

HOW TO DELETE A TEAMS/SHAREPOINT SITE

BACKGROUND

When you use Teams, you're using either SharePoint or OneDrive. It's just accessed through a different place. **SharePoint is the file tool behind a Team and channel; OneDrive is what's used when you share files in a private chat.**

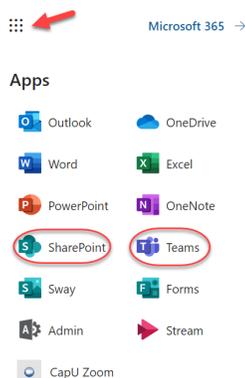
When you're storing files in a Team site, you're storing files in a SharePoint team site, as mentioned above.

Note: When you're sharing files in private chat, the files are actually uploaded and shared from the sender's OneDrive. You'll find a Microsoft Teams Chat Files folder in your OneDrive. That's where these files end up. **Try to minimize the amount of file sharing in private chats. Shared OneDrive files can become inaccessible if someone leaves the organization and you lose all those files (after 90 days).**

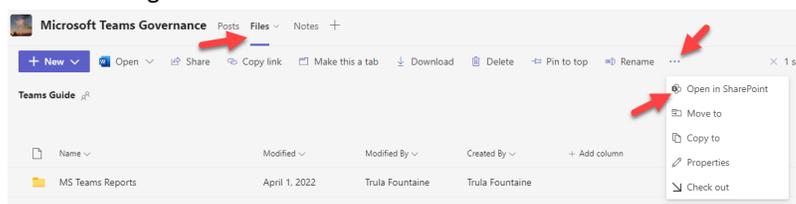
Important: Standalone SharePoint sites can be created without a Team site. Make sure you know if you have a Team site associated to your SharePoint site before you delete a site.

ACCESSING SHAREPOINT AND TEAMS

1. Login to [CapU's Microsoft 365](#).
2. Click on the dotted square at the top left of the page. Select either Teams or SharePoint.



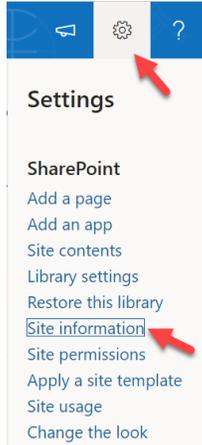
3. You can also go from Teams to SharePoint.



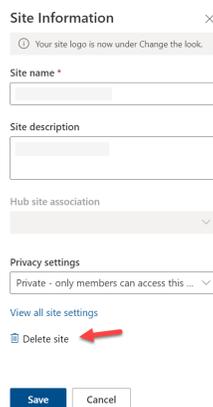
DELETING A SHAREPOINT SITE

ATTENTION: IF YOU CREATED A STANDALONE SHAREPOINT SITE, THERE WILL NOT BE AN ASSOCIATED TEAM.

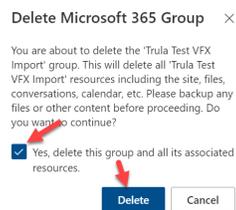
1. Select the gear at the top right of the page and select “Site information”.



2. Select “Delete site”.



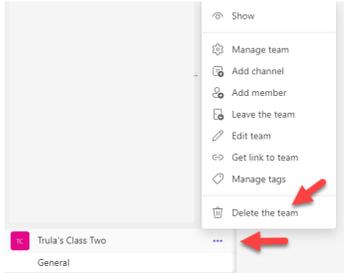
- 3.



DELETING A TEAMS AND SHAREPOINT SITE

ATTENTION: WHEN YOU DELETE THE TEAMS SITE THE ASSOCIATED SHAREPOINT SITE ALONG WITH FILES, CONVERSATIONS AND THE MEMBERS GROUP WILL BE DELETED. A TEAM SITE WILL ALWAYS HAVE AN ASSOCIATED SHAREPOINT SITE.

1. Go to the Teams site and select the 3 dots by the Team name.



- 2.

Delete the Trula's Tests team

Are you sure you want to delete the **Trula's Tests** team? All hosted channels, conversations, files, and the Microsoft 365 group for this team will be deleted. You'll lose access to any shared channels that have been shared with your team.

I understand that everything will be deleted