

Set a User or Company to Read-Only for a Conversation

- 1. From a Conversation, click the **Contacts & Companies** tab.
- 2. Find the **User** or **Company** you want to set to read-only.
- 3. To the right of the **User** or **Company**, click the **Read-Only** button.
- 4. In the new window, click **Yes** to confirm the change.