

If you're the owner

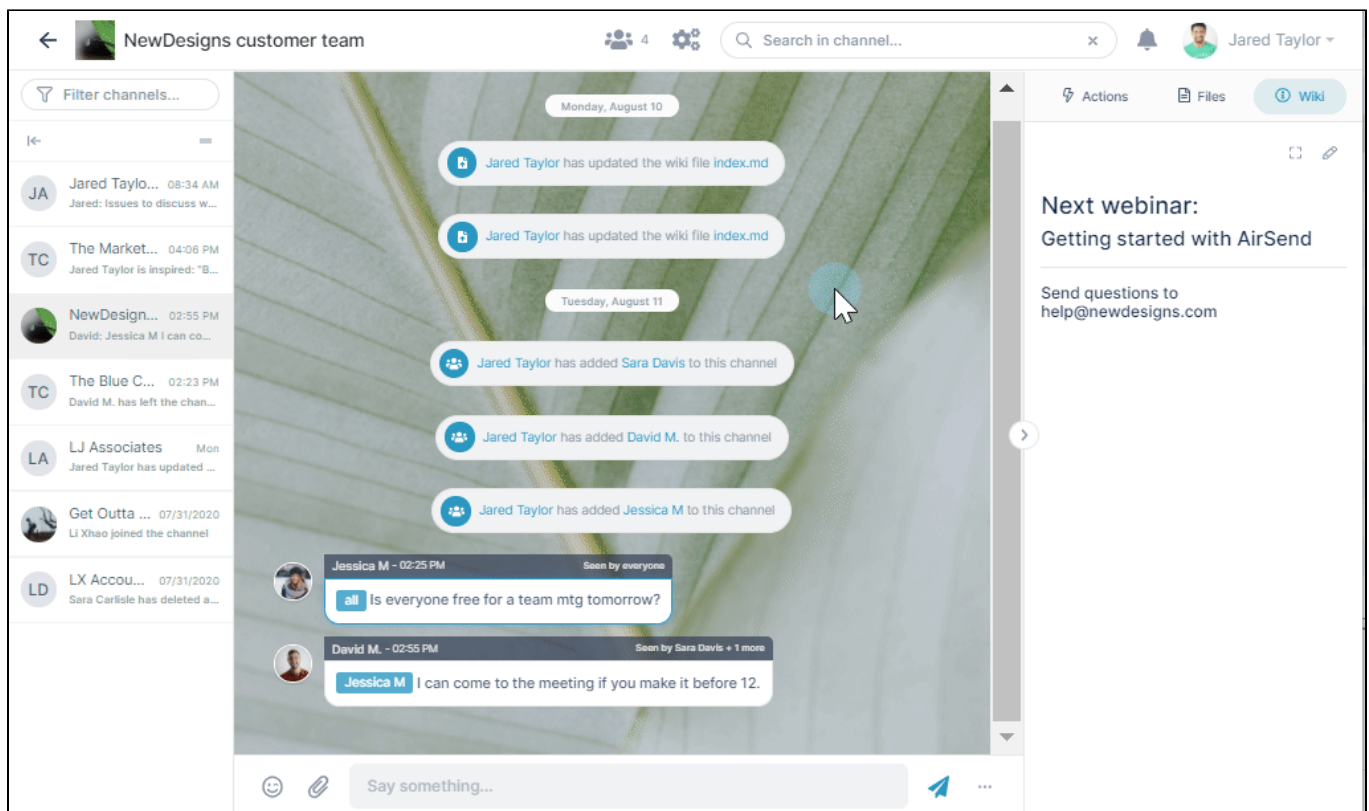
If you've created a channel, you're the owner, and initially, you'll take care of adding members and setting up its look and feel. But as you manage your channel, there are maintenance tasks you may want to do, such as promoting and deleting members, closing the channel, or exporting its contents. If for any reason you want to delete the channel, you can do that too.

Promote Members

You can promote members to give them more privileges in a channel.

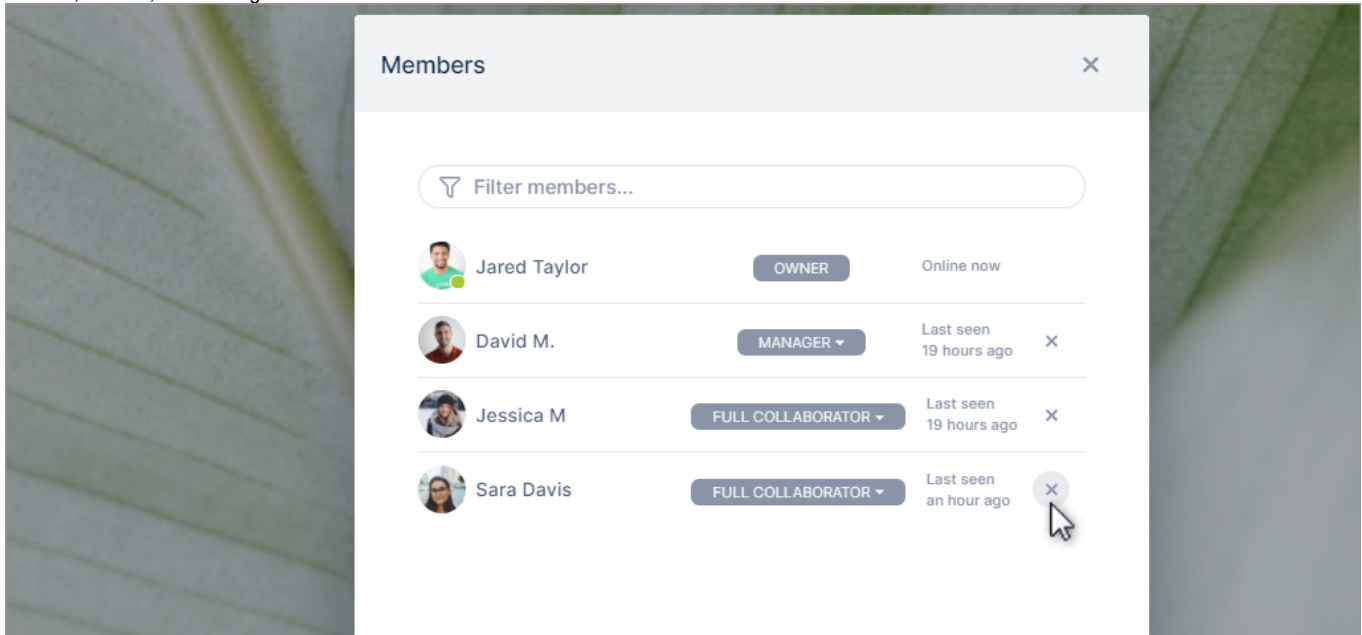
By default, when you add members to channels, they are [full collaborators](#). Full collaborators cannot add and remove members from the channel; to give a user that privilege and others, promote them to [manager](#) or [admin](#).

To promote a member, click the members icon and change the member's type in the drop-down list:



Remove members

Owners, admins, and managers can also remove members from a channel.

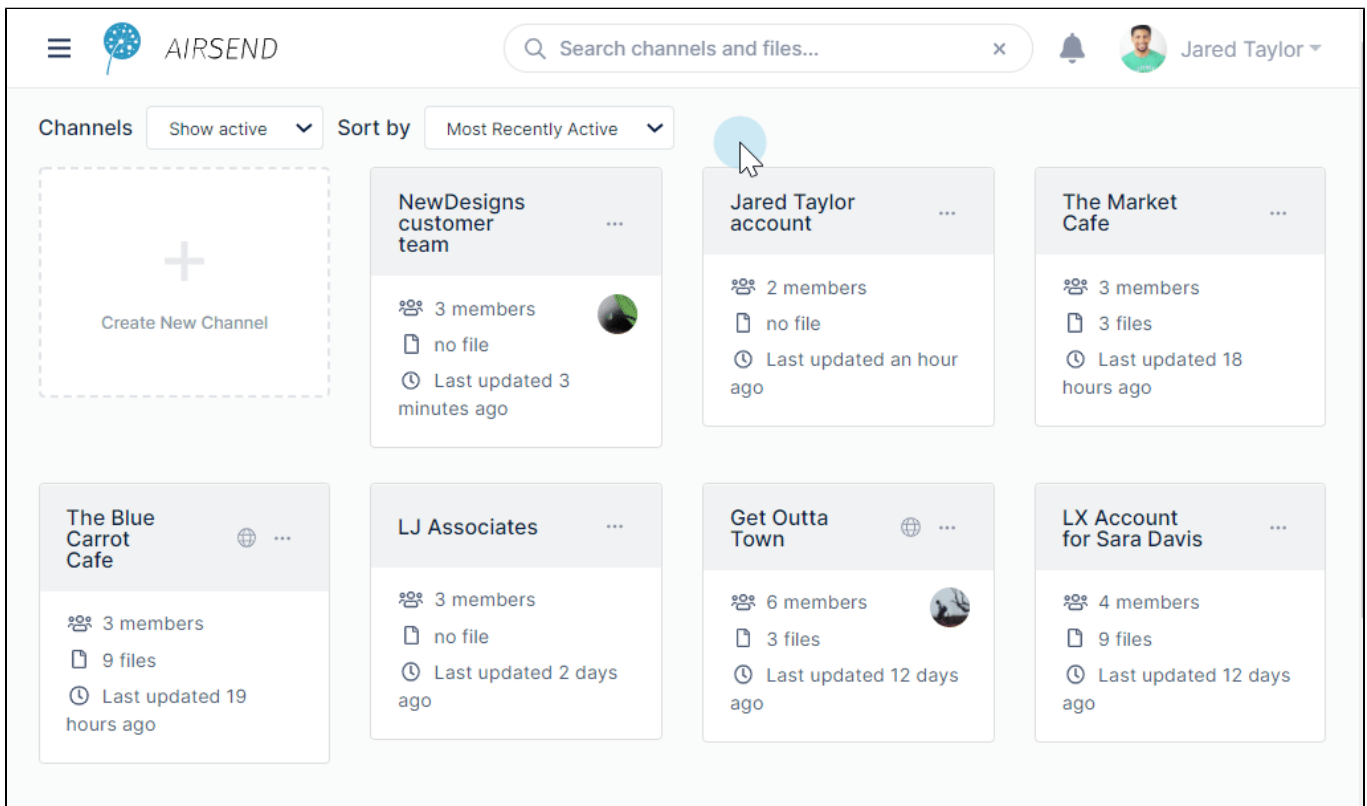


Customize the channel

If you're the owner, manager, or admin in a channel, you can customize it by adding your own logo and background. For help customizing a channel, see [Style and Customization](#).

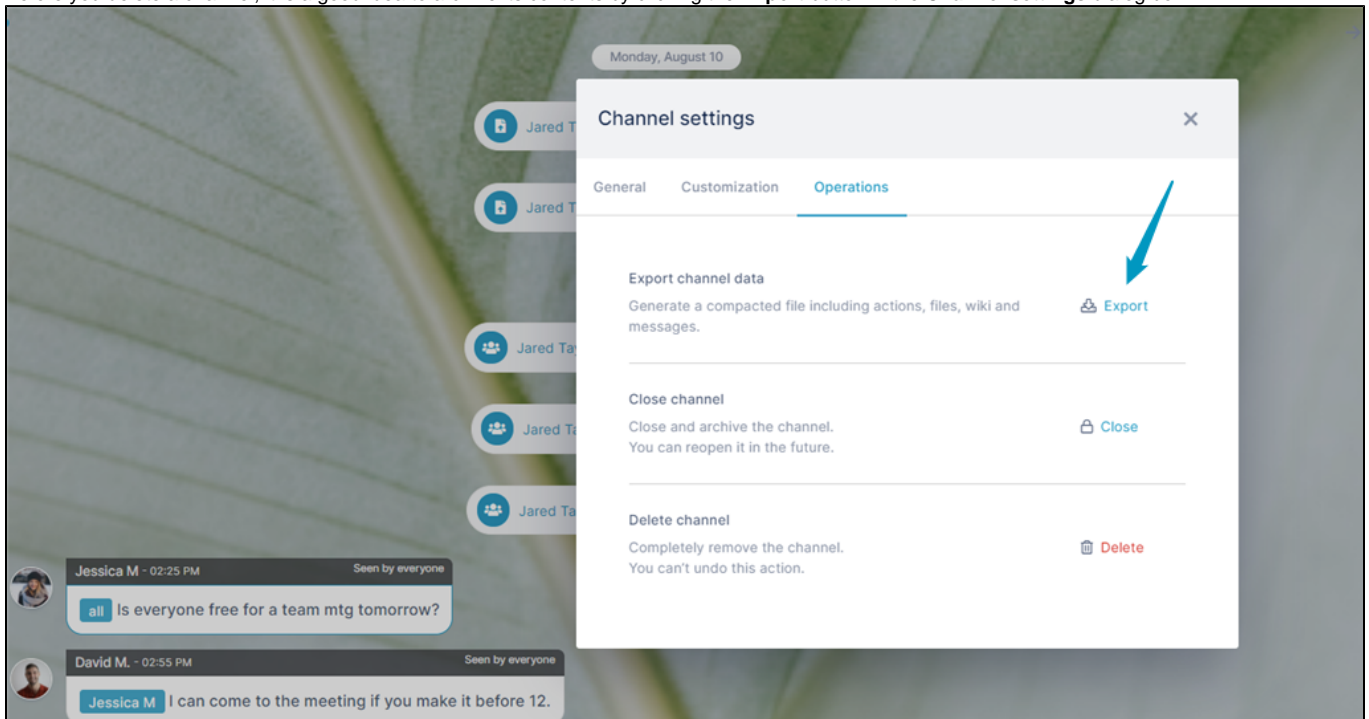
Close the channel

If you're the owner of a channel, you have the ability to close it. Closing a channel suspends it; it is still present and you can reactivate it, but it only appears when **Channels** is set to **Show closed** or **Show all**.



Export channel data

Before you delete a channel, it is a good idea to archive its contents by clicking the **Export** button in the **Channel settings** dialog box.



The channel's contents are downloaded as a zip file that contains files storing messages, tasks, files, and wiki contents.

Delete the 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.

The screenshot shows the AIRSEND interface. At the top, there's a header with the AIRSEND logo, a search bar labeled "Search channels and files...", and a user profile for Jared Taylor. Below the header, there's a "Channels" section with a "Show all" dropdown and a "Sort by" dropdown set to "Most Recently Active". A "Create New Channel" button is on the left. A list of channels is displayed, each with a header, a menu icon, and details like members, files, and last updated time. A context menu is open for the "NewDesigns customer team" channel, showing options: "Mute channel", "Activate channel", "Duplicate channel", "Settings", and "Delete channel".

Channels Show all Sort by Most Recently Active

Create New Channel

NewDesigns customer team ...
3 members
no file
Last updated minutes ago
Mute channel
Activate channel
Duplicate channel
Settings
Delete channel

Jared Taylor account ...
2 members
no file
Last updated 2 hours ago

The Market Cafe ...
3 members
3 files
Last updated 18 hours ago

The Blue Carrot Cafe ...
3 members
9 files
Last updated 20 hours ago

LJ Associates ...
3 members
no file
Last updated 2 days ago

Get Outta Town ...
6 members
3 files
Last updated 12 days ago

LX Account for Sara Davis ...
4 members
9 files
Last updated 12 days ago

<https://live.airsend.io/#>

Next: Public channels

Also see

[Member Types](#)