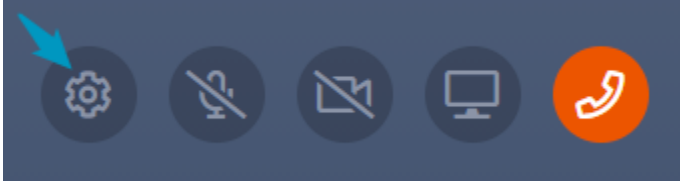


Changing a Meeting from Private to Public

After you have begun a private meeting in a channel, you can make it public by generating a meeting link and sending it to users outside the channel.

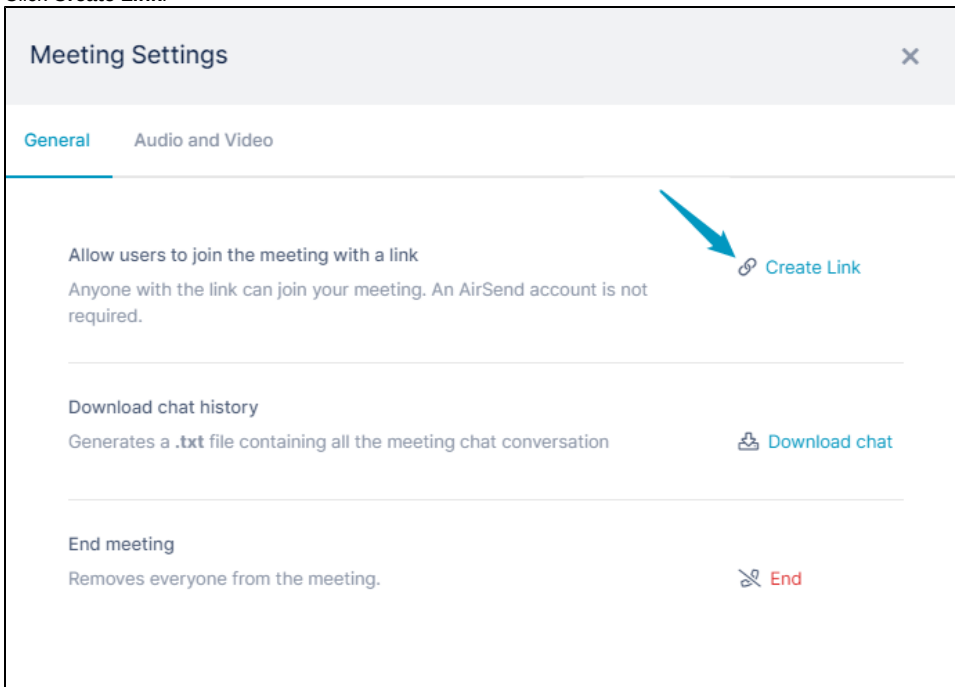
To change a meeting from private to public:

1. In the private meeting, click the Settings button.



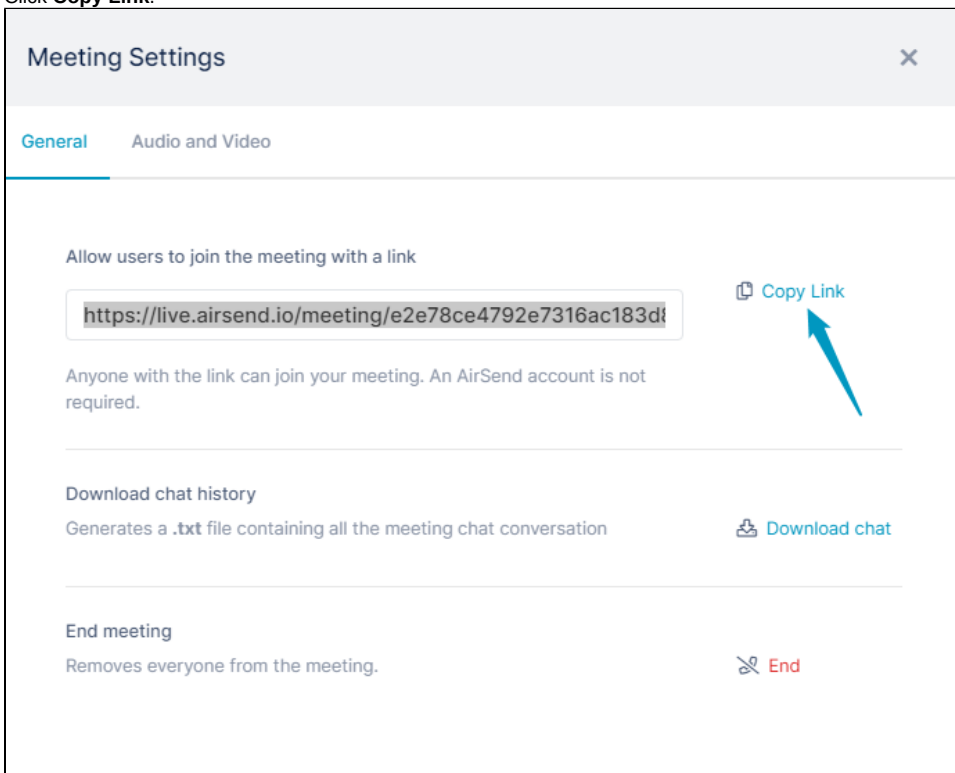
The **Meeting Settings** dialog box opens.

2. Click **Create Link**.



Once you click **Create Link**, the meeting becomes public for everyone in the meeting.

3. Click **Copy Link**.



4. Send the link to anyone you want to invite to join the meeting.



Attendees who were in the meeting when it was private no longer have a connection between the channel and the meeting when it is made public. When they click the Message icon, instead of returning to the channel, they open a message panel on the left.

The content in the right panel is not automatically saved, but you can save it as a text file by clicking the download button at the bottom of the chat:

