

What's Changing with Teams Chat



Teams chat messages will **no longer be kept** indefinitely starting **October 15, 2026**

THIS APPLIES TO:

1:1 chats

Group chats

Some meeting chats



NOW THROUGH OCT 14, 2026: No messages will be deleted during this period



OCT 15, 2026 ONWARD: Messages older than 90 days are automatically removed



180-DAY WINDOW: Meeting transcriptions & recordings are removed after 180 days

Three Things to Do Now

1

Move Important Conversations

Use Teams channels for ongoing project discussions and decisions. Channel history isn't affected by this policy.

2

Save Shared Links

Copy important links to SharePoint, a Word doc, or a pinned channel post before they disappear.

3

Copy Key Notes

Move decisions, procedures, and action items into OneNote, a channel post, or a shared document.

Where Information Should Live



Teams Channels

Ongoing work conversations. Channel history isn't affected by this policy change.



SharePoint

Team documents, procedures, and reference information your whole team needs.



OneDrive

Personal working files and drafts. Files shared in chat are already saved here automatically.



OneNote / Meeting Notes

Decisions, action items, and outcomes from meetings. Don't rely on meeting chat for this.

What's Changing

 MESSAGE TYPE	 RETENTION PERIOD	 ACTION NEEDED?
 1:1 chats	 90 days	 Yes - save important info
 Group chats	 90 days	 Yes - save important info
 Impromptu meeting chats	 90 days	 Yes - save important info
 Meeting recordings & transcriptions	 180 days	 Yes - save if needed long-term
 Teams Channels	 No change	 No - not affected



Need help?

IT HELP DESK:

410/955-HELP or
410/516-HELP

LOCAL IT SUPPORT:

your LAN Administrator

FAQ:

[it.johnshopkins.edu/
teams-chat-deletion-faq/](https://it.johnshopkins.edu/teams-chat-deletion-faq/)