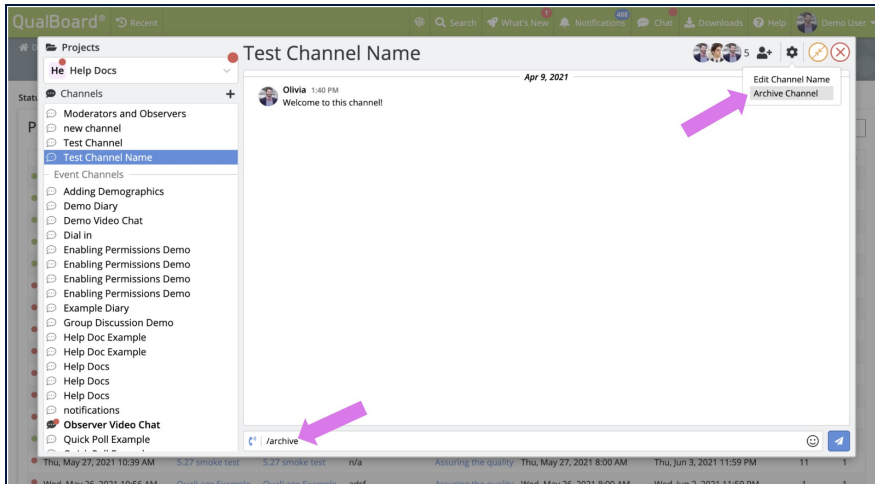


How to Archive a Channel

Last Modified on 07/07/2021 5:12 pm EDT

1 of 6

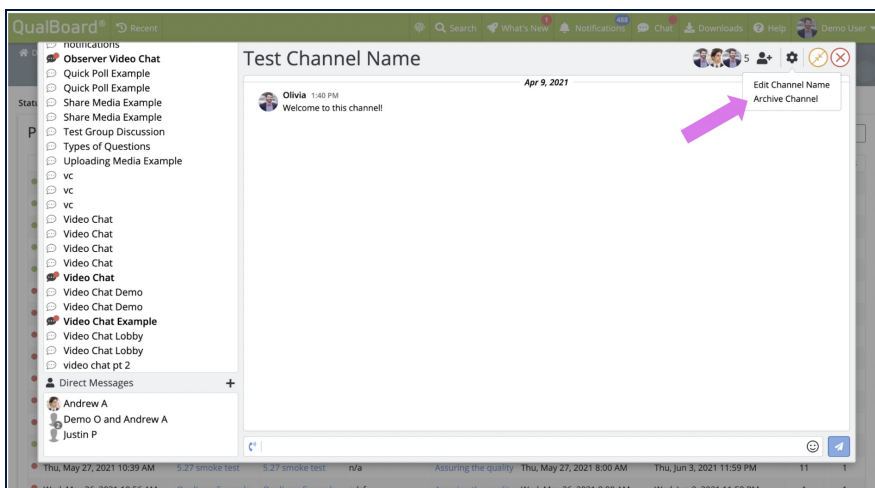
Archiving a channel will make it so no new messages can be sent in that channel. To archive a channel, you can either use slash command "/archive" or press the gear icon at the top right of the screen.



You're well on your way! Click Next for the next step.

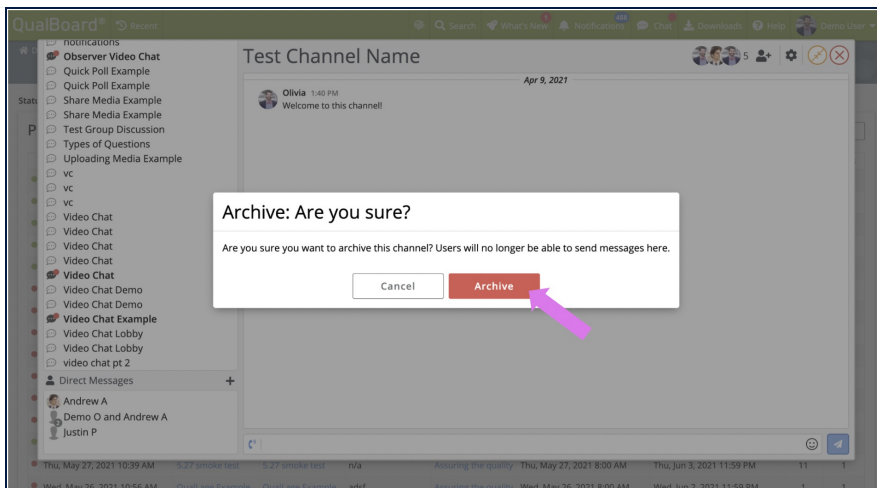
2 of 6

If you choose to click the gear icon, then click "Archive Channel".



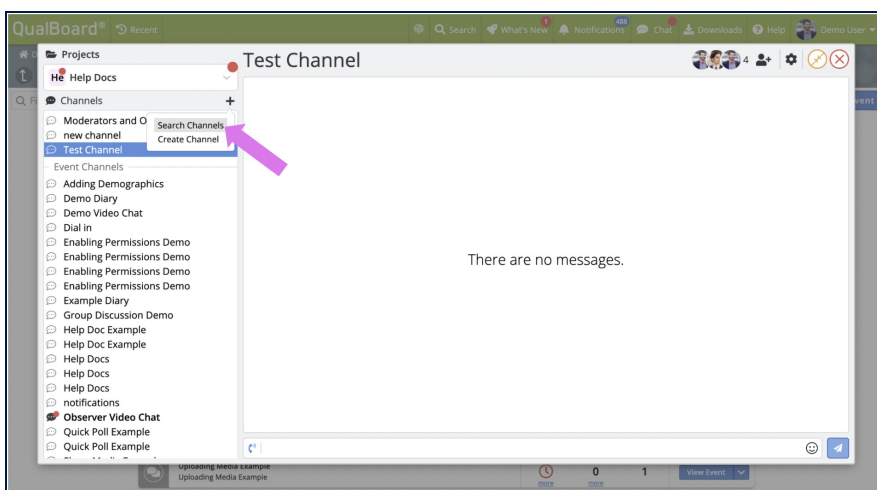
3 of 6

You will receive a message ensuring that you want to archive the channel. If you still want to archive it, click "Archive".



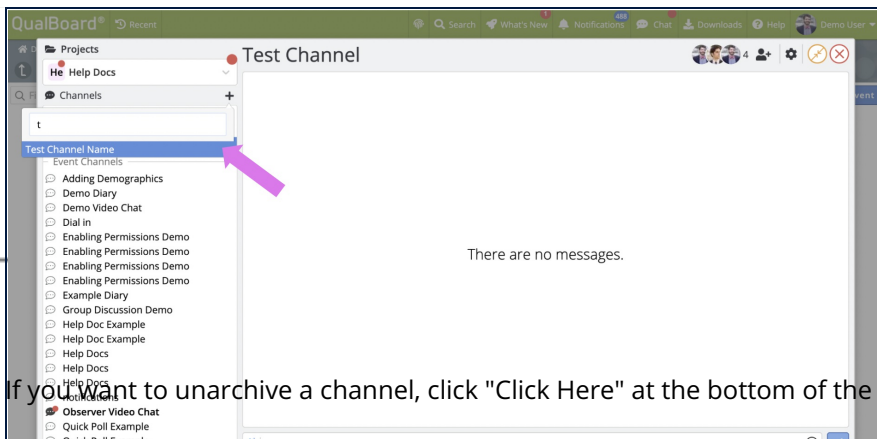
4 of 6

After you've archived a channel, if you click the plus button to add a channel you can search for the channels you've archived by selecting "Search Channels".



5 of 6

Search for your channel by typing its name in the search bar. Select the channel you want to view.



6 of 6

If you want to unarchive a channel, click "Click Here" at the bottom of the screen.

