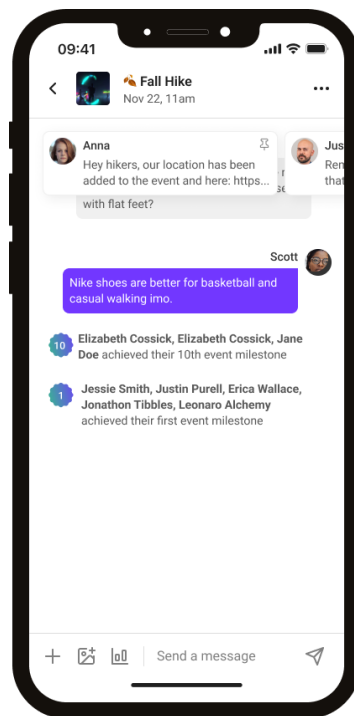# Pin chats

Pinned messages are a powerful way to keep important information visible and accessible in your chats. Pinned chats can be used in any chat on Heylo, whether it's events, announcements or group chats. Pinned chats are the most visible on Heylo compared to communication alternatives - they are prominently displayed as a two-line banner at the top of the chat screen, not nestled in the header or hidden behind another screen.

Who Can Pin Messages?

Heylo ensures that only the group leaders have control over what gets pinned
- Admins can pin any message in any group chat or event chat
- Moderators can pin messages in chats that they moderate
- Hosts can pin chats in any event that they host

How to Pin a Message

1. Navigate to the chat message you want to pin. This can be a message from you or another member of your grop

2. Long press on the message.

3. Select the **"Pin"** option that appears on the bottom.

4. The message will now appear as a two-line banner at the top of the chat for all participants to

see.

How to Remove a Pinned Message

1. Navigate to the chat where the pinned message is displayed, or tap the pinned message

2. Long press on the message

3. Select the **"Unpin"** option to remove the pin

4. The message remains but will no longer appear at the top of the chat

Only admins, hosts and moderators can pin chats, and there's no limit in the number of pinned messages or chats.