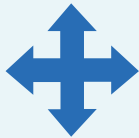




Channel Management

For Microsoft Teams

MAIN FEATURES



MOVE CHANNELS

Move Channels between Teams to improve the flow of information and productivity



ARCHIVE CHANNELS

Avoid an overabundance of inactive channels and reaching the 200 channel limit



EXPORT CHANNEL TO PDF

Easily export Channels to PDF documents for storage or sharing



COPY CHANNEL

Copy an entire channel in another team for increased productivity



CONVERT PUBLIC TO PRIVATE CHANNELS

Avoid having to create new channels due to the conversion restriction. Keep all the conversations



MERGE CHANNELS

Merge two different channels into one.





Move

The following items gets moved to the destination channel:

- IM's
- Files
- Wiki**
- Tabs*
- Links
- Images
- Giphy's
- Emojis

NOTES

- When moving a channel from one team to another, it is deleted from the source team and copied to the destination team. It can therefore be restored in the source team, natively, if needed.



- When moving a channel, the original sender and timestamp of an IM are retained as text in the new message. The message is posted by the Compliance Admin. The Compliance Admin is a user that gets added as an owner of each Team and Private Channel for the purpose of moving channels. The name of this user is configurable.



- Files will be copied to the destination Team. They will appear in the files tab in the new location. They will also appear in the destination Teams' corresponding SharePoint site, with the same name as the original channel.

Files will also be retained in the SharePoint site of the source Team.

- If a Channel already exists in the destination Team with the same name as the channel that is being moved, the channel that is moved will have (1) added to the name.
- If files are synced to the local file explorer, they will still move in SharePoint but will need resyncing from the new channel.
- When there are more than one Wiki tabs in a single Channel, they will be merged into a single Wiki tab with separate sections after the move.

Public and Private Channels

- Both Private and Public channels can be moved.
 - When a public channel is moved, it will adopt the members and settings of the destination channel.
- When moving a Private Channel, the members of the channel in the new Team will be users who are:
 - a) members of the new Team,
 - AND
 - b) Were members of the Private Channel in the Source Team.

- Private Channel settings are not retained when moving a private channel. However, the owners and members are retained so the permissions can be reinstated by the owner(s).
- Wiki and OneNote do not move with Private Channels



General Channels

- General Channels can be moved.
- When a General Channel is moved it is not deleted since each Team must have a General Channel.
- The Channel will be named as follows in the new Team: "SourceTeam"-General

Copy

The following items get copied

- IM's
- Files
- Wiki
- Links
- Images
- Giphy's
- Tabs
- Emojis

Notes

- When copying a channel, the source channel remains and a duplicate channel is created in the destination team.
- The Wiki tabs of the two Teams will be independent after the move
- Other tabs (e.g., Planner, Lists) will still be linked after the move

Merge

The following items get moved to the destination channel

- IM's
- Files
- Wiki
- Links
- Images
- Giphy's
- Tabs
- Emojis

Notes (Merge)

- When merging two channels, the IM's of the source Channel will be appended to the bottom of the destination channel. when merging channels

- Files will be moved into the destination channel Tabs will be merged into the same channel but not into one tab. For example, if there is a Planner tab in both the source and destination channel, when merged there will be two Planner tabs.
- The Wiki of the source channel is merged into the Wiki of the destination channel when merging Channels
- When merging channels that both contain a sub-folder with the same name

-The files of the source folder will be merged into the destination folder with the same name.

-If there is also a file with the same name (in the sub folder with the same name), the source file will replace the destination file.

- When merging channels that both contain a file with the same name (not contained in a sub-folder) the file from the source channel will replace the file in the destination channel.

Archive

The following items get moved to the Team for Archiving:

- IM's
- Files
- Wiki
- Links
- Images
- Giphy's
- Links
- Tabs
- Emojis

Notes

The Channel is moved to a Team for Archiving. The Team for Archiving is created automatically.

When the Team for Archiving reaches its limit, a new Team for Archiving is created.

The Channel can be edited as usual. It is not read only.

Export to PDF

The following items get exported to PDF

- IM's
- Files (links)
- Giphy's
- Emojis
- Links
- Images

Notes

The PDF is sent via email to the admin.

Currently files are exported as links. In the event that the file is deleted from its original location in SharePoint, the link will break

*apps that were tested so far

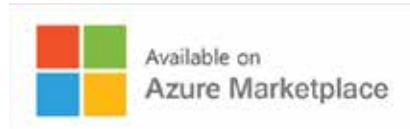
Planner | to do | Power BI
Forms | Lists | OneNote
Website | Wiki

**Moving channel wiki

Moving a Private Channel that contains an active used Wiki Tab, the posts files and tabs are moved, however the wiki currently does not move **IF IT IS A PRIVATE CHANNEL**. The wiki gets deleted upon moving, it can still be restored by restoring the channel itself. If the Wiki is not active or used, then deletion shouldn't be a problem. However, currently a limitation that Channel Management has is moving a private channel's wiki.

***Shared Channels

We currently do not support Shared Channels using our Channel management solution, it will be included soon.



About AGAT Software

AGAT Software is an innovative security provider specializing in security and compliance solutions. AGAT's SphereShield product suite handles security threats related to authentication and identity as well as content inspection and data protection. Utilizing this expertise, AGAT developed SphereShield **to secure unified communications (UC) & collaboration platforms such as Microsoft Teams, Slack, Zoom, Webex and Skype for Business,**

For more information, visit <http://AGATSoftware.com>

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