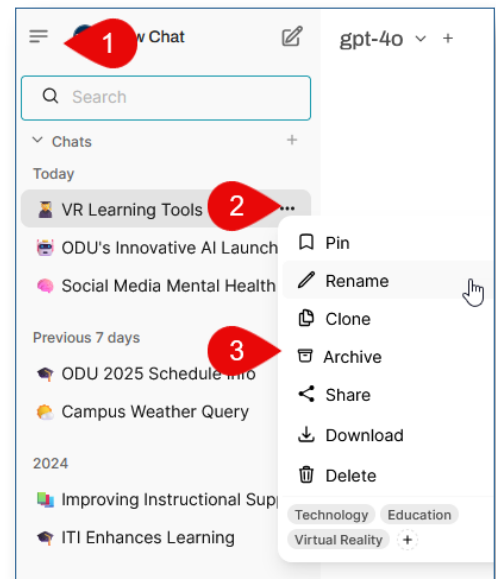
2. Manage individual chats

Click the **three dots** next to the chat you want to manage.

3. Choose a chat option

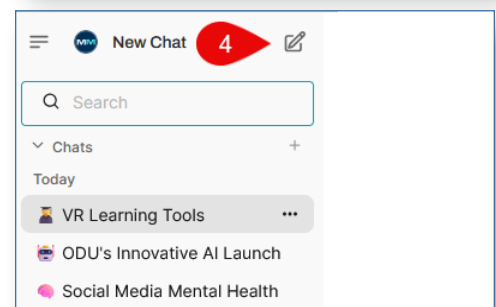
From the expanded options, you can:

- Rename the chat
- Share the chat
- Delete the chat
- Archive the chat
- Explore additional options as needed



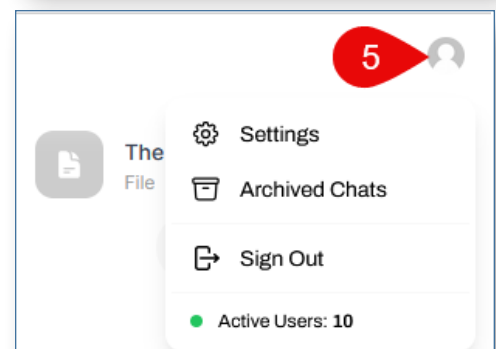
4. Create a new chat

To start a new conversation, click the **New Chat** icon, usually found in the main menu or toolbar.



5. Access archived chats

Click on the profile icon typically found in the upper-right corner of the screen, and select **Archived Chats** to view any chats you have archived.



6. Use the chat menu for open chats

When you have a chat open, access additional options by clicking on the **chat menu** (three dots) located within the chat window. Here you can:

- Share the chat
- Download the conversation
- Copy messages
- Utilize other available tools

