

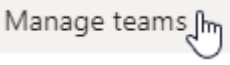

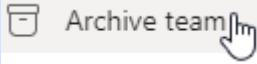
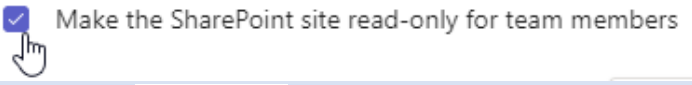





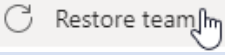
Tutorial: How to Archive a Teams Group

Owners of Groups within Microsoft Teams can archive a group that is no longer in use, such as at the end of a semester. ITS accepts requests to archive a team from the Distance Ed department or a Dean when either is not the owner.

To Archive:

- Left-click on 
- Towards the top right corner, Left-click 
- Left-click 
- On the row of the Group you are interested in & that you are an owner of, Left-click 
- Left-click on 
- Make sure the check-box is checked as shown below:

- Left-click 

To Unarchive:

- From the same 'Manage Teams' location above, Left-click  , located at the bottom
- Left-click 
- Left-click 

To see additional tech tips visit

[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer