

# Create and Delete a Private Team on Skagit Valley College

Scribe<sup>≡</sup>

- 1 Navigate to <https://www.skagit.edu/>

lockdown now. This is only a drill.

Este es un simulacro: Skagit Valley College está realizando un simulacro de encierro. Todos los edificios están cerrados. Practique el encierro ahora.

Staff ▾ Students ▾

SVC Calendar | Community Education | Visit SVC | Give ENHANCED BY  Q

Admissions ▾  
Skagit Valley College

Academics ▾

Services and Support ▾

Campus Life ▾

About SVC ▾

Apply Now

ET.  
RS



**2** Click "Staff"

Thursday, Jan. 15 - 1:00 p.m.

This is a drill: Skagit Valley College is conducting a lockdown drill. All buildings are locked. Please practice lockdown now. This is only a drill.

Este es un simulacro: Skagit Valley College está realizando un simulacro de encierro. Todos los edificios están cerrados. Practique el encierro ahora.

The screenshot shows the Skagit Valley College website. At the top, there is a red banner with a message about a lockdown drill. Below the banner is a dark red header bar with the college's logo and navigation links for Staff, Students, SVC Calendar, Community Education, Visit SVC, Give, and a search icon. The main menu includes Admissions, Academics, Services and Support, Campus Life, and About SVC. A prominent banner at the bottom features the text "WINTER QUARTER" and "WELCOME BACK, CARDS!" over a snowy background. The "STAFF" link in the main menu is highlighted with an orange circle.

**3** Click "Staff Portal"

The screenshot shows the Skagit Valley College website again. The Staff link in the top navigation bar is highlighted with an orange circle. A dropdown menu appears, listing various staff-related options: Canvas, Change Password, ctcLink, Business Services, Facilities, Directory, Employee Hub, IT Help Desk, Marketing, and Staff Portal. The "Staff Portal" option is also highlighted with an orange circle. The main banner at the bottom features the text "WINTER QUARTER" and "WELCOME BACK, CARDS!" over a snowy background. Below the banner, there is a call to action: "Get Connected, Get Involved! Don't miss out on the upcoming events." A yellow footer bar at the bottom contains a language selection icon (EN), a privacy policy link, and a close button.

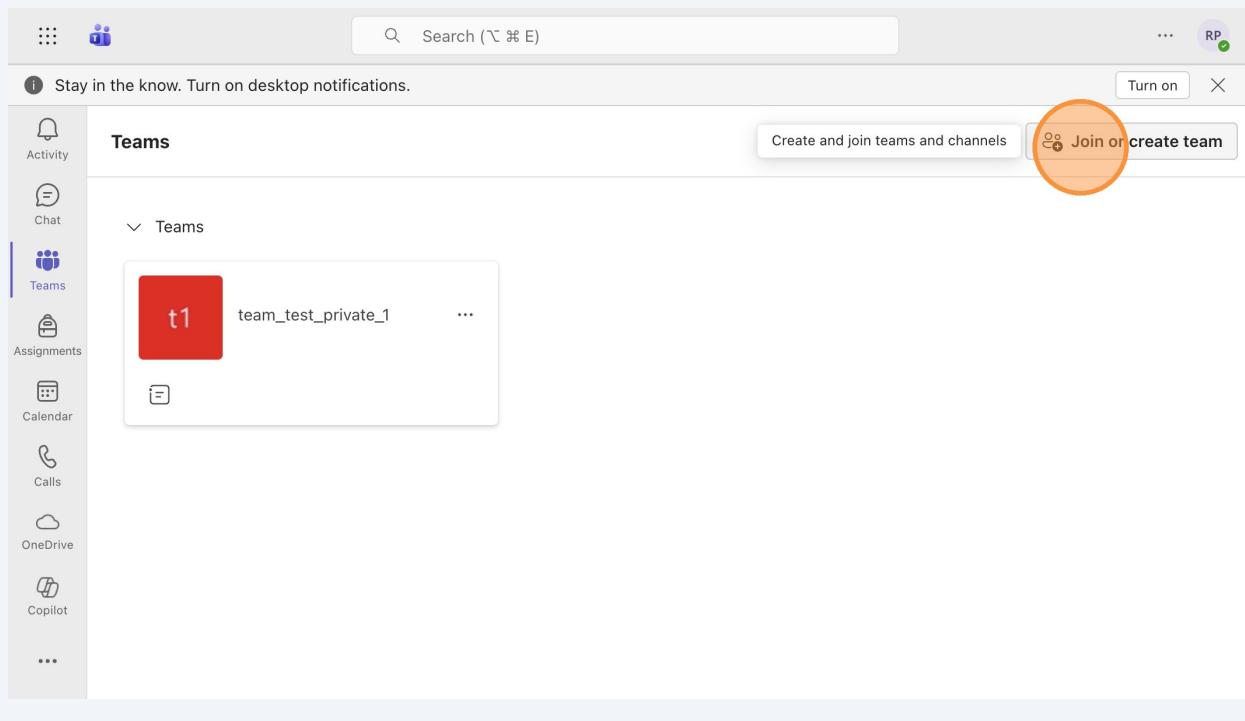
**4** Click here to view Microsoft 365 Applications

The screenshot shows the Skagit Valley College Employee Portal homepage. At the top, there's a navigation bar with the SVC logo, "Skagit Valley College Employee Portal", "SharePoint", and various user icons. Below the header, the page title is "Employee Portal". On the left, a sidebar titled "Portal Home" lists links to Human Resources and Payroll, Team Sites, President's Office, Accreditation, Board of Trustees, Office Of Equity and Inclusion, Cabinet, Policy Project Site, President's Spotlight Series, Administrative Services, Bookstore, Business Office, and Conv and Mail Services. The main content area features a section titled "Popular Shortcuts & Documents" with links to ctcLink Help Guides, ctcLink Login, TargetX, IT Help Desk, Early Alert/Progress Reporting, Maintenance Work Order Request, and Canvas. To the right, a "Tools & Links" section lists Webmail, 25Live Room Scheduling, 25Live List Of Building Codes, Educational Plan System, 2019-2020 Annual Budget, Catalog 2017-2018, Faculty Web Page Administration Instructions, Change of Grade Online Form, Classified Staff Mentor Program, Course Outline System (Archived as of 2025-26), Progress Tracker (Degree Audit) (student), and SBCTC Web Applications (Online application, Progress Tracker, etc).

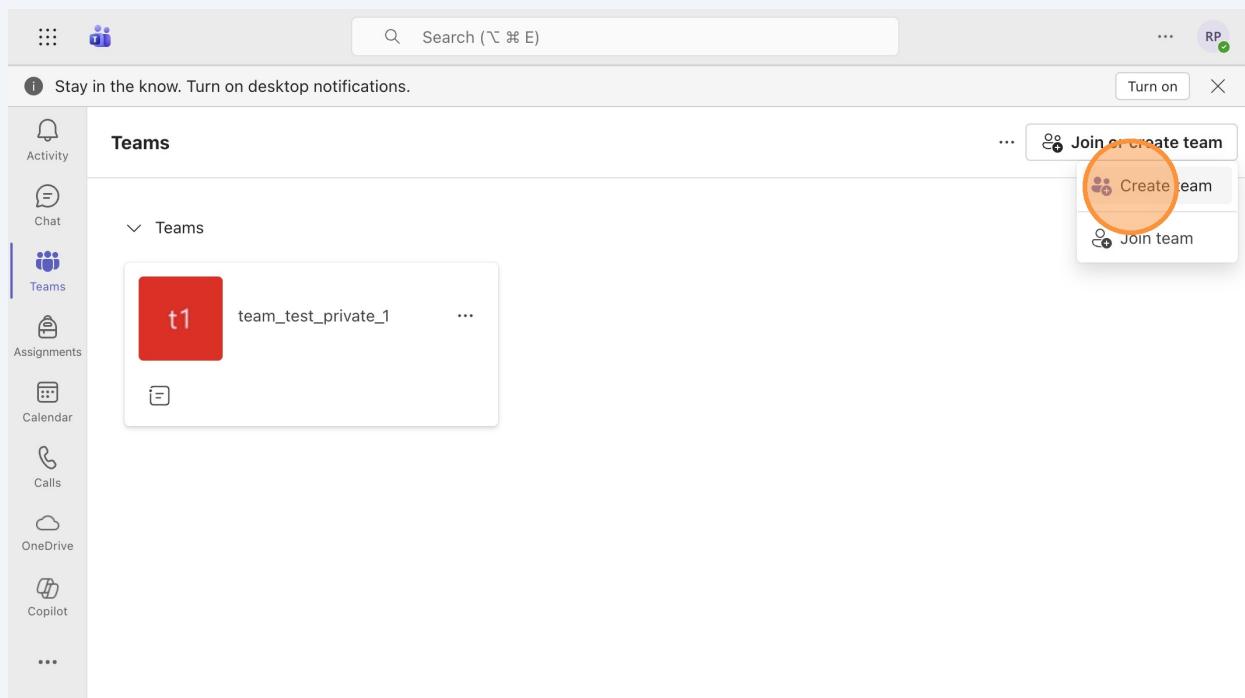
**5** Click here to select Teams

The screenshot shows the Microsoft 365 apps landing page. At the top, there's a search bar with "Find Microsoft 365 apps" and a navigation bar with the SVC logo, "SharePoint", and user icons. The main area displays a grid of Microsoft 365 apps: Microsoft 365 Copilot, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams (which is highlighted with an orange circle), Sway, Forms, Learning Activities, and More apps. Below this, there are four additional app tiles: Document, Workbook, Presentation, and Survey. To the right, a "Tools & Links" section lists the same links as the previous screenshot: Webmail, 25Live Room Scheduling, 25Live List Of Building Codes, Educational Plan System, 2019-2020 Annual Budget, Catalog 2017-2018, Faculty Web Page Administration Instructions, Change of Grade Online Form, Classified Staff Mentor Program, Course Outline System (Archived as of 2025-26), Progress Tracker (Degree Audit) (student), and SBCTC Web Applications (Online application, Progress Tracker, etc).

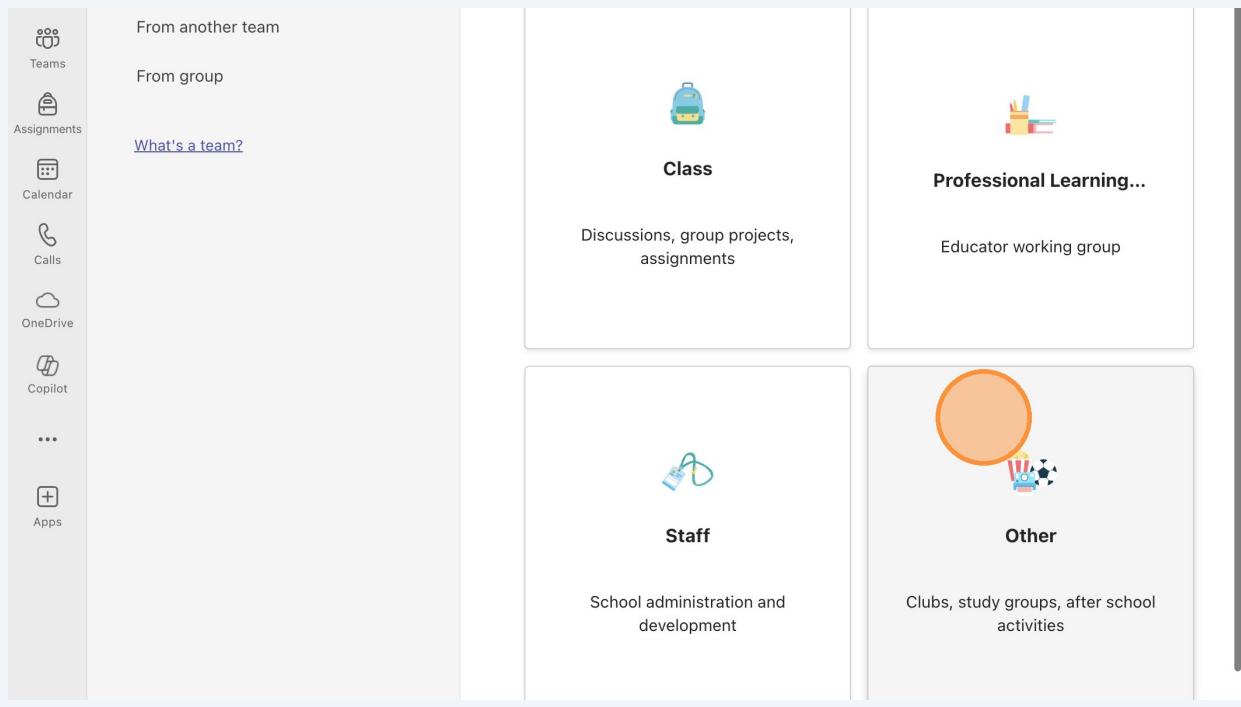
## 6 Click "Join or create team"



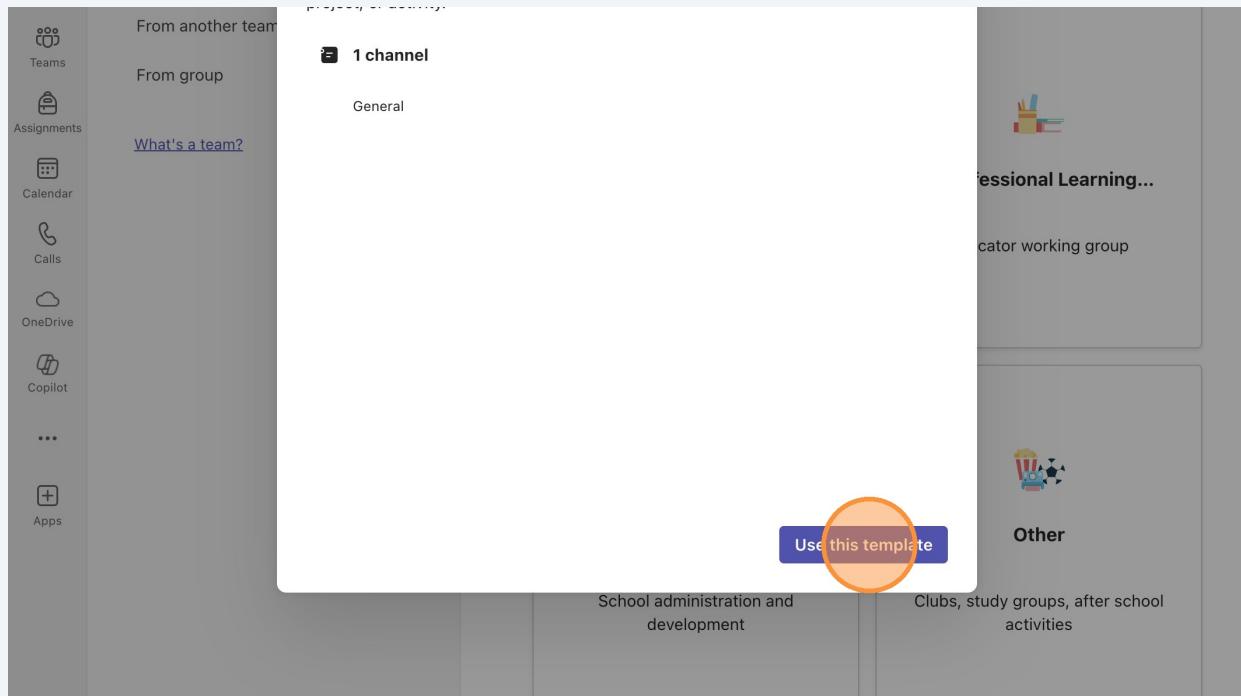
## 7 Click "Create team"



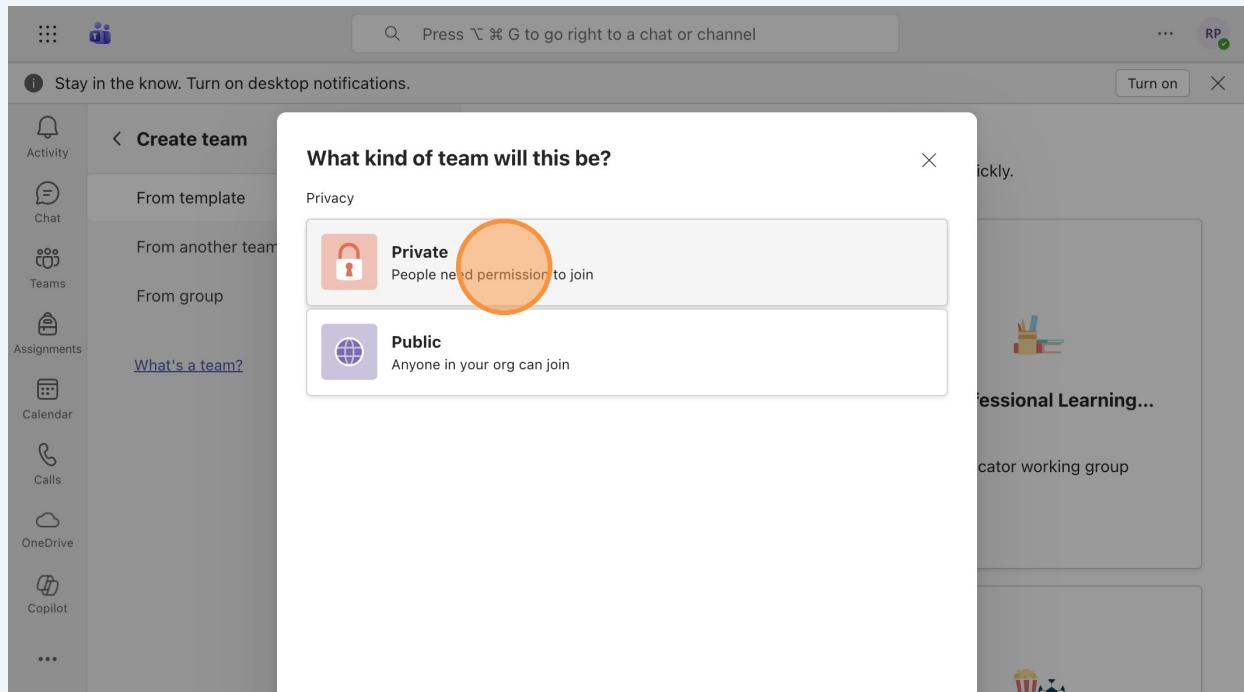
## 8 Click "OtherClubs, study groups, after school activities"



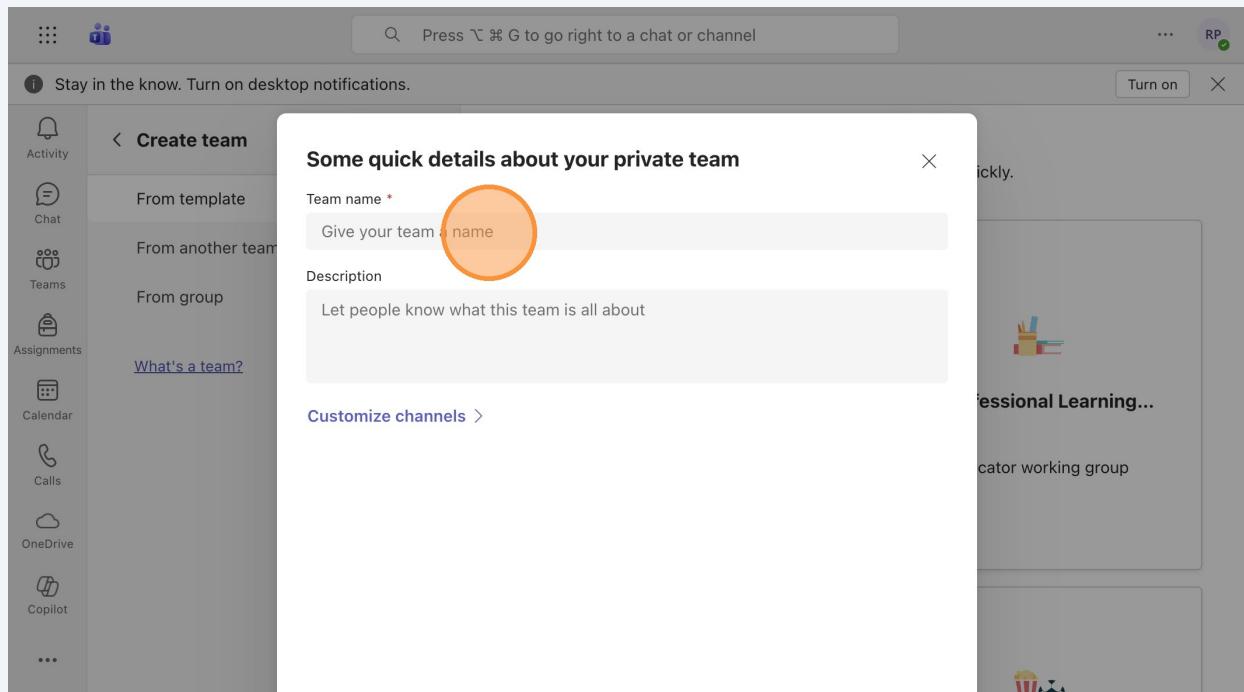
## 9 Click "Use this template"



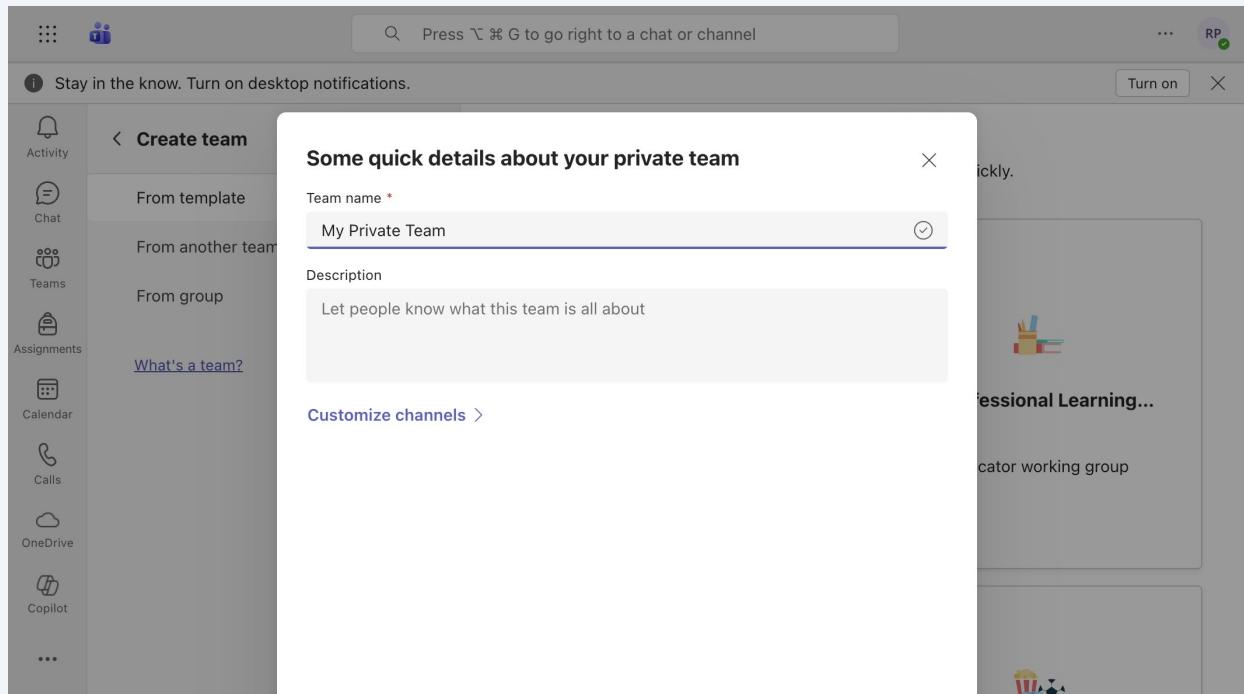
## 10 Click "People need permission to join"



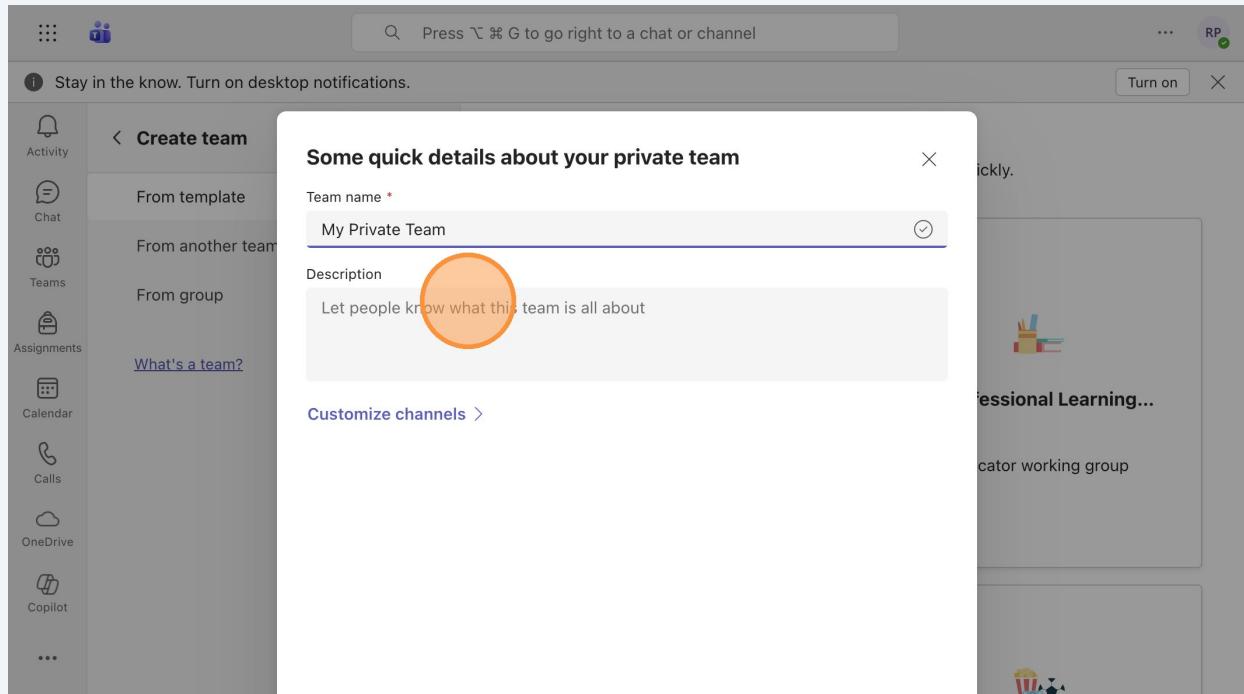
## 11 Click the "Team name\*" field.



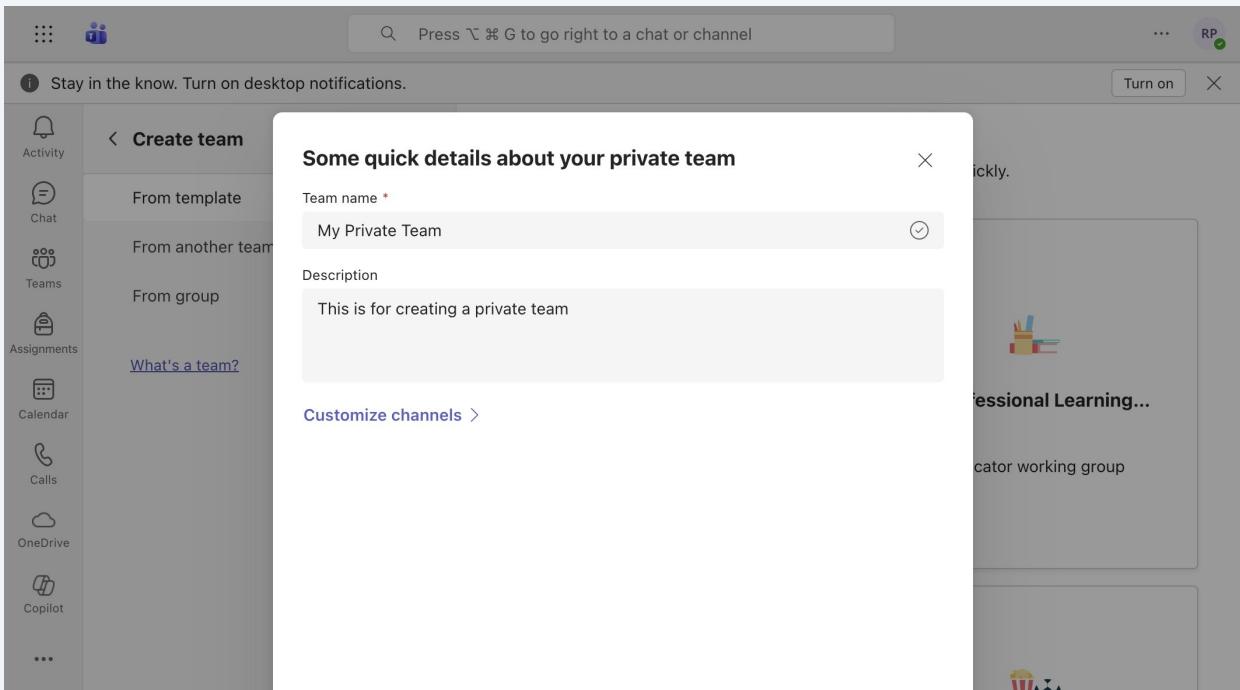
## 12 Type a name for the team



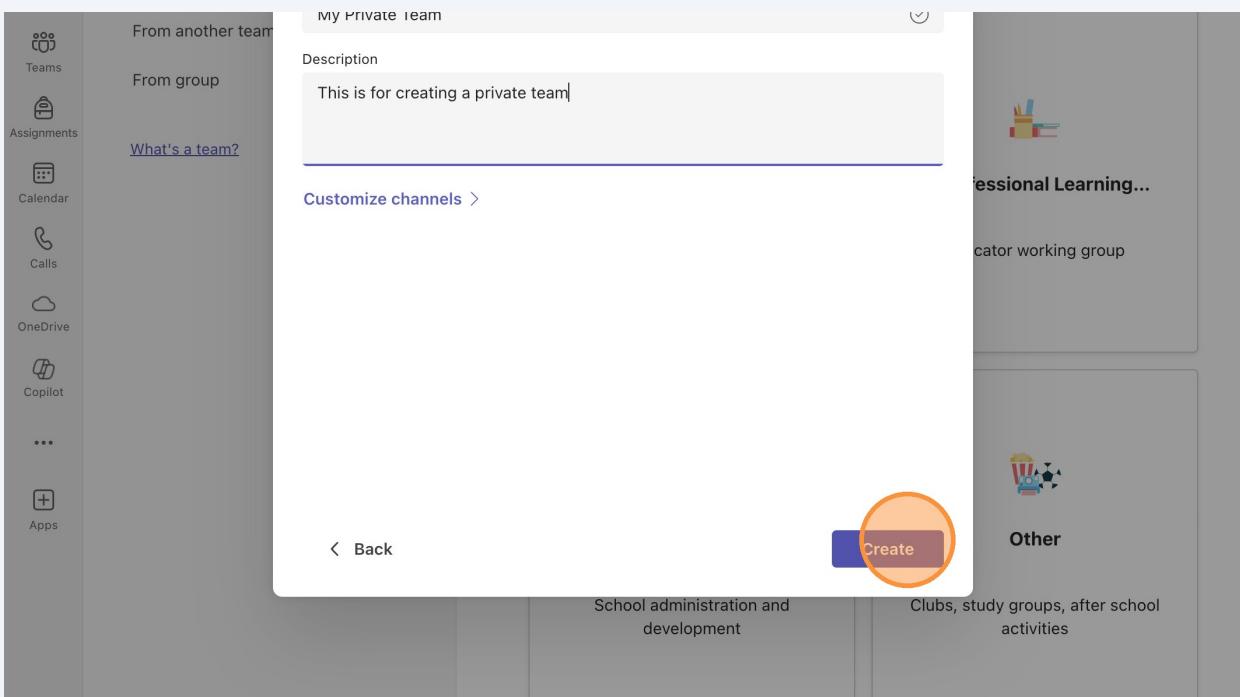
## 13 Click the "Let people know what this team is all about" field.



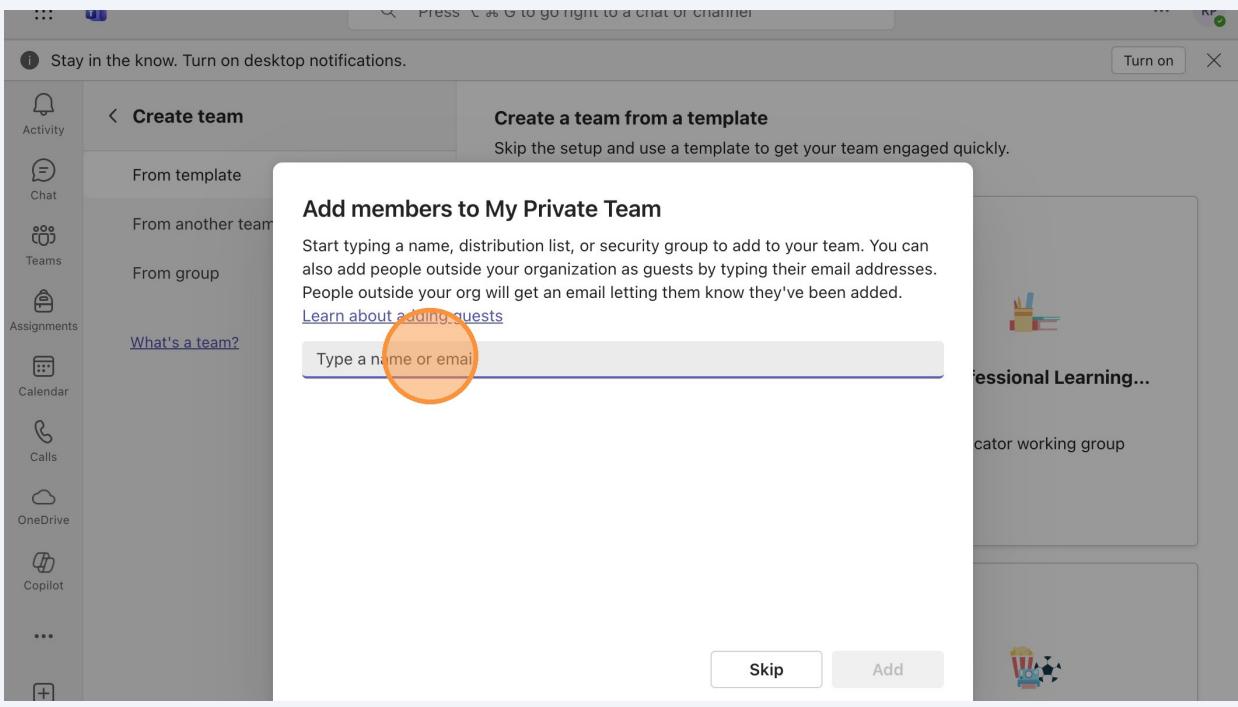
## 14 Type Description



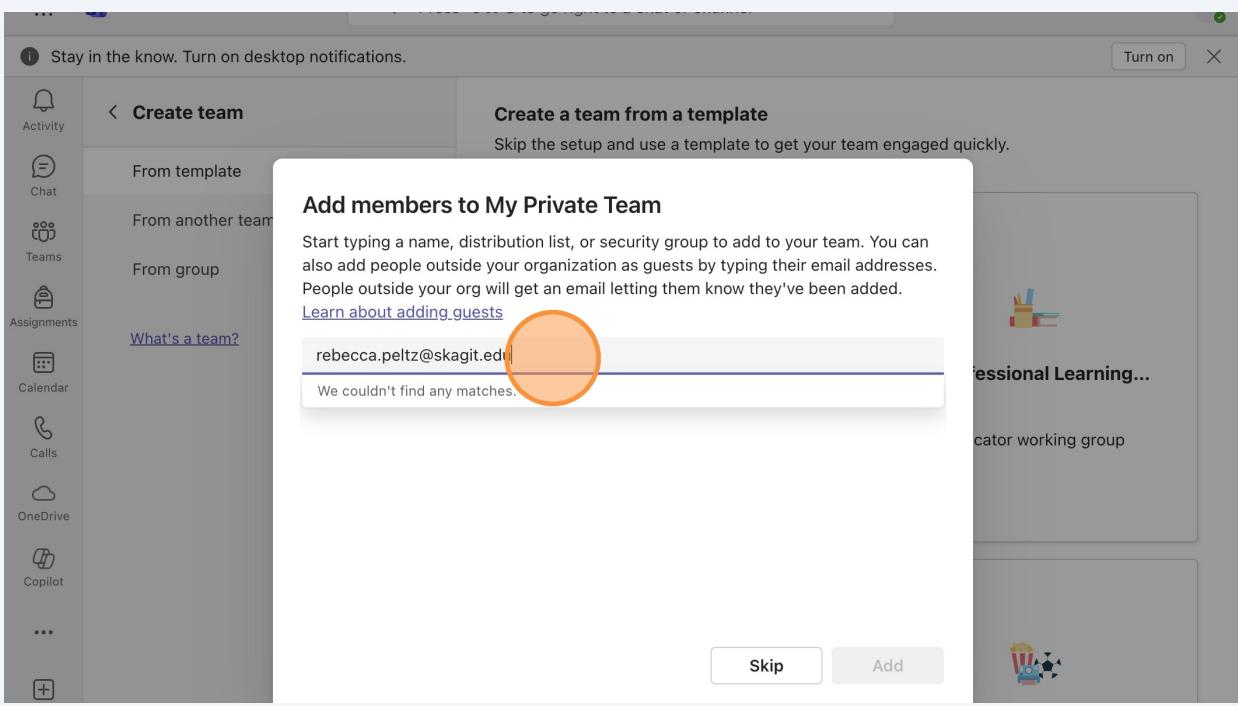
## 15 Click "Create" to create the team



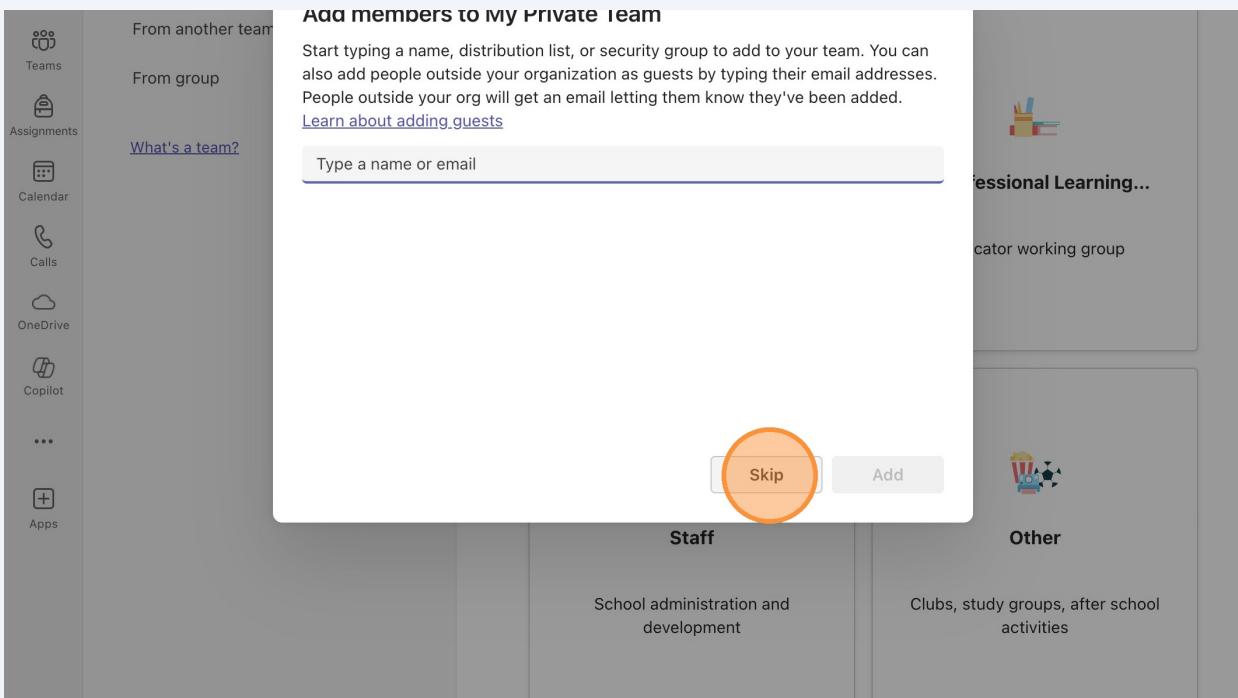
**16** Click the "Type a name or email" field or skip to add names later



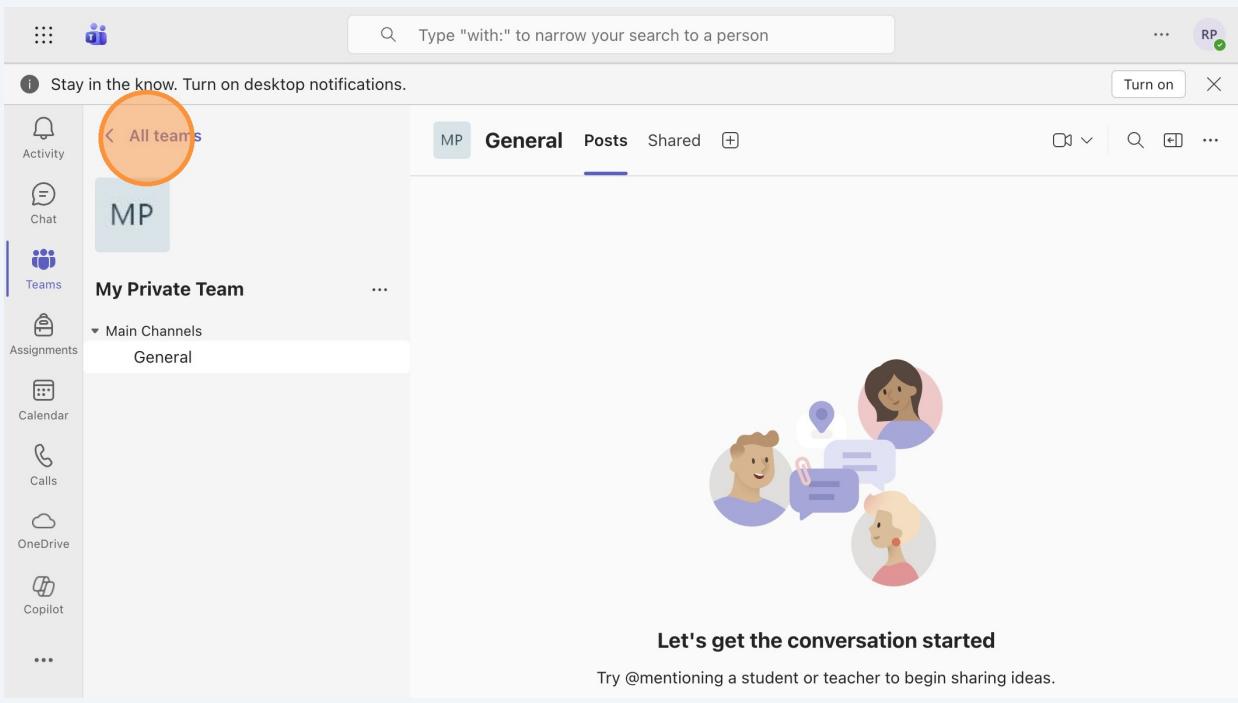
**17** Click this text field.



## 18 Click "Skip"



## 19 Click "All teams" to view all teams



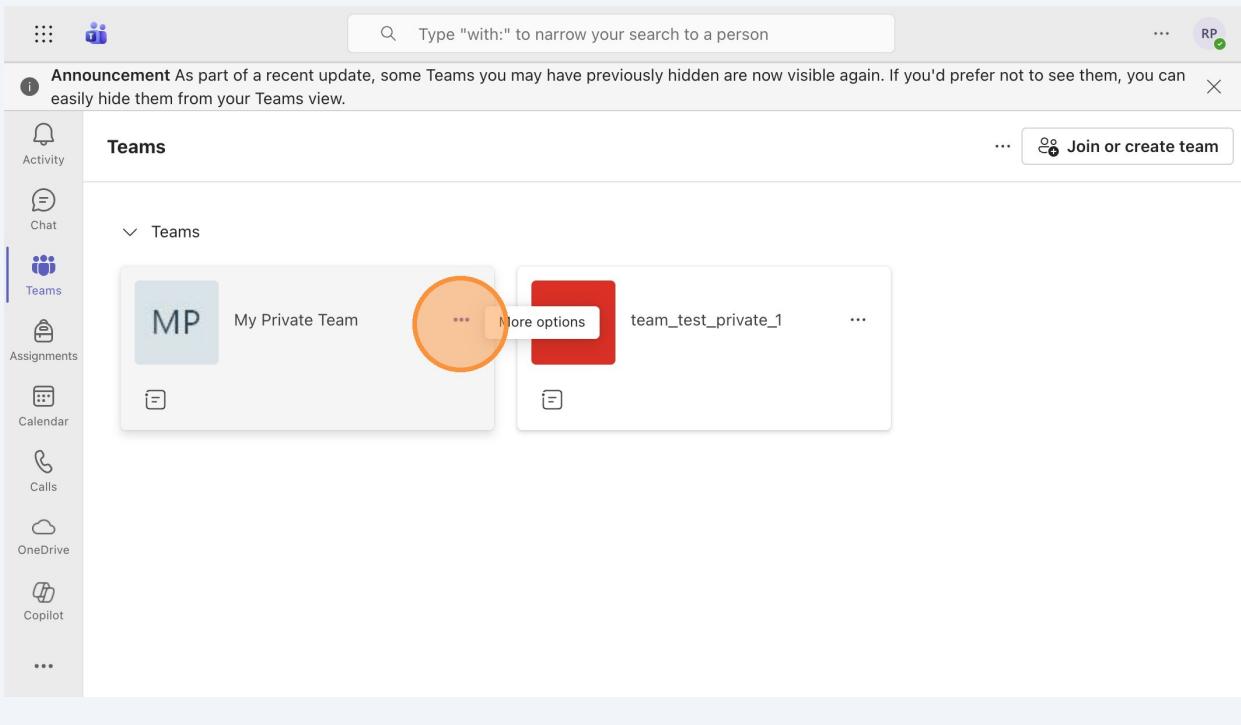
## 20 Click "My Private Team" to open a single team

The screenshot shows the Microsoft Teams homepage. On the left is a vertical navigation bar with icons for Activity, Chat, Teams (which is selected and highlighted in blue), Assignments, Calendar, Calls, OneDrive, Copilot, and three dots for more options. The main area is titled 'Teams' and contains a list of teams. Two teams are visible: 'My Private Team' (represented by a grey icon with 'MP') and 'team\_test\_private\_1' (represented by a red icon with 't1'). The 'My Private Team' card has a callout bubble pointing to it with the text 'My Private Team'. An orange circle highlights this callout bubble. At the top right of the main area, there is a button labeled 'Join or create team'.

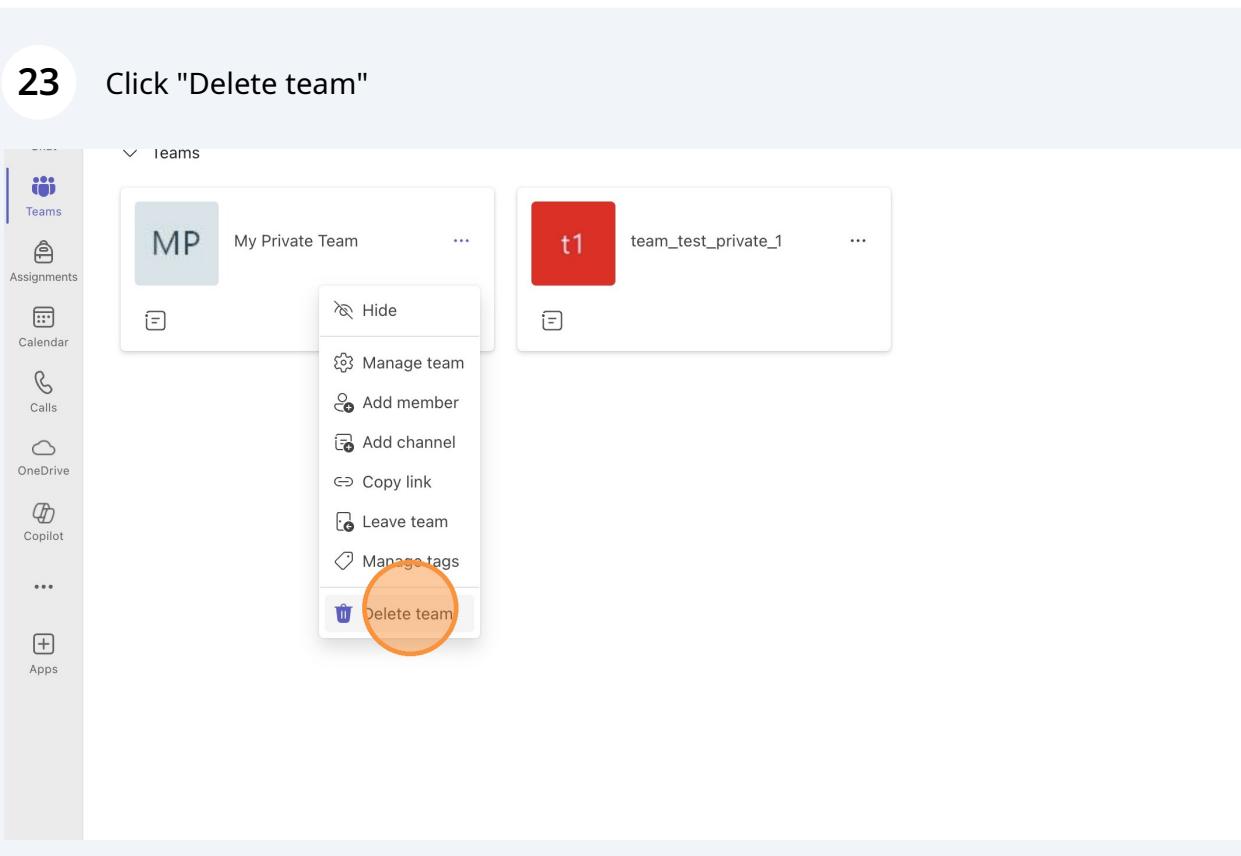
## 21 Click "All teams" to return to list of teams

The screenshot shows the Microsoft Teams interface for the 'My Private Team' channel. On the left is the same vertical navigation bar as the previous screenshot. The main area shows the 'General' channel of the 'My Private Team' channel. The channel header includes tabs for 'MP', 'General', 'Posts', 'Shared', and a plus sign for creating new content. Below the header, there is a decorative graphic featuring three stylized human profiles with speech bubbles. A callout bubble points to the back arrow icon in the top-left corner of the channel header, which is highlighted with an orange circle. The text 'All teams' is visible next to the arrow. At the bottom of the channel page, there is a message encouraging users to start a conversation: 'Let's get the conversation started' and 'Try @mentioning a student or teacher to begin sharing ideas.'

## 22 Start delete process by clicking on three dots

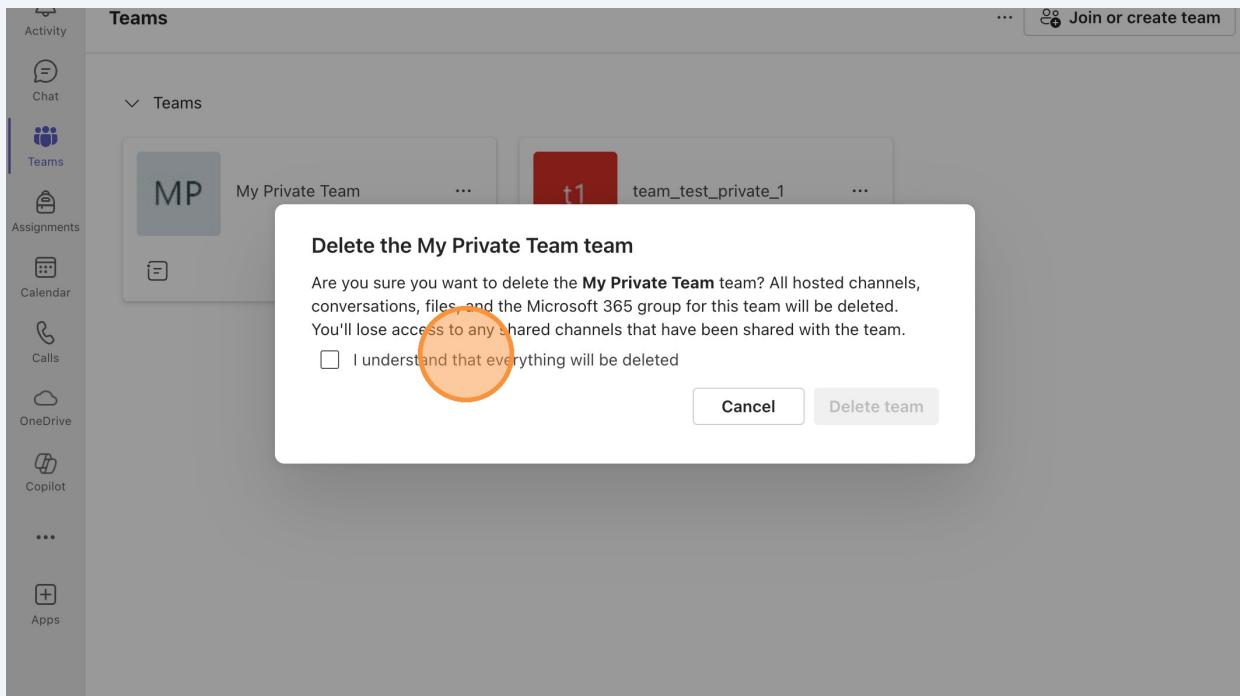


## 23 Click "Delete team"



24

Click "I understand that everything will be deleted"



25

Click "Delete team"

