Closing, deleting, or archiving a channel

The only member of a channel who can close or delete it is the channel owner. Members who can archive (export the data) of a channel are the owner, admins, and managers.

- Closing a channel
- Reopening a channel
- Archiving a channel
- Deleting a channel

This page shows you how to close, reopen and delete channels from the channel icon in the desktop. You can also complete these actions from the channel sidebar which you can access from within any channel. See Channel Sidebar: Finding Channels for help.

Closing a channel

Closing a channel makes it inactive, but as the owner, you can reactivate it. You can either close a channel from the AirSend dashboard or within the channel from the Channel's settings.

Either close the channel from the AirSend dashboard			Or close the channel from within the channel.		
In the		e three dots in the upper-right of the channel .	 Open the channel, and in the channel toolbar, click the settings button: 2 2 Search in channel The Channel settings dialog box opens. Click Operations. Next to Close Channel, click Close. 	×	
		Delete channel	Export channel data Generate a compacted file including actions, files, wiki and messages. ▲ Export Close channel Close and archive the channel. You can reopen it in the future. Delete channel Completely remove the channel. You can't undo this action.		

The channel disappears from the default AirSend channel view, **Show Active**. However, you can view it in **Show All** or **Show Closed** view. The lock icon on the channel indicates that it is closed.

Channels	Show Closed Sort by Most Recentle	y Active	
		The Blue Carrot Cafe	
	Create New Channel	容 4 members ① 3 files ④ Last updated 6 days ago	

Reopening a channel

You can reopen a closed channel if you are the channel owner.

To find the closed channel, in the AirSend dashboard's Channel drop-down list, choose Show Closed or Show All.



The channel appears on the desktop.

 Either reopen the channel from the AirSend dashboard: Click the three dots in the upper-right corner of the channel icon, and click Activate channel.

The Blue Carrot Cafe	
2 members ① 9 files ① Last updated 3 days ago	 Mute channel Activate channel □ Duplica channel ŵ Settings □ Delete channel

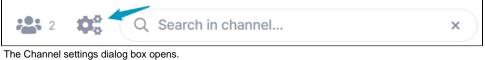
2. Or reopen the channel from within the channel:

a.	Open the channel, and in the channel toolbar, click the settings button:				
		2 🔅	Q Search in channel		×
		el settings dialog b	ox opens.		
	Click Opera	ations. ivate Channel, clic	k Activato		
0.		Trate onamici, one	A Activate.		
	Chann	el settings			×
	General	Customization	Operations		
	Exp	ort channel data			
	Generate a compacted file including actions, files, wiki and messages. <u>A</u> Export Reopen Channel Reopen the channel in order to continue to interact with it. <u>A</u> Reopen		යි Export		
			🔒 Reopen		
	Dele	te channel	,		
		pletely remove the c can't undo this actio		Delete	

Archiving a channel

Before you delete a channel or any time you want to back up its contents, archive it by clicking the **Export** button in the **Operations** tab of the **Channel set** tings dialog box.

1. Open the channel, and in the channel toolbar, click the settings button:



2. Click the Operations tab.

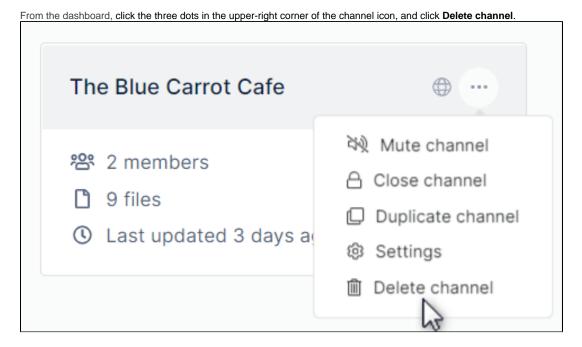
Chann	el settings			×
General	Customization	Operations		
-	ort channel data erate a compacted fil	e including actions, files, wiki and messages.	윤 Export	
-	pen Channel ben the channel in ord	der to continue to interact with it.	A Reopen	
Com	te channel pletely remove the c can't undo this actior		🗊 Delete	

3. Click the **Export** button next to **Export channel data**. The channel's contents are downloaded as a zip file that contains files storing messages, tasks, files, and wiki contents.

Deleting a channel

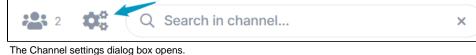
The only member of a channel who can delete it is the owner. Deleting a channel permanently removes it from the system, and it cannot be reactivated. Archive the channel (see above) before deleting it in case you need the contents later.

Either:



Or:

1. Open the channel, and in the channel toolbar, click the settings button.



Click Operations.

3. Next to Delete Channel, click Delete.

Chann	Channel settings			
General	Customization	Operations		
-	Export channel data Generate a compacted file including actions, files, wiki and messages. Reopen Channel Reopen the channel in order to continue to interact with it.			
Corr	Delete channel Completely remove the channel. You can't undo this action.			