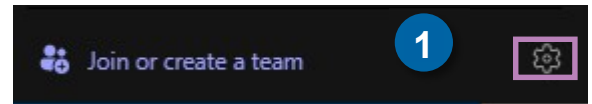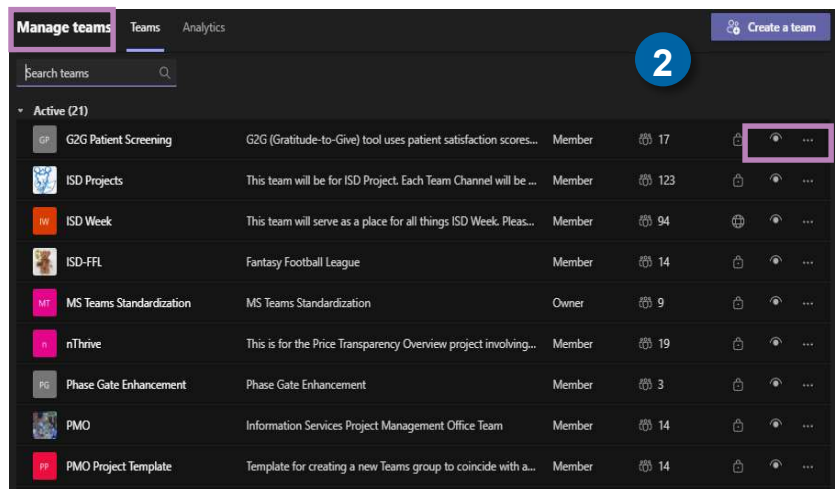# ARCHIVING A TEAM

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.
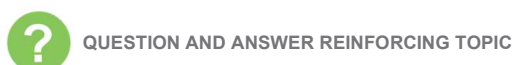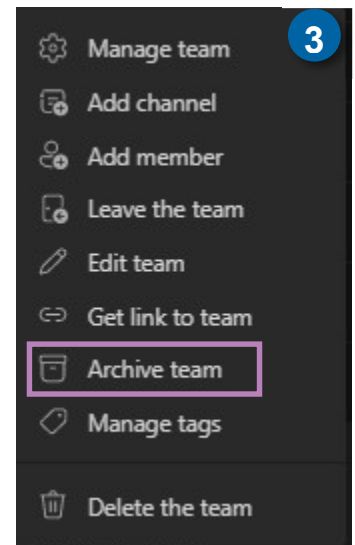
1. To manage teams, click on the gear icon to the right of **Join or create a team** on the bottom lefthand corner of the teams section.

2. From **Manage teams** page, click on the elipsis of the team you are looking to archive.
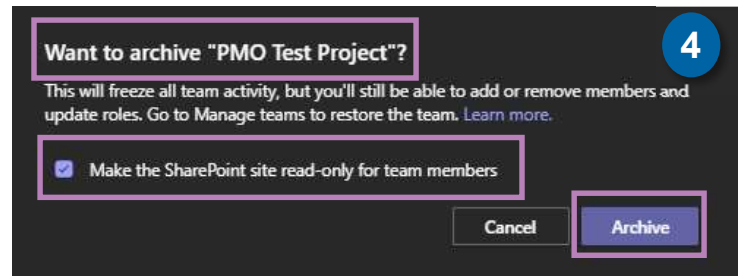

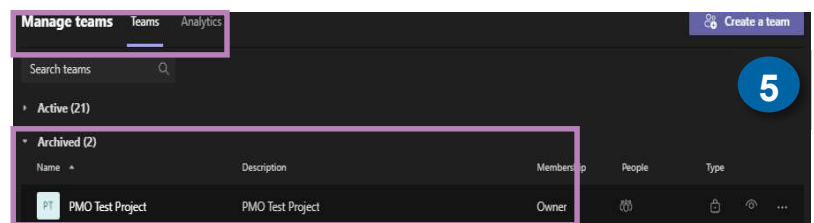3. From the list of options, select **archive team** to proceed.

⚠️ IMPORTANT INFORMATION

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ARCHIVING A TEAM

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.
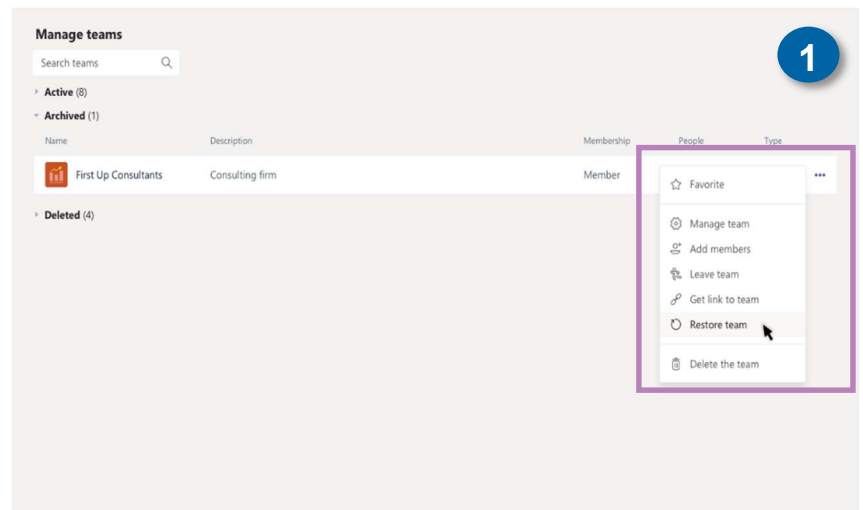

5. You can view all archived teams from the **manage teams** page.

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.

1. 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**.

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