When a Team is no longer active, it would be a good idea to **Archive** or **Delete**.

- **Archiving** a team removes the team from your *Active Teams* list and freezes team activity. All content associated with the team will still be saved and you will be able to access it at any time. This includes files, conversations, grades, and assignments that you can re-use later. The team will no longer appear within any members list of *Active Teams*. You can restore an archived Team at a later date.
- Owners can also delete a Team. Note that deleting a class permanently removes access to your class, assignments, channels, and calendar for everyone including yourself. There is no going back.

Step 1: Click the **More options icon**.

Step 2: Click **Manage Teams**
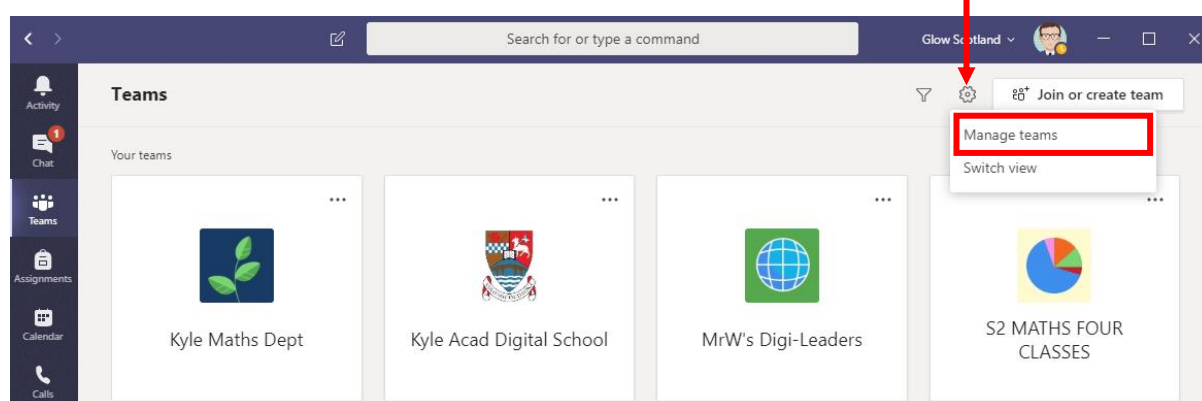
Step 3: Next to the Team you'd like to Archive or Delete, click the **three dots**.
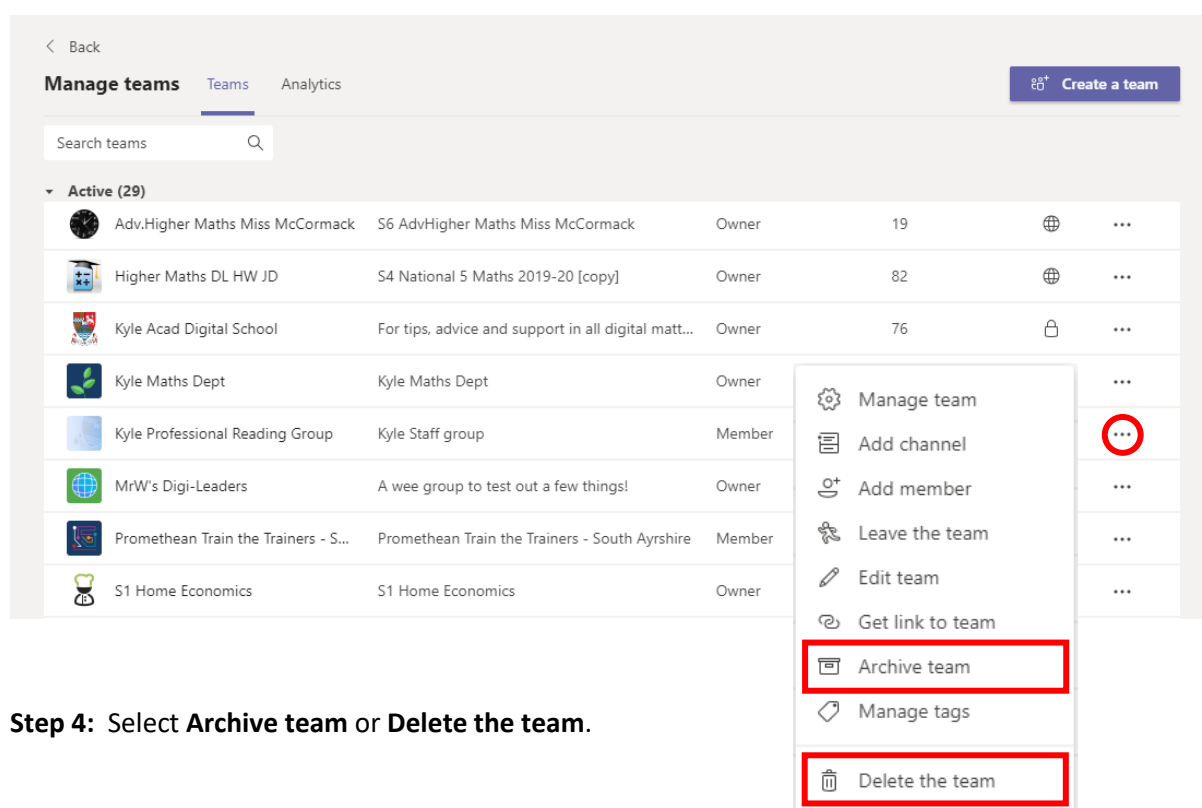
Step 4: Select **Archive team** or **Delete the team**.

Step 5: When prompted, **confirm** the action. For archiving, it is a good idea to tick the box to *Make the SharePoint site read-only for team members*.

Finally:

Archived Teams will be listed at the very bottom of this menu, where you can access or restore later.