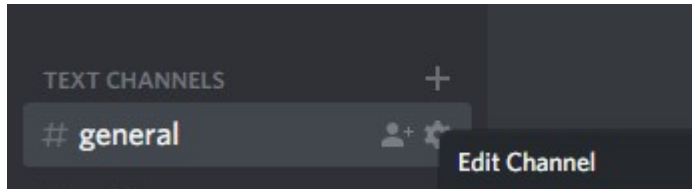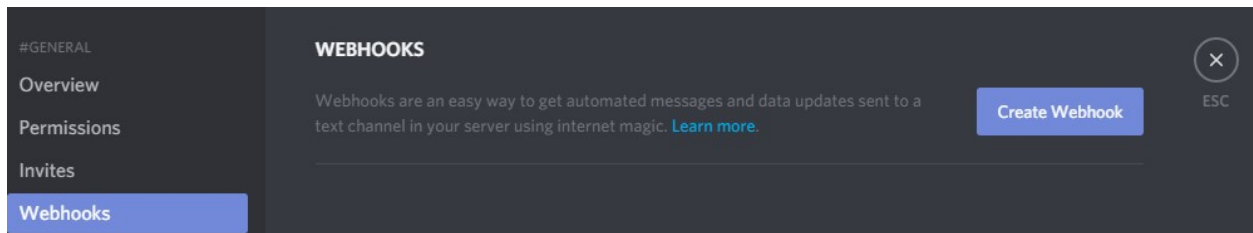# Basic Instructions for Setting Up a Webhook in a Discord Channel

Webhook Creation

First, go to the settings for the channel you want to give access to. This can be done either by left clicking the gear icon next to the channel, or right clicking and selecting Edit Channel:

Next, select 'Webhooks' in the column to the left:

Next, change the name, channel and icon if needed. Copy the Webhook URL while you are here. Click the Save button:

Webhook Removal

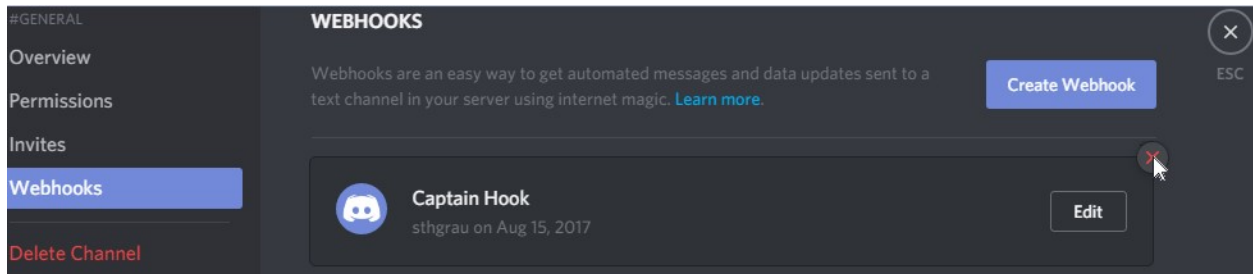To remove, hover over the top right hand corner of the created webhook and click the red X that appears.

A confirmation dialog will appear. Click the Delete button.