Archive a Team Site on Connect

There are three ways to cancel or close a project’s team site on Connect. Once you decide what method is best for your needs, call or email the Help Desk to request assistance from Web Services.

## Site Read-Only Access

1. The Project Management Officer and/or Site Owner sends a request to the Help Desk to archive the project team site.
2. Web Services notifies the Project Management Officer or Site Owner once the site has been changed to read-only access.

## Site Backup

1. The Project Management Officer and/or Site Owner sends a request to the Help Desk to back up the project team site.
2. Web Services exports all data, creates a backup, and sends the backup to Project Management Officer and/or Site Owner.
3. Web Services notifies the Project Management Officer and/or Site Owner that the site has been deleted and a backup has been forwarded to them.

## Delete Site

1. The Project Management Officer and/or Site Owner sends a request to the Help Desk to delete the project team site.
2. Web Services decides whether to delete the site or make a backup.