Class Team Archiving Process

As of January 2026, all faculty will have their classes added to Teams as a Class Team. They will appear at the top of the Teams page which is called your Dashboard.

At the end of the semester (or end of class for those classes that are shorter or longer than a semester), all classes will be archived. You will still be able to access the class by following the steps below.

The reason for this action is to reduce the number of Class Teams on your Dashboard. After 240 days (two semesters after the class ends), the Class Team will be deleted. If you have any recordings you would like to keep, you will need to download them *before* this time. (All Teams meeting recordings are also stored in your OneDrive and are retained.)
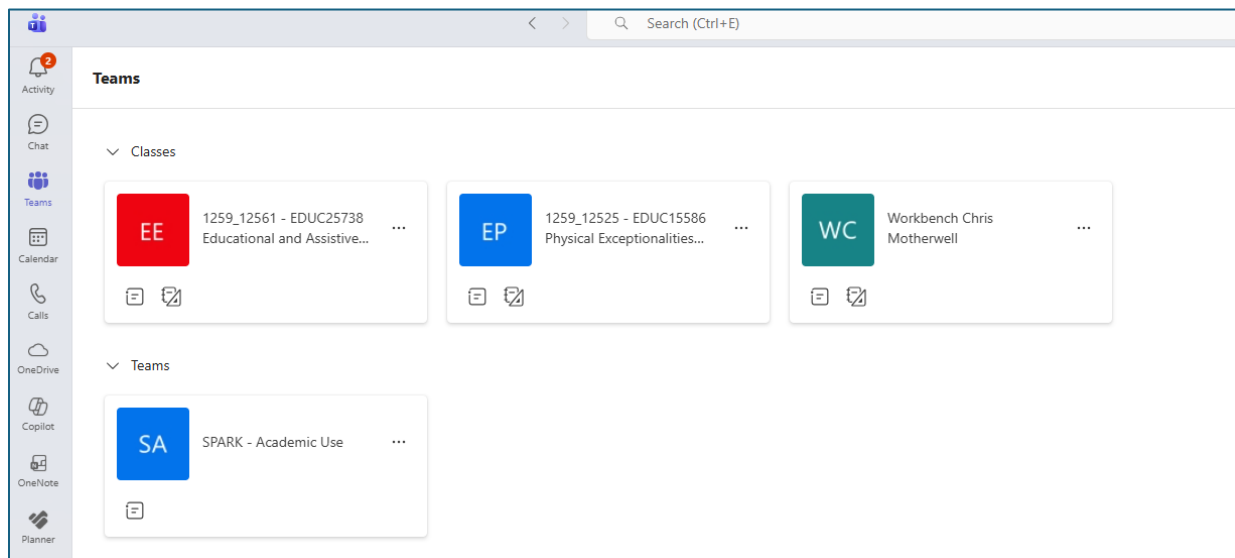

Figure 1 Teams Dashboard

To view an Archived Class Team, use the following steps:
1. Open **Microsoft Teams** (desktop app or teams.microsoft.com)
2. In the left menu bar, click **Teams**
3. Near the top right of the Teams area, click **More options** (··· menu)
4. Choose **Your teams and channels**.
   - This opens a list of teams you own (Classes) and teams you're in
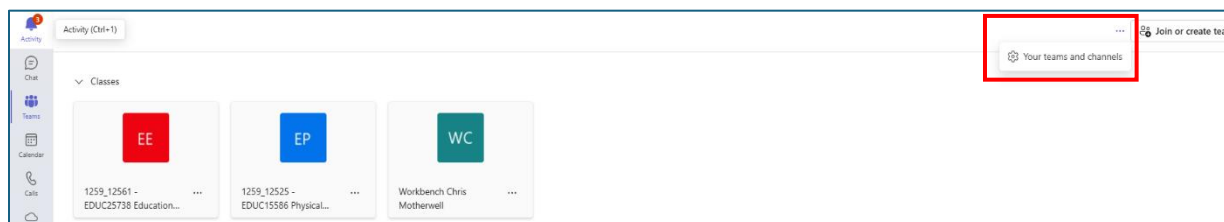

Figure 2 Class Teams

5. Look for a dropdown near the top (often defaults to **All** or **Active teams**)
6. Open the dropdown and select **Archived teams**
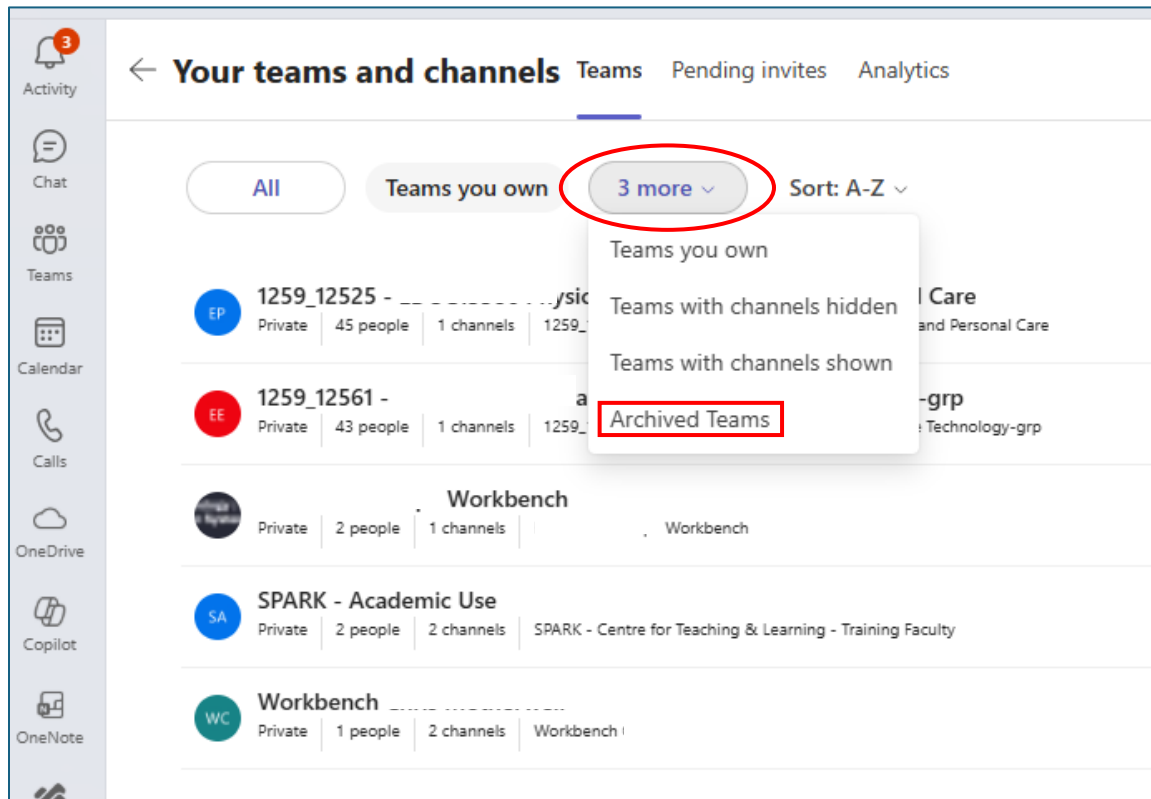7. You'll now see all Teams that have been archived. Click any team to view it

Figure 3 Archived Teams