

Good Afternoon,

You are receiving this message because records show you have used the TEAMS application.

As some of you may be aware, the Executive Branch is preparing to migrate to the Office365 productivity suite. As part of that process, certain configuration changes will impact the TEAMS Chat functionality.

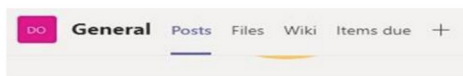


Please note that as of 12:01 a.m. on Sunday, January 24, 2021, TEAMS Chat communications will only be retained for 24 hours from their creation or most recent modification. At the expiration of this 24-hour period, each TEAMS Chat communication will be deleted permanently and will not be subject to retrieval. A view of the icon can be seen on the left.

Any user who wishes to preserve a copy of a TEAMS Chat communication must do so outside of the TEAMS Chat environment. Users can either copy/paste the communication or take a screen shot.



Please also note that "Posts" made within a "Team" are not subject to the 24-hour retention policy. A Team is a defined group of collaborators created under the function icon on the left.



Thank you.

