

Managing teams to stay more organized

- View archived teams (information, previous assignments)
- Show / hide teams
- Pin important channels to top (list view only)
- Switch orders of teams

Do you have too many active teams on the list? Do you want to find information from archived teams? Or do you want to get to your most important channels among all the others?

Here is a simple guide to stay more organized and work efficiently on Teams :)

Tips and links:

[Show / Hide teams: showing active teams that you use often and hiding the ones that are no longer in use](#)

[View archived teams: finding information or viewing previous assignments from an archived team](#)

[Pin channels \(only work in list view\): pinning your favourite or the important channels on top so you can find it without scrolling all the way down the list](#)

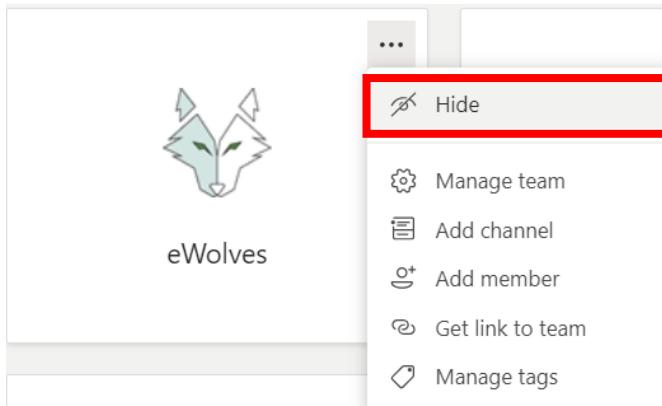
[Switch the order in which your teams appear: putting the more frequently used teams on top](#)

Show / hide individual team

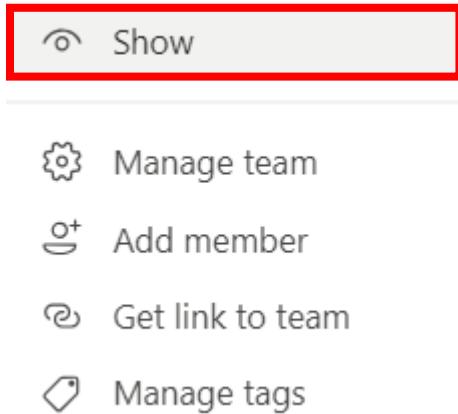
Whether you are in list view or grid view, hover over the team you want to show / hide until the three dots appear. Then, click **hide** if you do not want to see this team.



Or,



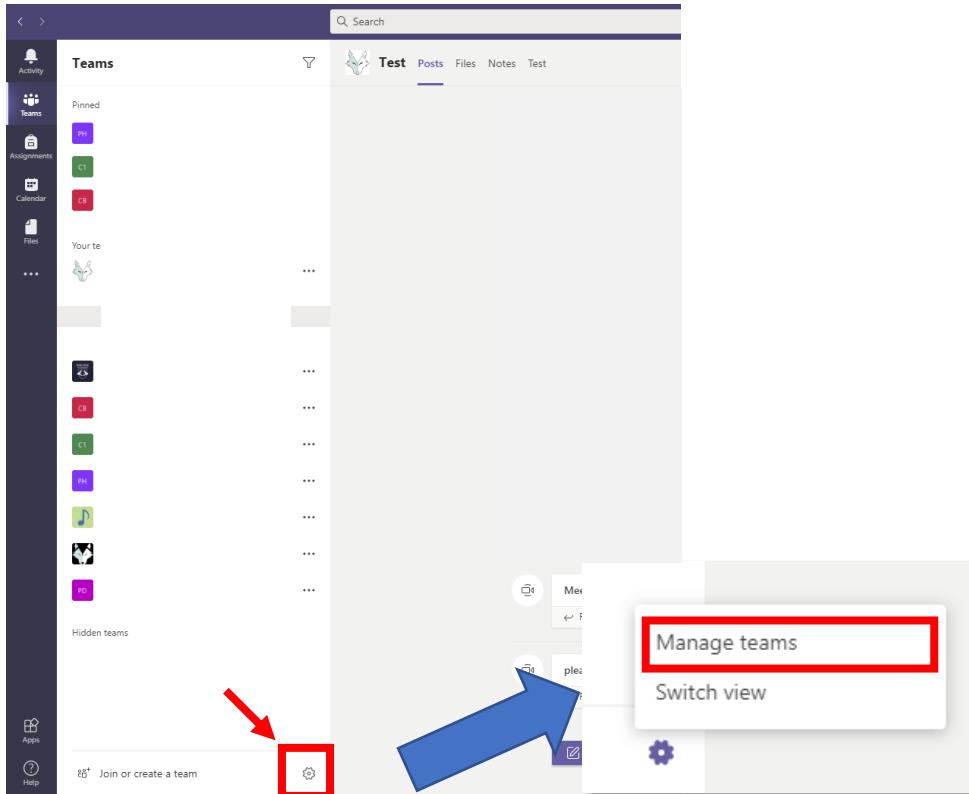
To show or view hidden teams, click on **Hidden teams** (bottom of grid view or scroll down to bottom of list view) → hover over → click three dots → click **show**.



Advanced show / hide teams & viewing archived teams

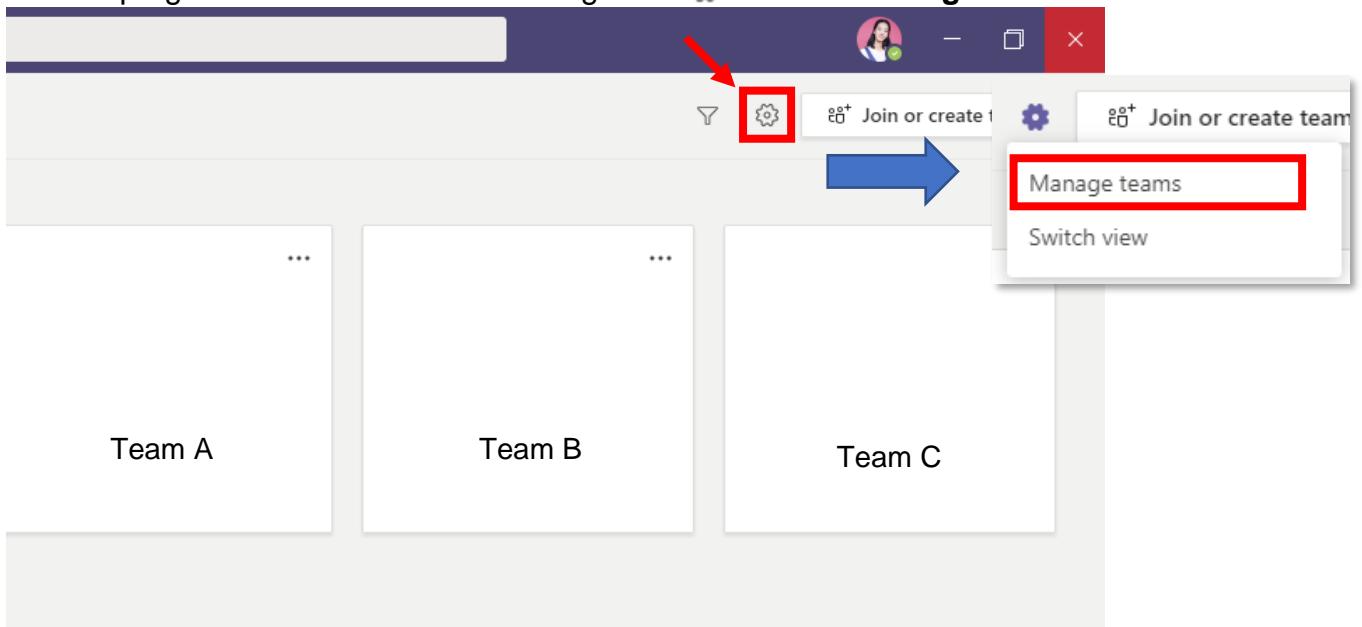
If you are in list view:

click the settings icon  in the bottom left corner → select **Manage teams**



If you are in grid view:

Go to top right corner and click the settings icon  → select **Manage teams**



Then, you will see this page.

Manage teams Teams Analytics

Search teams

Active (10)

Name	Description	Membership	People	Type
C1				...
C2				...
CB				...
Den				...
HR				...
IT				...
PH				...
PD				...
Virtual Den	Find answers to all of your techy questions here!	Member	31	...

Archived (2)

Virtual Den

Member 31

Find answers to all of your techy questions here!

Hide / show teams:

Viewing archived teams:

To access any information or previous assignments in archived teams, click on **Archived** and the list of archived teams will show.

Click the name of the team that you want to access.

Note: you can also hide/show archived teams using and to make it more convenient. When you show archived teams, they will appear with an archived icon in your list, like this:



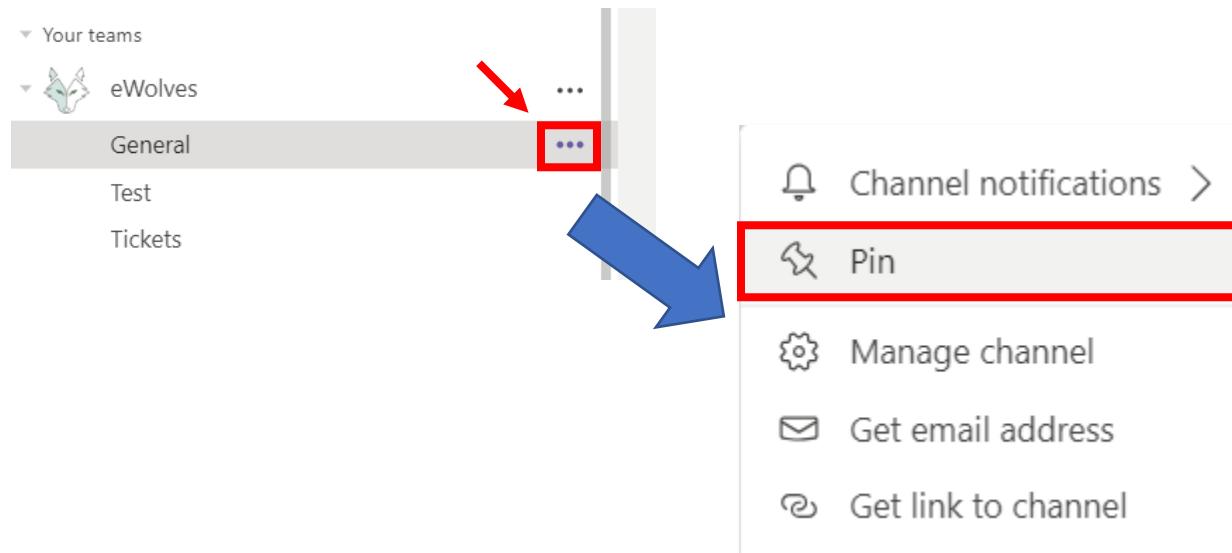
Hide / show teams:

This icon means this team shows on your list/grid, whereas this icon means this team does *not* show (it is in Hidden teams).

To change the status, show/hide, simply **click on the “eye” icon**.

Pinning channels

In list view, **hover your mouse over the channel** you want to pin until three dots appear. Click on the **three dots** → select Pin.



Then, you should be able to see that channel at the top of the list. You are all set pinning your favourite / important channels on top.

This screenshot shows the Microsoft Teams list view after pinning. At the top, under the 'Pinned' heading, are three channels: 'PH' (purple square), 'C1' (green square), and 'CB' (red square). Below this is the 'General' channel for the 'eWolves' team, which has a wolf icon and is highlighted with a gray bar. At the bottom, under 'Your teams', is the 'eWolves' team again, followed by an ellipsis (...).

Switch the order in which your teams appear

Pinning channels only work in list view, and it only works for channels. What if you have a favourite team? You can drag them into the order of your preference.

Under **your teams**, **PRESS and HOLD** and **DRAG** until the team is in the place you want it to be.

Repeat this process until all your teams are in the order you prefer.

