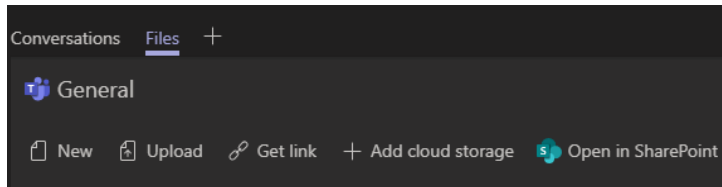
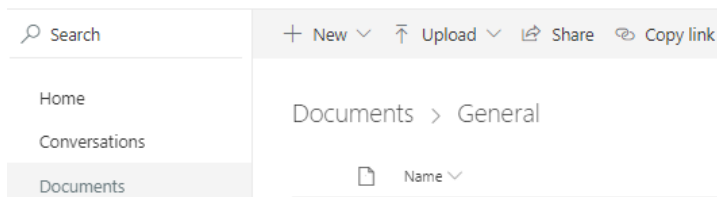


O365 Teams Channel Recreation

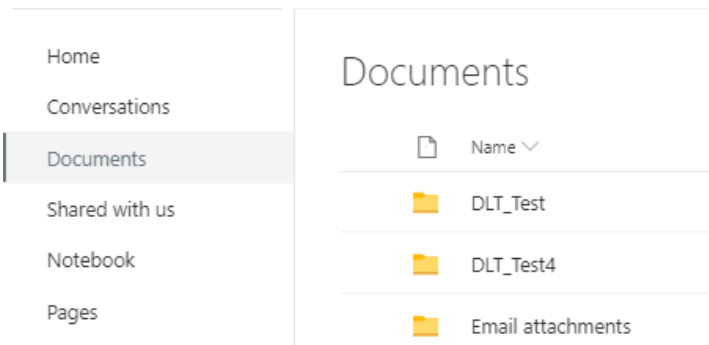
- 1) Access the Teams application using either the Web or Desktop versions
- 2) Identify the old Channel Names:
 - Select the “General” Channel of desired Team
 - Select the “Files” tab
 - Select the “Open in SharePoint” option



- The Teams “General” channel folder will be opened in a browser



- Click on “Documents”
 - The folders listed are the “Channels” that were defined in the original Team



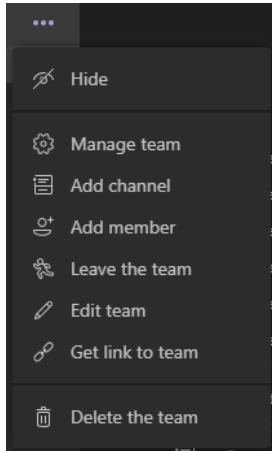
Note: If you have an “Email attachments” folder

This is not a channel, but was simply created as part of the migration process

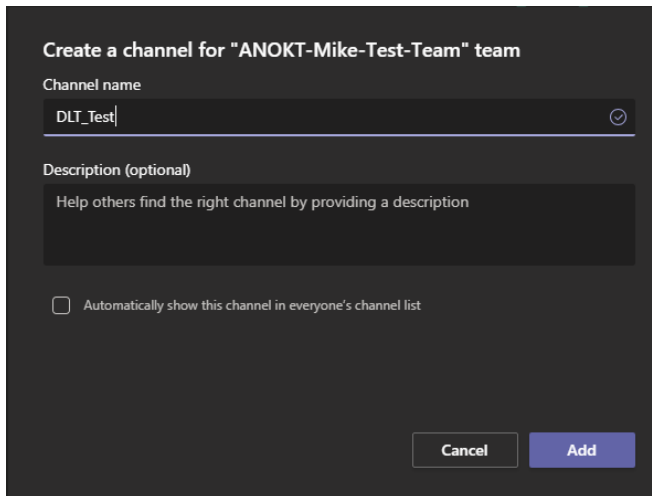
O365 Teams Channel Recreation

3) Recreate the Team channels

- Go back into the Teams application
 - Select the “More Options” option (3 dots to the right of the Team name)
 - Select the “Add Channel” option



- Enter the Channel name (duplicate name exactly)

A screenshot of the 'Create a channel' dialog box in Microsoft Teams. The dialog is titled 'Create a channel for "ANOKT-Mike-Test-Team" team'. It has a 'Channel name' field with the text 'DLT_Test' entered. Below this is a 'Description (optional)' field with the placeholder text 'Help others find the right channel by providing a description'. At the bottom, there is a checkbox labeled 'Automatically show this channel in everyone's channel list' which is currently unchecked. There are 'Cancel' and 'Add' buttons at the bottom right.

- The recreated Channel is now available and sync'd to the SharePoint folder



- Duplicate steps for each Channel required