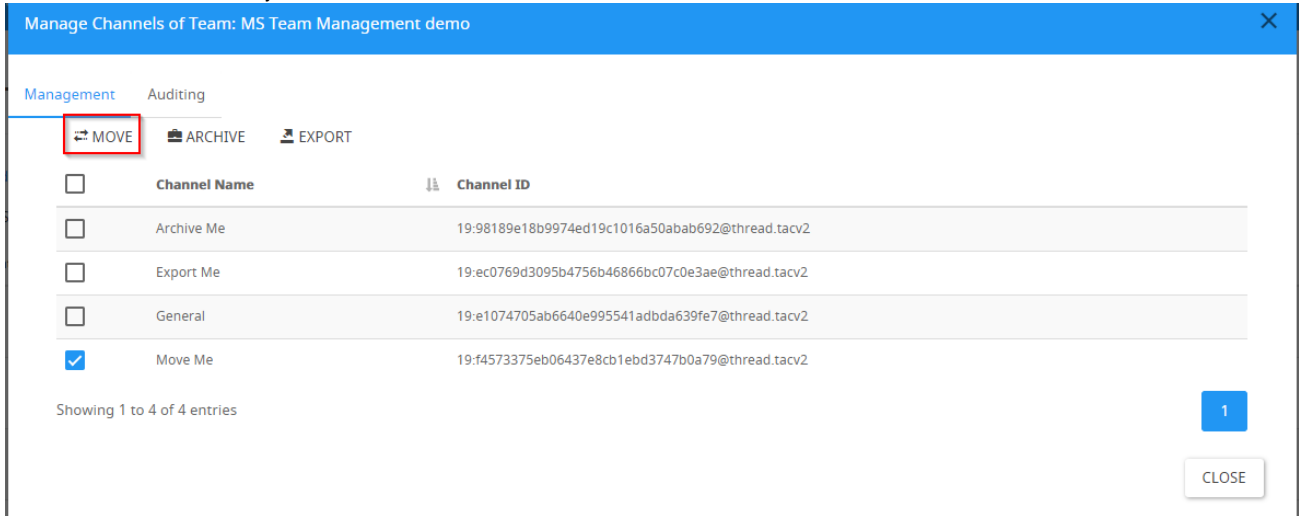


How to utilize MS Teams Management

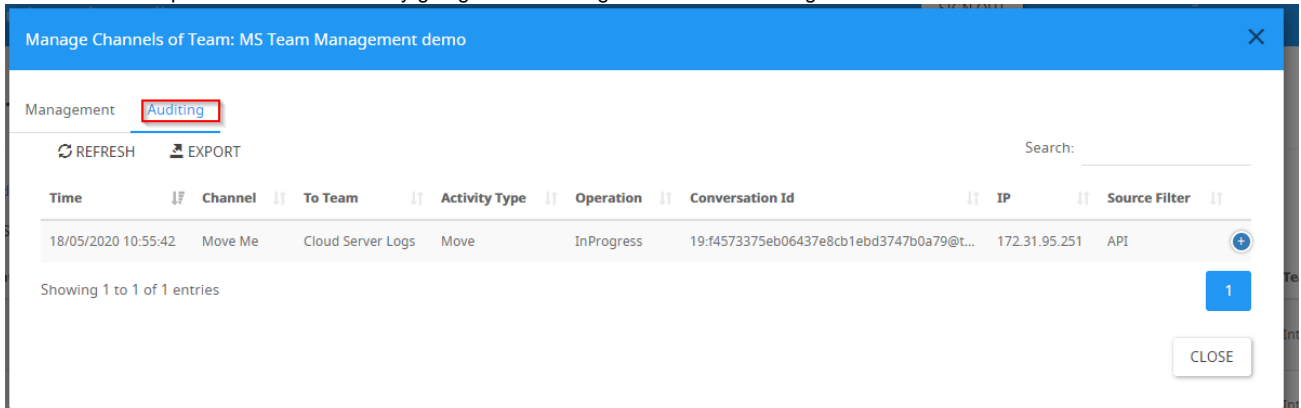
In this article, we are going to go over the various feature of the MS Teams Management.

Moving Channels

1. Click the manage button next to the source Team.
2. Check all the channels that you want to transfer and click the move button.



3. Set the destination team and click continue
4. You can view the process of the transfer by going to the auditing tab of the source/target team



Archiving Channels

1. Click the manage button next to the required Team.
2. Check all the channels that you want to archive and click the archive button.

Manage Channels of Team: MS Teams Demo

Management Auditing

MOVE ARCHIVE EXPORT

<input type="checkbox"/>	Channel Name	Channel ID
<input checked="" type="checkbox"/>	Archive Me	19:6621e1e961084594bdf9f27392cd4bbd@thread.tacv2
<input type="checkbox"/>	Export me	19:264506bb85e6479697413f363e497f49@thread.tacv2
<input type="checkbox"/>	General	19:4043d00a1c614f5eb438f7ea52951f3d@thread.tacv2

Showing 1 to 3 of 3 entries

1

CLOSE

3. Confirm the change
4. Once completed successfully you should the channel added to a team named 'Team for Archiving'

team for archiving

Your teams

TA Team for Archiving

Exporting Channels

1. Before exporting a channel make sure that notification setting is configured

Notification

Enable email notifications Yes

Outgoing mail (SMTP) server smtp.gmail.com

Outgoing mail (SMTP) port 587

Outgoing mail (SMTP) server requires SSL No

Outgoing mail (SMTP) server requires authentication Yes

Outgoing mail (SMTP) username *

Outgoing mail (SMTP) password

Admin notification email recipient *

IM Notifications

2. Click the manage button next to the Team.
3. Check all the channels that you want to export and click the export button.

Manage Channels of Team: Sales demo

Management Auditing

MOVE ARCHIVE EXPORT

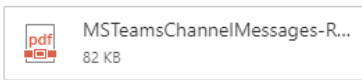
<input type="checkbox"/>	Channel Name	Channel ID
<input type="checkbox"/>	General	19:68d14395d5a0405aaa0ef20397829c85@thread.tacv2
<input checked="" type="checkbox"/>	Red Fort	19:0f71c417c7fa4b77801fbc931ebf7ab8@thread.tacv2
<input type="checkbox"/>	Shelby Mustang muscle car (1)	19:43ad43374c8a44a39cbcad7aa96b7ffd@thread.tacv2

Showing 1 to 3 of 3 entries

1

CLOSE

4. Once completed successfully, the logged-in user should receive an Email with the messages attached as a PDF.



Hi, [redacted]

[redacted] sent you a message

Please find attached a PDF document containing a copy of all messages posted in Team - channel Red Fort from Team Sales demo

This email was sent from SphereShield Admin Portal notification system

Recovering a Channel

1. Search for a team name 'Team for Archiving' and click manage. You might see more than 1.

Advanced search CLEAR SEARCH

REFRESH EXPORT

Search: Team for Archiving

Created Date	Team Name	Team Description	Team Scope
07/05/2020 09:46:23	TA Team for Archiving (1)	Team for Archiving	Internal, External MANAGE
27/04/2020 10:46:50	TA Team for Archiving	Team for Archiving	Internal, External MANAGE

2. Select the channels that you want to restore and click restore

Manage Channels of Team: Team for Archiving (1)

Management Auditing

MOVE COPY RESTORE MERGE EXPORT

<input type="checkbox"/>	Channel Name	Channel ID
<input type="checkbox"/>	AAA	19:c0188839bfb64c7fbab4652c4984aa75@thread.tacv2
<input checked="" type="checkbox"/>	Big Test	19:166ef2f4663e472a83e7ee962569675f@thread.tacv2
<input type="checkbox"/>	ChannelToMove	19:88e265fb99d842bc8a2dc4fb52bbe89@thread.tacv2
<input type="checkbox"/>	China	19:744573be45f74e0990553f6f099bb33c@thread.tacv2
<input type="checkbox"/>	Excel	19:73b47672d3be4238ba9440817d1eb38a@thread.tacv2
<input type="checkbox"/>	ffffffffffff	19:625214f28cfa4069b61bc28b9c2894bb@thread.tacv2
<input type="checkbox"/>	Files	19:0ecef625841464b9b775a5f0ff8f6ca@thread.tacv2
<input type="checkbox"/>	General	19:88b5fa9dbaab4826bbad2815449509ea@thread.tacv2
<input type="checkbox"/>	HelloAbbuya (2)	19:259106d67e594136b3b8084f289d4af9@thread.tacv2
<input type="checkbox"/>	Kick off Issues (1)	19:f2b683c867dd4477bf34c4c367ffeb52@thread.tacv2

Showing 1 to 10 of 26 entries

1 2 3

CLOSE