



ARCHIVING A TEAM

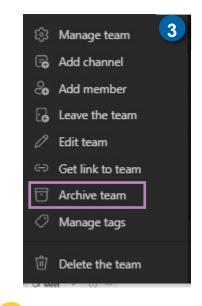
When archiving a team, all activity for that team ceases, no one will be able to start new conversations or reply to posts in a channel, add or remove channels, edit team settings, or add apps. Archiving a team also archives private channels in the team and their associated site collections. However, you can still add or remove members and update roles and you can still view all the team activity in standard and private channels, files, and chats.

- To manage teams, click on the gear icon to the right of Join or create a team on the bottom lefthand corner of the teams section.
- 2. From **Manage teams** page, click on the elipsis of the team you are looking to archive.

Manag	j e teams Teams Analyti	irs			င်္မီ Create a team		
manay				2			
Search teams Q							
 Active 	e (21)						
GP	G2G Patient Screening	G2G (Gratitude-to-Give) tool uses patient satisfaction scores	Member	微 17	ĉ	۲	
St.	ISD Projects	This team will be for ISD Project. Each Team Channel will be	Member	微 123			
tŴ	ISD Week	This team will serve as a place for all things ISD Week. Pleas	Member	සී 94			
*	ISD-FFL	Fantasy Football League	Member	ൽ 14			
MT	MS Teams Standardization	MS Teams Standardization	Owner	C03 9			***
	nThrive	This is for the Price Transparency Overview project involving	Member	දීමා 19			***
PG	Phase Gate Enhancement	Phase Gate Enhancement	Member	ැලා 3			***
	РМО	Information Services Project Management Office Team	Member	ැනි 14			***
PP	PMO Project Template	Template for creating a new Teams group to coincide with a	Member	ැති 14			

Join or create a team

3. From the list of options, select **archive team** to proceed.



IMPORTANT INFORMATION



QUESTION AND ANSWER REINFORCING TOPIC

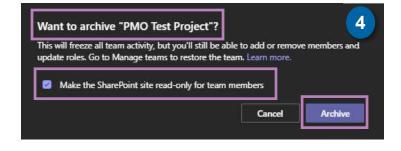
FOR YOUR INFORMATION

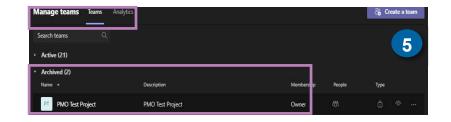


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4. You will be prompted to confirm that you want to archive the team in question. You will need to check the box to make the SharePoint site read-only for team members. Select **archive** to proceed.

5. You can view all archived teams from the **manage teams** page.

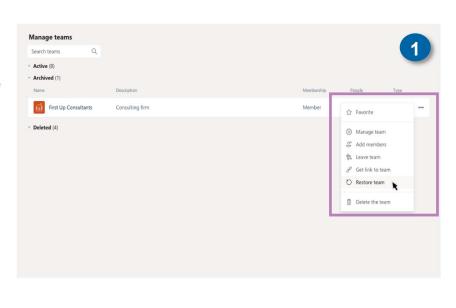




Restoring a team

You may find yourself needing to restore a team to modify the team's structure, access settings, edit channels or restore the ability to post. Follow the steps below to restore your team from archived status.

 To restore an archived team, follow steps 1 and 2 above. Then, in the Archived list, find the name of the team you want to restore, and select More options > Restore team.



IMPORTANT INFORMATION



