

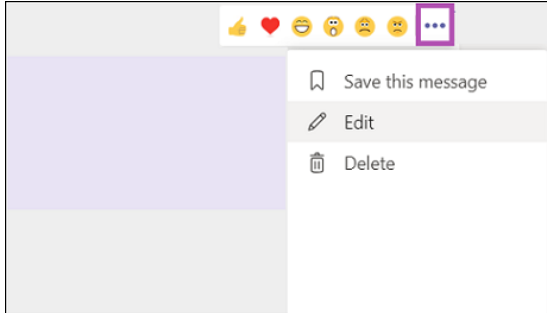
## Managing Your Teams Experience – Editing and Deleting Messages

### Edit a sent message

You can edit any message that you have sent to a chat or channel.


Go to the message and select **More options**  > **Edit**.

Make changes to your message, then press Enter to save the update.

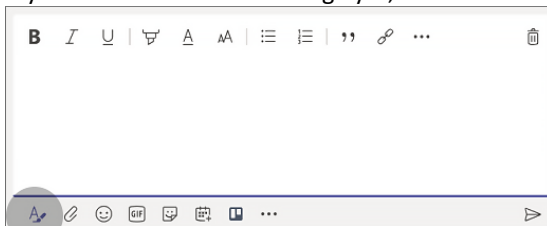


There's no limit to how many times you can make changes to a sent message.

### Delete a sent message

If you need to backtrack and delete something you just sent, go to the message and select **More options**  > **Delete**.

If you haven't sent the message yet, select **Format**  to expand the box and then select **Delete** .



Undo a deleted message

Go to the deleted message and select **Undo**.

### Delete a file you shared with a Team

If you want to delete the files you shared in the channels of your teams. First please select the specific Team and the specific channel in which you have shared the file from your teams list (on the left), then please click File tab on the top menu. After that you would be able to find the file you shared in the list, and then click the extended menu (3 dots ...) after the file name to delete the file you shared there.

