



# Channel Management

Move, Copy, Merge, Archive  
and Export Channels in  
Microsoft Teams



## About AGAT

AGAT Software delivers enterprise-grade compliance and security solutions for collaboration platforms. With proven expertise in authentication, identity, and data protection, AGAT's SphereShield suite secures Microsoft Teams, Webex, Zoom, Slack, and Skype for Business.

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<https://agatsoftware.com/microsoft-teams-channel-management/>

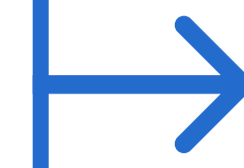
# Key Features



## Move Channels

Relocate channels between teams to streamline collaboration and productivity.

- Original sender and timestamped are retained in the message.
- Files move to the destination Teams site but remain accessible in the source SharePoint.
- Supports Public, Private, Shared, and General channels.
- Compliance Admin - configurable user - ensures auditability.



## Archive Channels

Move unused channels into a dedicated Archive Team.

- Channels remain editable, not read-only.
- Easily restore channels from the archive portal.
- New Archive Teams are created automatically when limits are reached.

## Copy Channels

Duplicate channels within the same team or across different teams.

- Ideal for reusing templates and quick channel creation.
- Copies posts, files, tabs, links, and media without removing the original.



## Export Channels to PDF

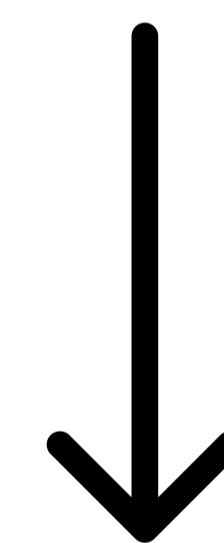
Generate a PDF snapshot of channel activity for storage or sharing.

- Includes posts, shared file links, images, GIFs, emojis, and metadata.
- Delivered via email to a configurable recipient.
- Original Teams channel remains unaffected.

## Merge Channels

Combine two channels or convert between Public and Private.

- Messages from the source append to the destination.
- Files and tabs transfer while preserving order.
- Supports merging General channel content into regular channels.
- Source channel is deleted after merge.



**Export**

## Technical Information

- Requires Tenant ID and app registration in Azure.
- Supports limiting admins via portal.
- Recommended max: 3 simultaneous operations.
- Operation time depends on channel size and content volume.

## Benefits

- Prevent channel sprawl and stay under Teams' 200-channel limit.
- Reorganize collaboration without losing history or compliance.
- Improve governance with export and archiving options.
- Enhance productivity with quick channel copying and merging.

