

If you're the owner

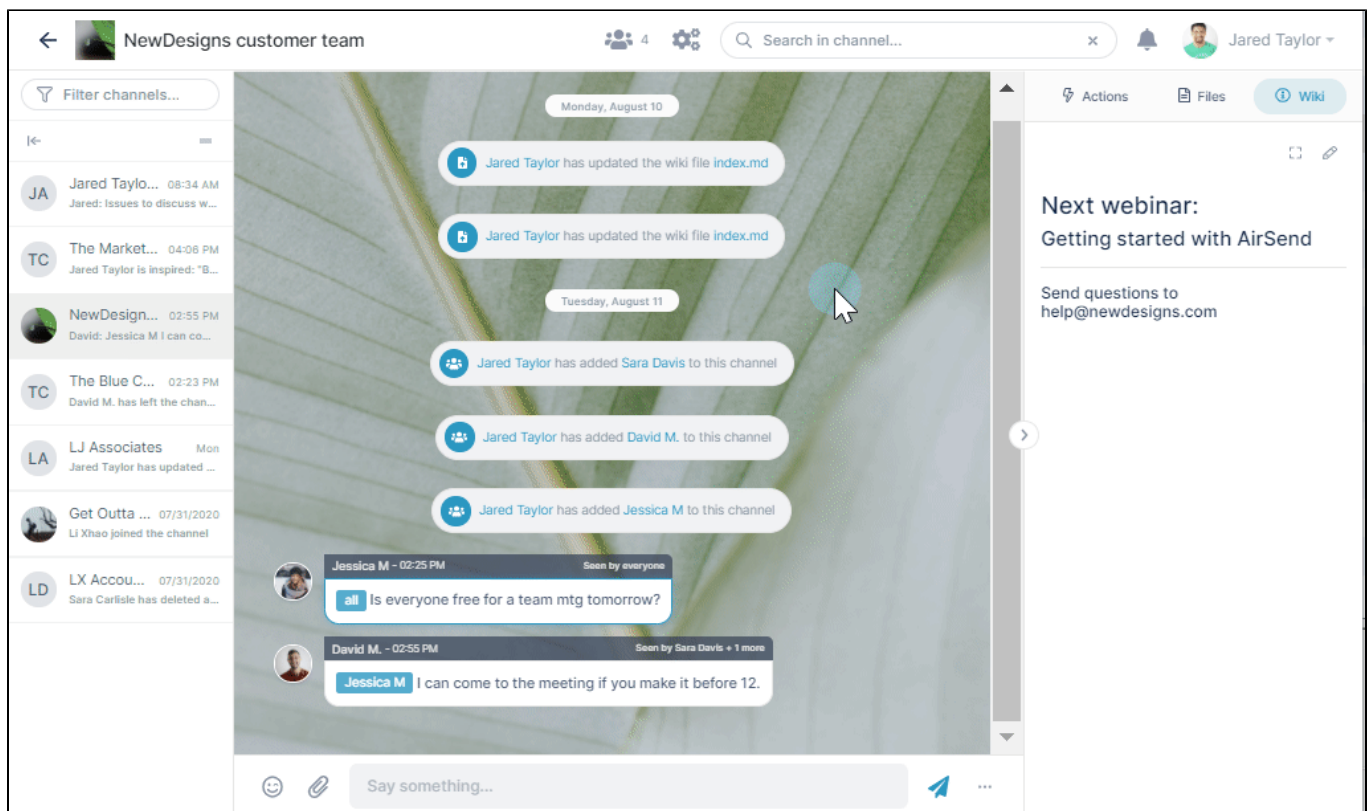
If you've created a channel, you're the owner, and initially, you'll take care of adding members and setting up its look and feel. But as you manage your channel, there are maintenance tasks you may want to do, such as promoting and deleting members, closing the channel, or exporting its contents. If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

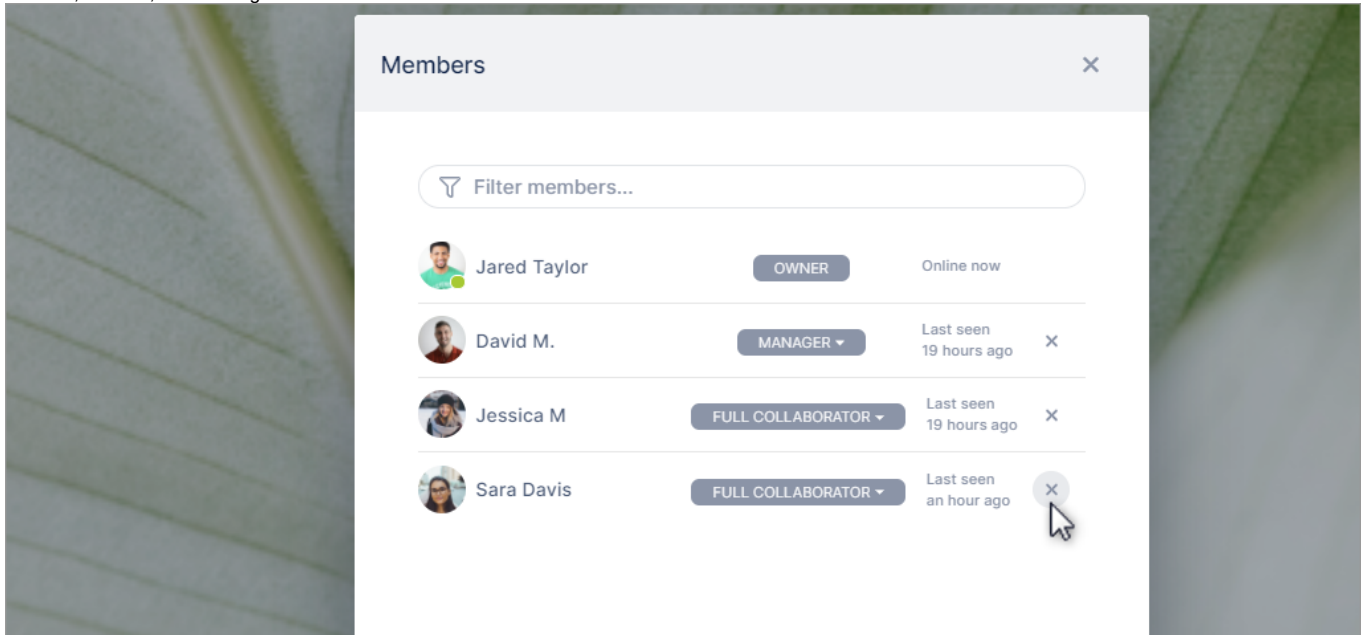
By default, when you add members to channels, they are [full collaborators](#). Full collaborators cannot add and remove members from the channel; to give a user that privilege and others, promote them to [manager](#) or [admin](#).

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.

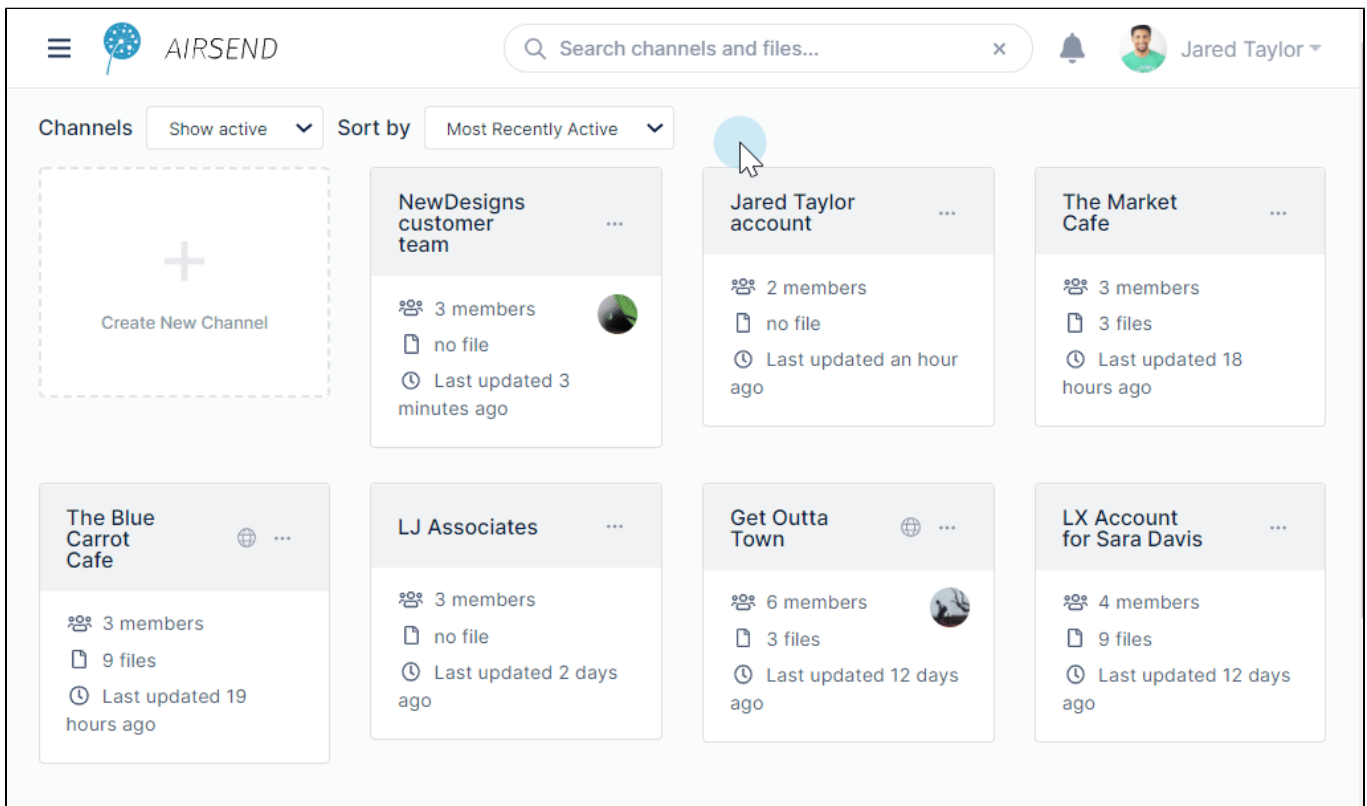


Customize the channel

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](#).

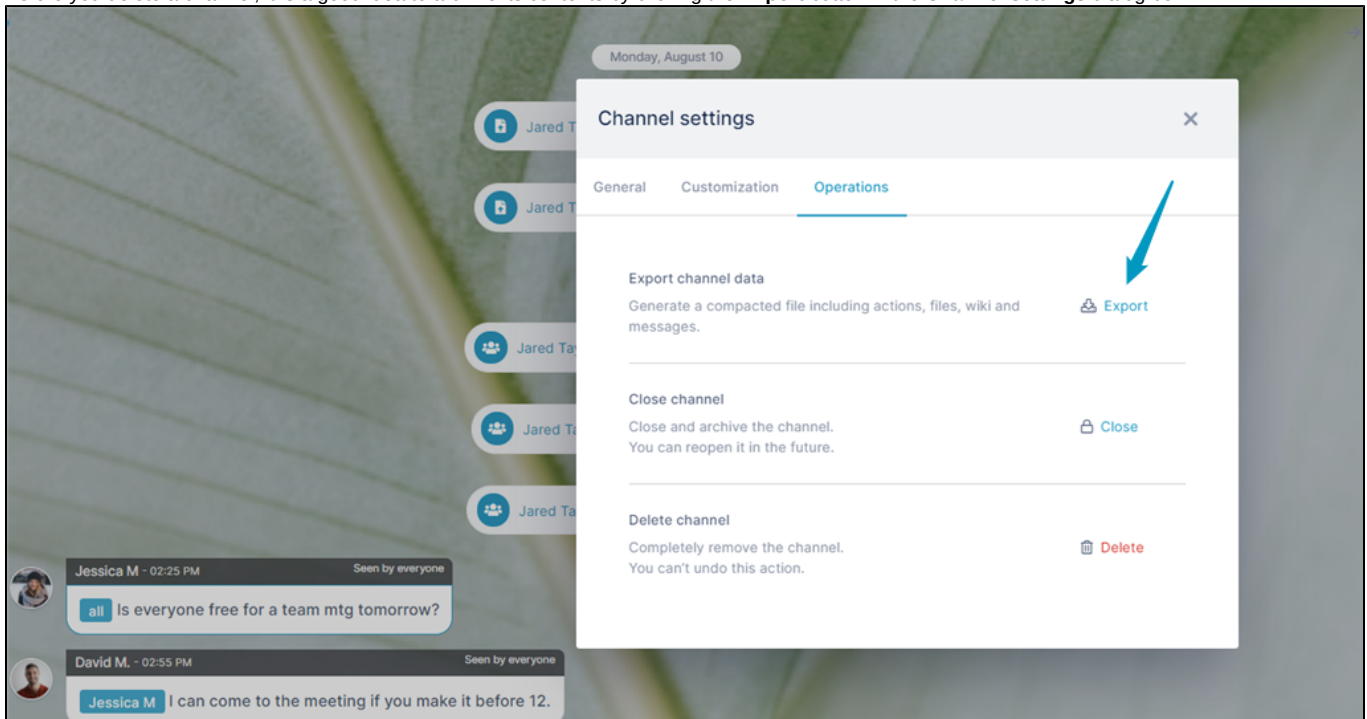
Close the channel

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 displays the AIRSEND web interface. At the top, there is a navigation bar with the AIRSEND logo, a search bar labeled "Search channels and files...", and a user profile for Jared Taylor. Below the navigation bar, the main content area shows a grid of channels. On the left, there is a "Create New Channel" button. The channels listed are:

- NewDesigns customer team**: 3 members, no file, last updated minutes ago. A context menu is open over this channel, showing options: Mute channel, Activate channel, Duplicate channel, Settings, and Delete channel (highlighted by a mouse cursor).
- 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.

At the bottom left, the URL <https://live.airsend.io/#> is visible.

Next: Public channels

Also see

[Member Types](#)