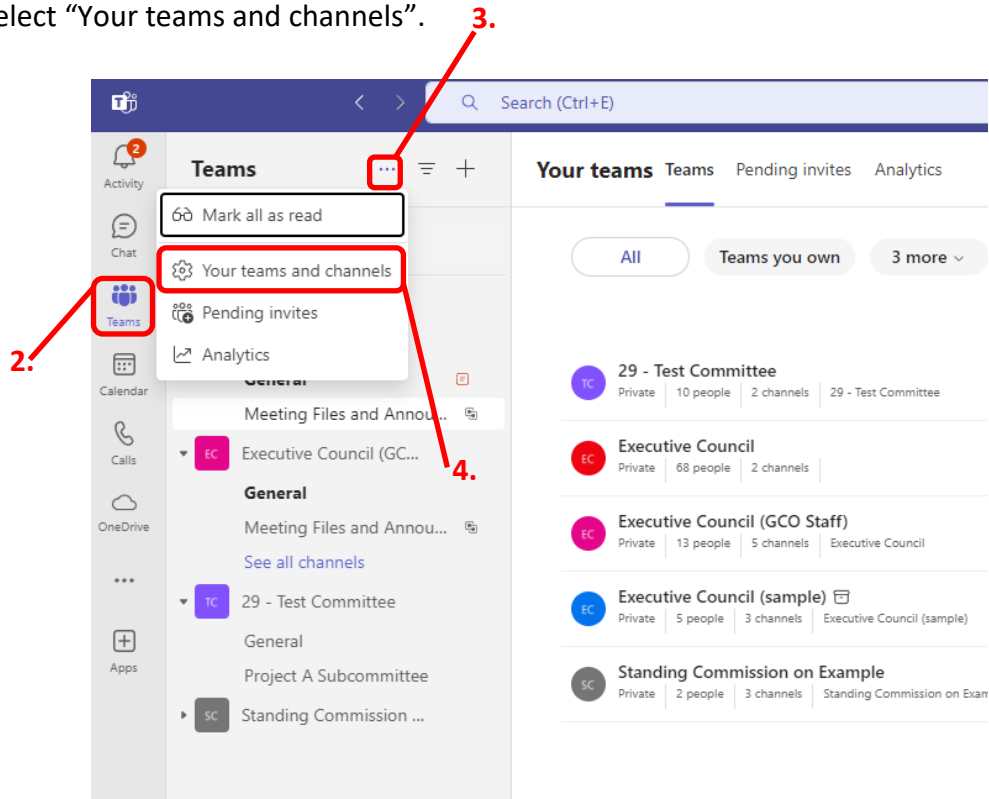


Accessing an Archived Team

- 1) You will need to log into your Teams account.
- 2) Click on “Teams” in the left sidebar.
- 3) Click on the ellipses (...) in the Teams list
- 4) Select “Your teams and channels”.



Note that Teams is currently updating the “Your teams and Channels” view (as of October 2024). Depending on your version, the instructions differ. Follow the instruction for the view that most closely resembles your current view.

If your screen looks like the image to the right, you already have the updated view for “Your teams and channels”.

Please continue on with “Pages 3-4” for further instruction.

The screenshot shows the 'Your teams' view in Microsoft Teams. At the top, there are navigation tabs: 'Your teams' (selected), 'Teams', 'Pending invites', and 'Analytics'. A 'Create team' button is in the top right. Below the tabs, there are filter buttons: 'All', 'Teams you own', and '3 more'. A 'Sort: A-Z' dropdown is also present. A search bar labeled 'Search teams' is on the right. The main area displays a list of teams:

Team Name	Privacy	Members	Channels	Role
29 - Test Committee	Private	10 people	2 channels	Member
Executive Council	Private	68 people	2 channels	Member
Executive Council (GCO Staff)	Private	13 people	5 channels	Member
Executive Council (sample)	Private	5 people	3 channels	Owner
Standing Commission on Example	Private	2 people	3 channels	Member

If your screen looks like the image to the right, you still have the legacy view for Archived Teams.

Please skip to “Pages 5-6” for further instruction.

The screenshot shows the 'Your teams' view in Microsoft Teams, displaying a table of teams. At the top, there are navigation tabs: 'Your teams' (selected), 'Teams', 'Pending invites', and 'Analytics'. A 'Create team' button is in the top left, and a search bar is in the top right. The teams are categorized into 'Active (2)' and 'Archived (1)'. The table below shows the following data:

Name	Description	Membership	People	Type
29 - Test Committ...	29 - Test Committee	Mem...	10	
Standing Commis...	Standing Commission on Example	Mem...	5	
Executive Council ...	Executive Council (sample)	Owner	5	

5a) You will see a listing of all your Teams, including both active and archived Teams.

6a) You can identify an archived team by the icon: 


7a) You can also click on the dropdown arrow and filter by “Archived Teams” as well.

8a) Additionally, you can use the “Search teams” box to search for any Team as well.

9a) To access a Team, just click on the Team name.

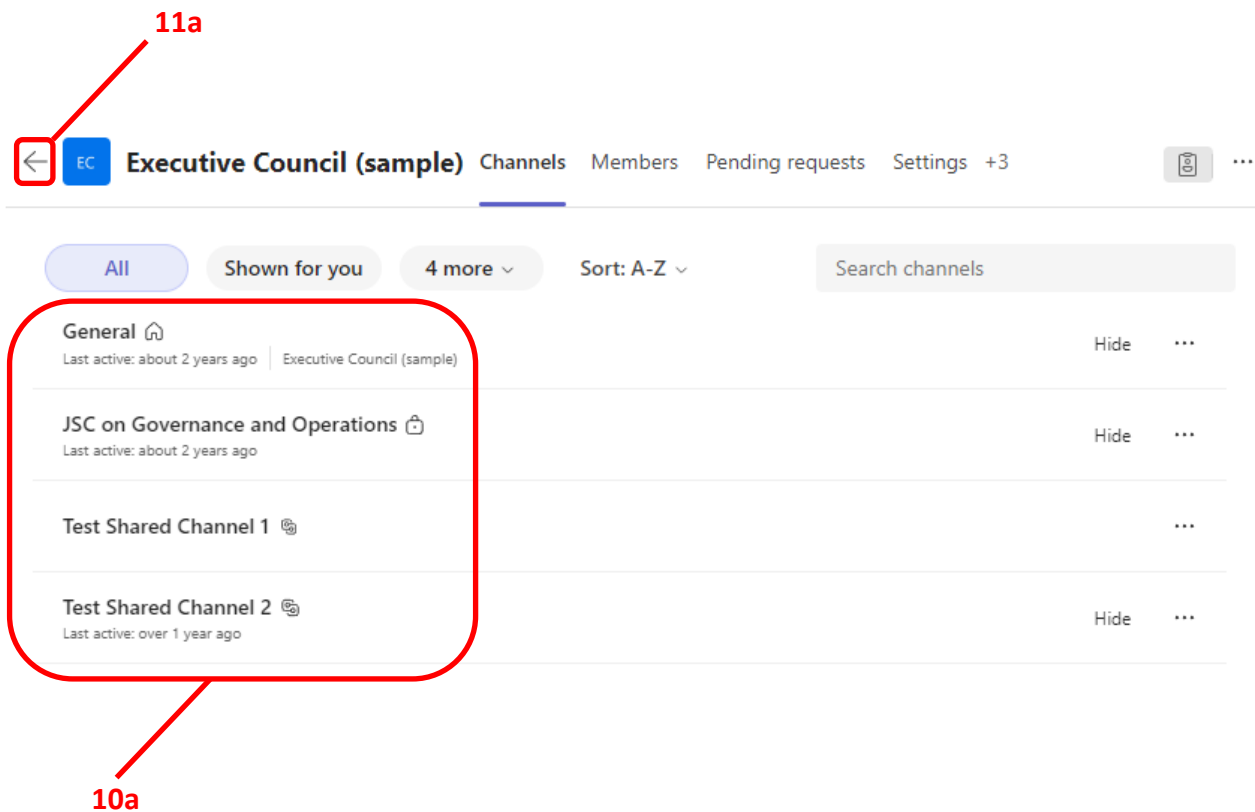
The screenshot displays the 'Your teams' interface with the following elements and annotations:

- 5a.** A large bracket on the left side of the team list.
- 7a.** Points to the '3 more' dropdown menu.
- 8a.** Points to the 'Search teams' input field.
- 6a.** Points to the archive icon on the team 'Executive Council (sample)'.
- 9a.** Points to the team name 'Standing Commission on Example'.

Team Name	Privacy	Members	Channels	Parent Team	Role
29 - Test Committee	Private	10 people	2 channels	29 - Test Committee	Member
Executive Council	Private	68 people	2 channels		Member
Executive Council (GCO Staff)	Private	13 people	5 channels	Executive Council	Member
Executive Council (sample) 	Private	5 people	3 channels	Executive Council (sample)	Owner
Standing Commission on Example	Private	2 people	3 channels	Standing Commission on Example	Member

10a) Click on the name of the Channel you want to access. You should now be able to access the Posts (message board) and Files tab for that channel. Note that all of this will be read only.

11a) To access a different channel, you can click the back button in Teams to get back to the Channels tab of the Team. Note that you may have to click on it several times to get back to this page. Otherwise, you will need to repeat the steps above to access another channel.



- 5b) You will see a dropdown for “Archived”. Click on the dropdown arrow to expand the section so you can see all of your Archived Teams. This will include any Team that you were previously a member of.
- 6b) You will then need to click on the ellipses to the right of the Team name.
- 7b) Select “Manage Team” from the dropdown menu.

The screenshot displays a team management interface with the following elements:

- Navigation:** "Your teams" (active), "Teams", "Pending invites", "Analytics".
- Header:** "Create team" button, "Search" field.
- Active Teams (2):**

Name	Description	Membership	People	Type
TC 29 - Test Committ...	29 - Test Committee	Mem...	10	
SC Standing Commis...	Standing Commission on Example	Mem...	5	
- Archived Teams (1):**

Name	Description	Membership	People	Type
EC Executive Council ...	Executive Council (sample)	Owner	5	

Red annotations indicate the following steps:

- 5b:** A red box highlights the "Archived (1)" dropdown arrow.
- 6b:** A red box highlights the ellipsis menu icon to the right of the "Executive Council" team name.
- 7b:** A red box highlights the "Manage team" option in the dropdown menu.

- 8b) Click on “Channels” from the menu at the top of the screen.
- 9b) Click on the name of the Channel you want to access. You should now be able to access the Posts (message board) and Files tab for that channel. Note that all of this will be read only.
- 10b) To access a different channel, you can click the back button in Teams to get back to the Channels tab of the Team. Note that you may have to click on it several times to get back to this page. Otherwise, you will need to repeat the steps above to access another channel.

