



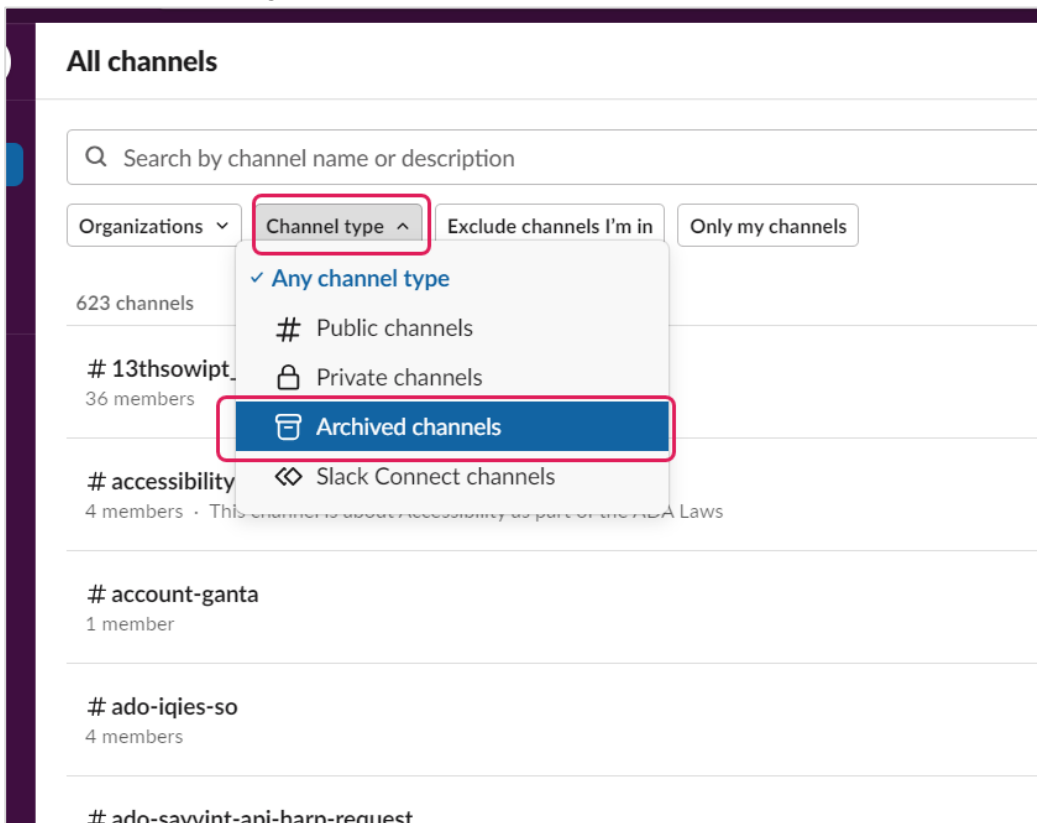
September 5, 2023

Steps to Read Archived Slack Messages or Unarchive Channels

Beginning today, September 5th, a channel management bot will be running monthly to archive Slack channels that have not been used (no posts or added members) in the past year. However, you can still read messages in archived channels.

Here's how:

1. Click the **Channels** section on the left-hand sidebar and open the dropdown menu.
2. Select **Manage**.
3. Select **Browse channels**.
4. Click the **Channel type** button underneath the search bar.



5. Click **Archived channels**.
6. Type in the channel name if known, click enter, and browse for the desired channel.
7. Hit the back button arrow if you need to return to the search results.

To unarchive a channel

If you decide to unarchive a channel:

1. Select the channel you'd like to unarchive from your search.
2. Click the channel name in the conversation header.
3. Click **Settings**, then click **Unarchive this channel**.

If the channel is private, **the channel members will be retained, but if it's public, the former members will not be restored.**

Note: Channel names can't be repeated. To reuse the name of an archived channel, you'll need to unarchive it and rename the channel.

Contact

For further questions or help, please reach out in the [#help-slack](#) channel.

Slack. It's a snap!



Questions? Submit questions and comments in Slack at [#help-slack](#).

hcqis.slack.com

If you need additional information, contact us:

Phone: 1-866-288-8914

Slack: [#help-service-center-sos](#)

Save time. Submit and Track your ticket!

VISIT CCSQ Support Central

Email:

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To unsubscribe send an email with a subject of "Unsubscribe" to qnet-slack-leave@mailers.qualitynet.org.

Please note Slack is neither a System of Record nor approved for sensitive information.