



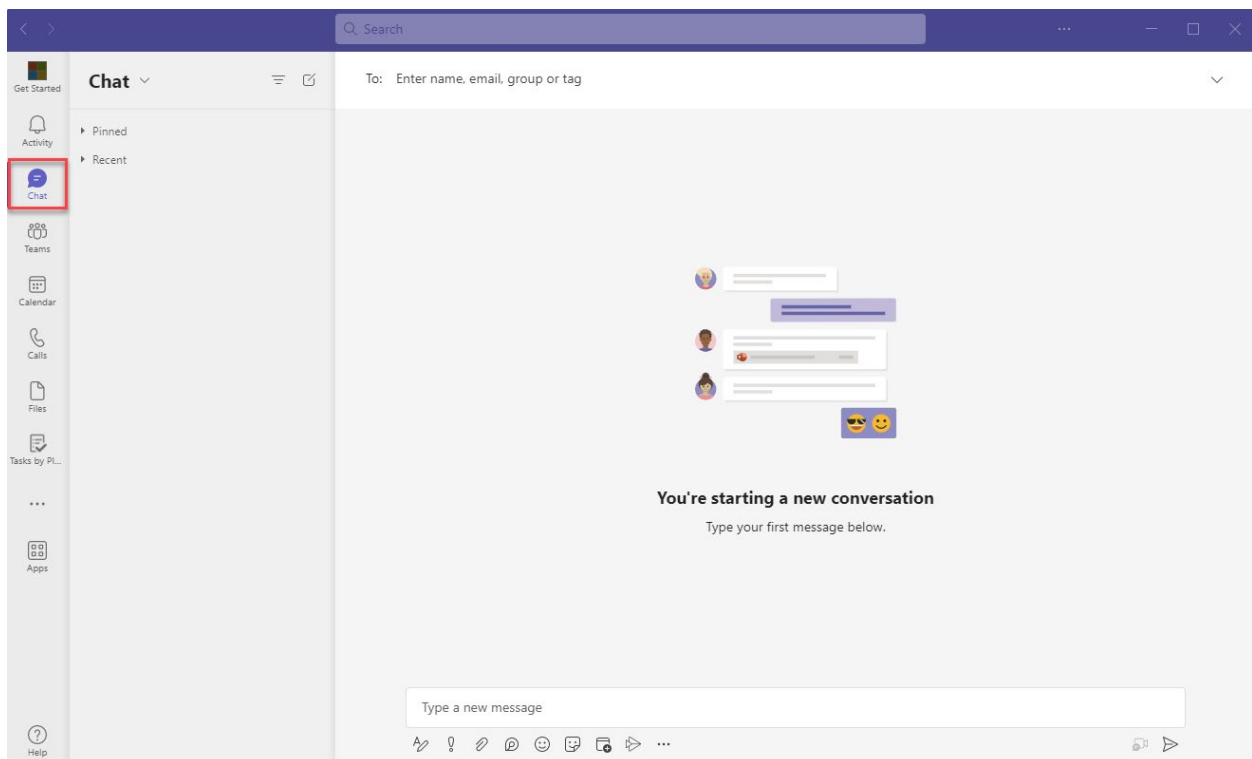
Update to UBC's Microsoft Teams Chats Retention Policy


Since April 30, 2021, UBC has adopted a schedule of removing personal chat messages in Microsoft Teams after 90 days. Messages in Teams channels will not be affected by this policy. If you need support on using Microsoft Teams, feel free to contact forestry.tls@ubc.ca.

A. Messages under Chat

Messages under the “**Chat**” category on the left-hand side bar are considered informal conversations between the user and another individual or a group. These messages will be **automatically deleted after 90 days**.

If you have shared a file in one of your chats, **the link to this file will also be removed**. However, since files shared through Microsoft Teams are uploaded behind-the-scenes to [UBC OneDrive](#), the file will remain in UBC OneDrive. It can continue to be accessed there by the file owner, and anyone who has kept the link.



To start chatting, click Chat on the left sidebar and click New Chat  at the top.

Next, find the person/group by inputting their names or emails, and then compose your messages below. You may also share files if needed.

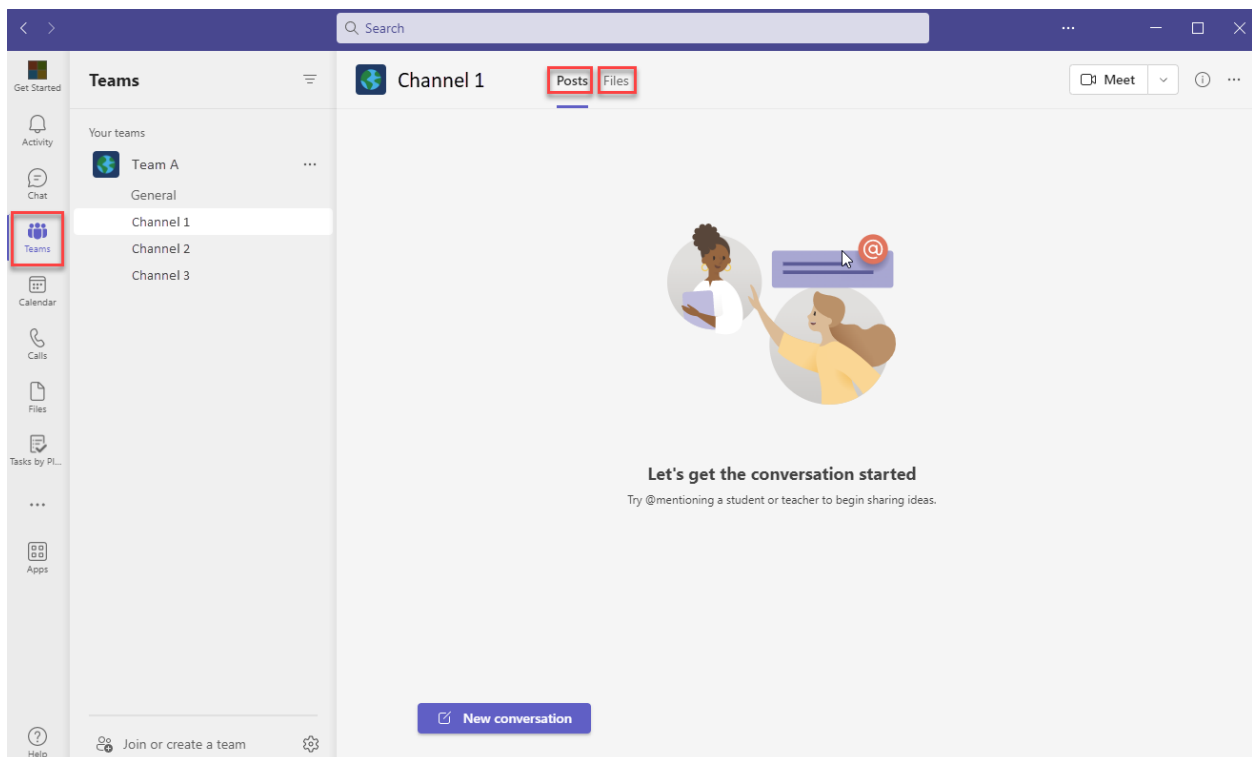
B. Messages under Teams

Messages under the **“Teams”** category on the left-hand side bar are designed for announcements and/or formal conversations within a group.

These messages are known as posts and they **will NOT be automatically deleted**.

Each team has a general channel by default. The owner of the team can also [invite more people to join the team and create more channels](#) as needed.

If you have [shared files in one of the channels](#) in your team, it will be stored under the Files tab and should not be automatically deleted. You should also find them in your UBC OneDrive.



C. Ensuring Important Messages and Files Are Not Lost

- Review your personal chat history and copy any information, links, or files that you want to retain into a more permanent place on a regular basis.
- Use Teams channels to share information and files that need to be retained beyond 90 days. If you don't already have a Team, consider [requesting one](#).
- Use Teams channels for sharing information that is of ongoing importance, of confidential or sensitive nature, or for formal decision-making that requires a record.
- The instructor guide to Microsoft Teams can be found [here](#).
- The student guide to Microsoft Teams can be found [here](#).
- Feel free to contact Forestry Teaching and Learning Support Team (forestry.tls@ubc.ca) if you have any questions.