Restoring an Archived Team

You may want to restore an archived team and want to keep it around for reference or to reactivate it. Only team owners can archive and restore teams.

Step-by-step guide

1. On the Teams App on the Teams List Click on the Cog beside the Join or create team and select Manage Teams



2. You will find two sections under the Manage Teams (Active and Archived)

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Q. Activity	Teams	Manage teams Teams Analytics	
(=) Chat	College Administration	Search teams Q	
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S Calls	Event Streaming	Student Community Servi Student Community Service	e Groups Owner
Files	Event Coordination 🖞	Timetabling Managing the College Tim	netable Member
	General	Archived (2) Name Description	Membership
	Enrolments	2021 08 Formation D 2021 08 Formation D	Owner
Apps	Hidden teams	2021 12 Essential Mathe 2021 12 Essential Mathem	atics 5 Member
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3. Search for the Team Name and Under the Archived section click on the corresponding ellipsis beside the Team name.

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