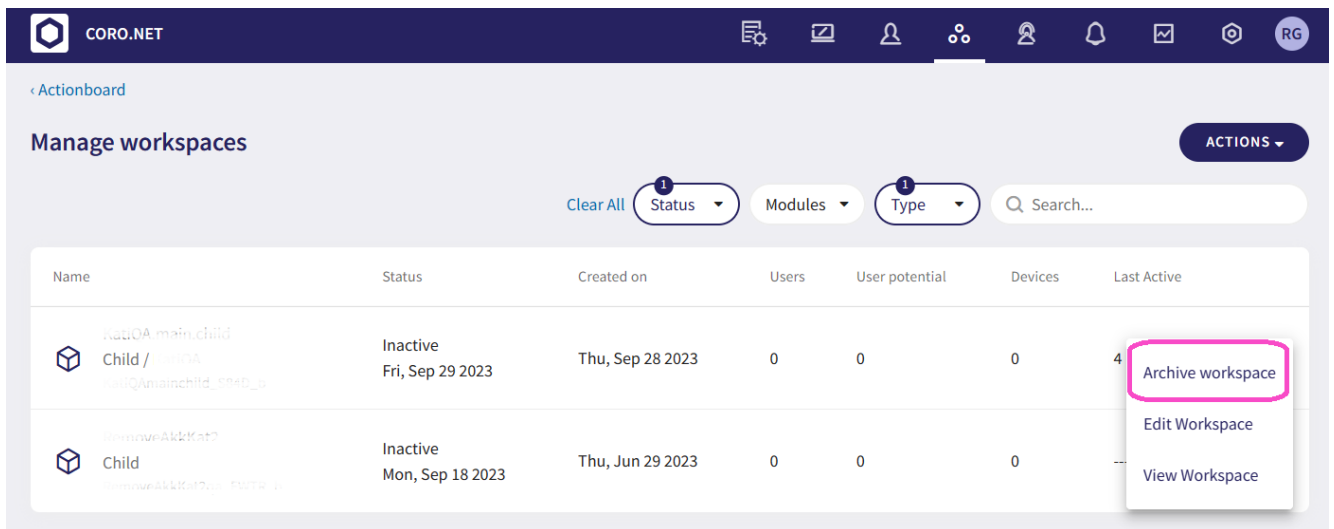


Archiving an inactive workspace

Managed Service Provider (MSP) administrators can archive inactive channel and child workspaces. Similarly, admin users with **sufficient permissions** can archive inactive channel, child, and regular workspaces. When a workspace is archived, any cloud applications are disconnected, and Inbound Gateway and Network settings are cleared. You can't sign into archived workspaces, and archived workspaces don't appear in an MSP administrator's list of workspaces.

To archive an inactive workspace:

1. **Access the Manage Workspaces portal.**
2. Select the three-dot menu for the relevant inactive workspace, then select **Archive workspace**:



The screenshot shows the CORO.NET interface for managing workspaces. The page title is "Manage workspaces" and it includes a search bar and filter options for Status and Type. A table lists two inactive workspaces. The first workspace, "Child / [redacted]", has a three-dot menu open with the "Archive workspace" option highlighted in a pink box. The second workspace, "Child [redacted]", is also listed as inactive.

Name	Status	Created on	Users	User potential	Devices	Last Active
Child / [redacted]	Inactive Fri, Sep 29 2023	Thu, Sep 28 2023	0	0	0	4
Child [redacted]	Inactive Mon, Sep 18 2023	Thu, Jun 29 2023	0	0	0	---

A confirmation dialog appears.

3. Select **CONFIRM**.

The workspace is archived. MSP administrators no longer see the archived workspace in their list of workspaces.