



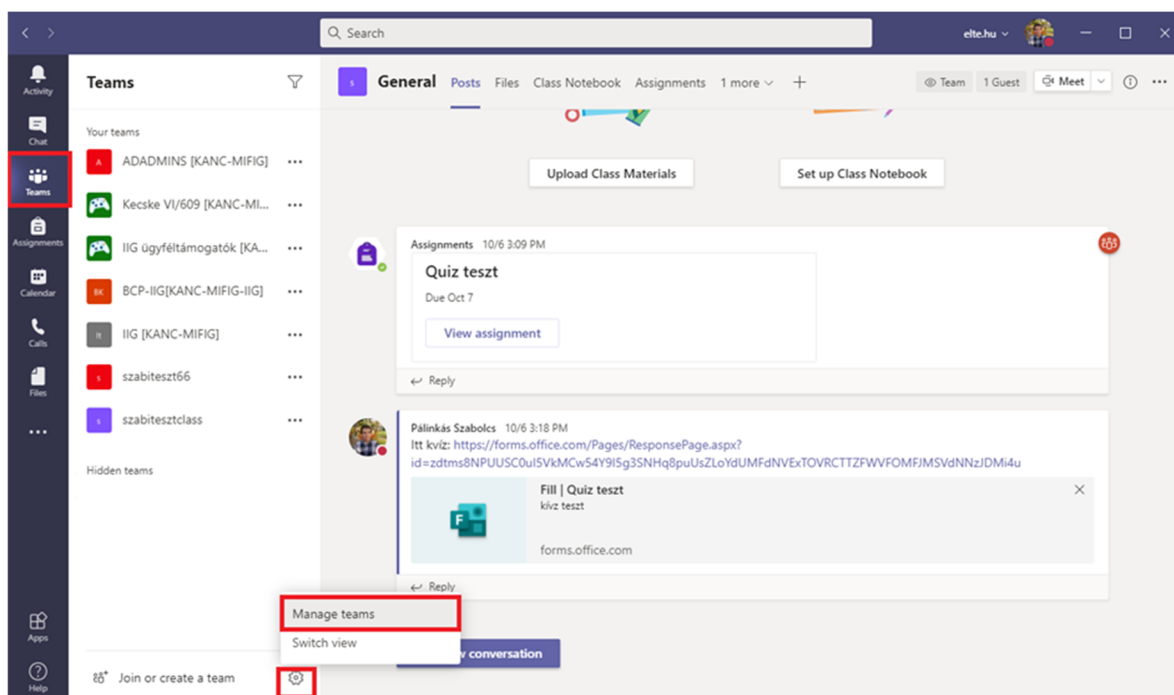
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Archiving MS Teams groups

In case you no longer need a group, but you do not want to delete it either, you can archive the group. In such cases, entire group can only be used with reader access, so you will no longer be able to upload files or comment on the group channels, but everything will remain searchable.

Owner (Lecturer) authorization is required to archive a group.

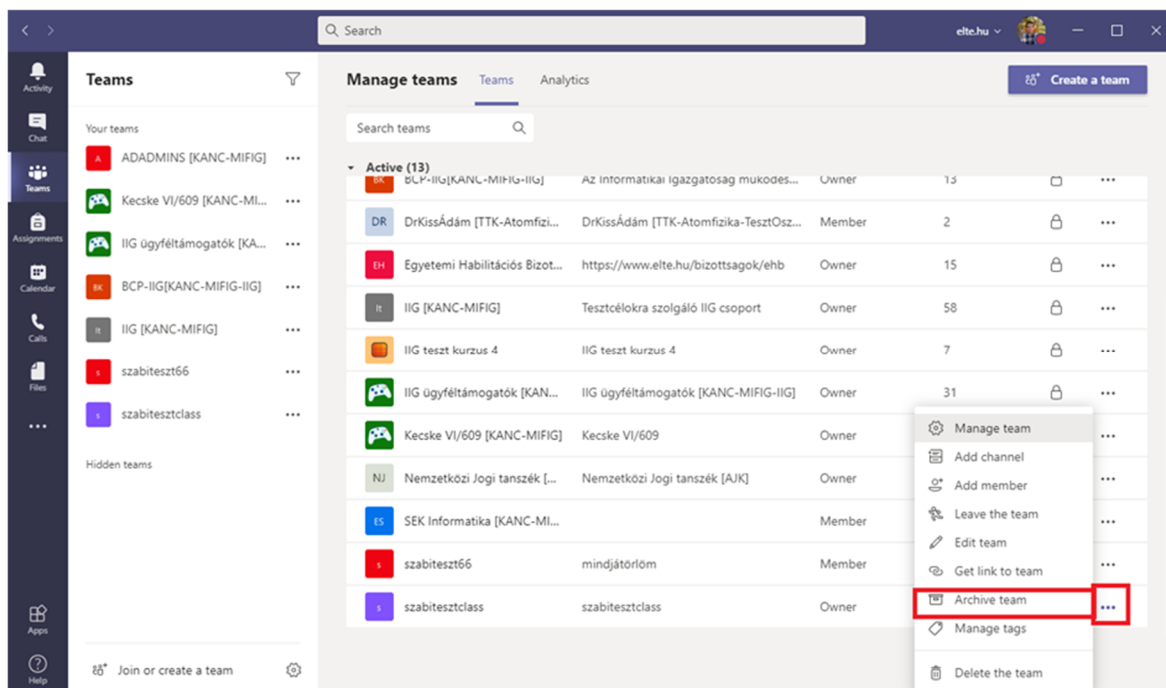
After entering the Teams client, select the "groups" tab, then "additional options" and "manage teams":





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At this point find the group you would archive, click on "...", and select the "archive group" button.



If necessary, check the option to make the Sharepoint website read-only, so that the group's files will also receive read-only status:

Want to archive "szabitesztclass"?

This will freeze all team activity, but you'll still be able to add or remove members and update roles. Go to Manage teams to restore the team. [Learn more.](#)

Make the SharePoint site read-only for team members

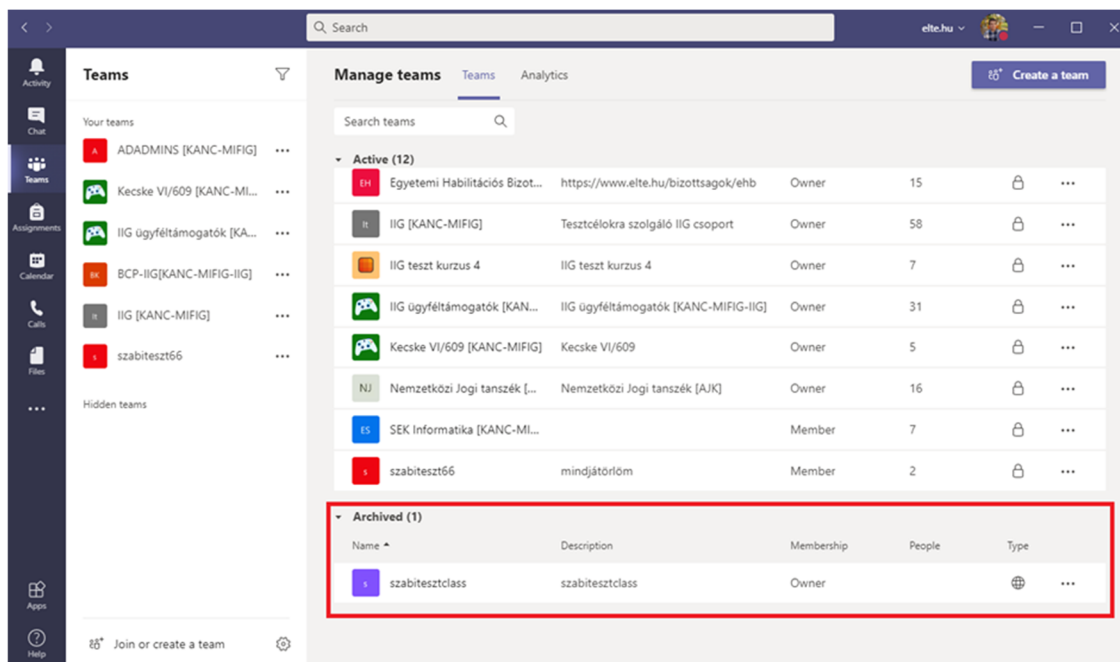
Cancel

Archive

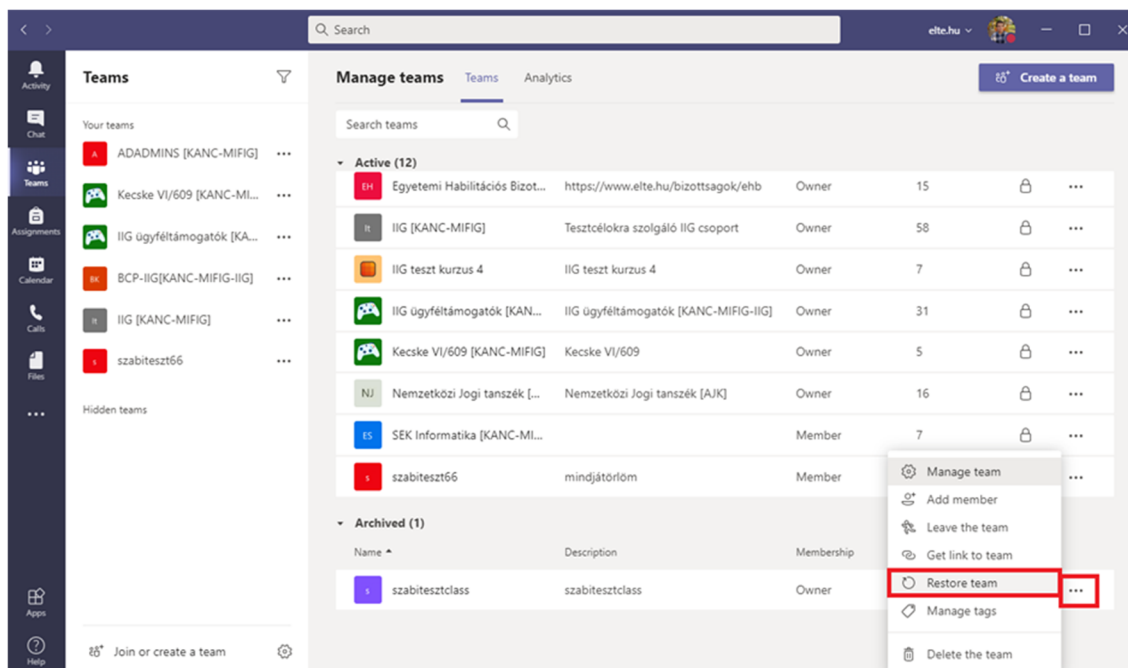


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After successful archiving, the group will be transferred to the archived groups section:



In case it is necessary, the group can be reset from this section:



In case of having any question or suggestion, feel free to contact our colleagues at teams@elte.hu email address.

ELTE IT Directorate wishes you a successful use of the program!