Manage Slack

inSync Cloud Editions:  
- Elite Plus
- Elite
- Enterprise
- Business

Overview

You can perform the following tasks to manually manage Slack using inSync:

- Edit Slack Organization settings in inSync
- Enable backup for a Slack Org
- Disable backup for a Slack Org
- Delete Slack Org from inSync

Edit Slack Organization settings in inSync

As an inSync Cloud administrator, you can edit and update the backup settings for existing registered Slack Organizations configured within inSync.

Procedure

To modify and update the existing Slack backup settings:

1. On the inSync Management Console menu bar, click the \(\equiv\) icon to access the global navigation panel.
2. Click SaaS Apps.
3. Click Slack. A list of existing Slack accounts registered for backup is displayed.
4. Click a configured and connected Slack Org ID that you want to edit.
5. On the Summary tab under Backup Settings, click Edit. The Edit Backup Settings window appears. Update the
required details and click **Save**.

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**Important:** You cannot change the storage assigned for the selected Slack Org.

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### Enable backup for a Slack Org

By default, when you configure a Slack Organization for backup, it is automatically enabled for backup.

However, in case, you had disabled a Slack Organization for backup earlier, you can again enable the backup. For a Slack Organization on which backup was disabled, inSync retains previously backed up data. After you enable the backup, inSync again starts backup of the data as per the existing backup settings.

### Procedure

To enable backup for a previously disabled Slack Organization:

1. On the inSync Management Console menu bar, click the icon to access the global navigation panel.
2. Click **SaaS Apps**.
3. Click **Slack**. A list of existing Slack accounts registered for backup is displayed.
4. Click on the Slack **Org ID** that you want to enable.
5. Click **Configure** beside **Configure** and click **Enable**. A confirmation dialog box appears.
6. Click **Enable** to start backup of the selected Slack Organization.

   inSync immediately starts backing up data of the Slack Organization.

### Disable backup for a Slack Org

As an administrator, you can disable backup of a Slack Organization that is configured for backup.

When you disable backup of a Slack Organization, inSync stops backing up data of that Slack Organization. However, inSync retains data that was previously backed up.

If a backup is in progress, inSync completes the backup and then disables backup of that Slack Organization.
Procedure

To disable backup of a Slack Organization,

1. On the inSync Management Console menu bar, click the **icon** to access the global navigation panel.
2. Click **SaaS Apps**.
3. Click **Slack**. A list of existing Slack accounts registered for backup is displayed.
4. Click on the Slack **Org ID** that you want to disable.
5. Click **beside Configure** and click **Disable**. A confirmation dialog box appears.
6. Click **Disable** to stop backup of the selected Slack Organization.

**inSync** stops backing up data of the Slack Organization. However, data that was previously backed up is retained.

In the future, if you want to again start backing up this Slack Organization, you can enable the backup using the Enable option.

Delete Slack Organization from inSync

As an administrator, you can delete a Slack Organization configured for backup anytime from inSync.

**Important** When you delete a Slack Organization, inSync permanently deletes all the data backed up for that Slack Organization.

Procedure

To delete Slack Organization from inSync,

1. On the inSync Management Console menu bar, click the **icon** to access the global navigation panel.
2. Click **SaaS Apps**.
3. Click **Slack**. A list of existing Slack accounts registered for backup is displayed.
4. Click on the Slack Organization **Org ID** that you want to delete.
5. Click 

beside **Configure** and click **Delete**. A confirmation dialog box appears.

6. Click **Delete** to delete the selected Slack Organization.

inSync deletes the Slack Organization. inSync permanently deletes all the data backed up for that Slack Organization.