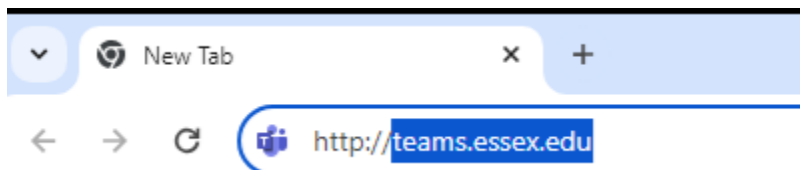


How Do I Access Teams?

Option 1

Access Teams directly via the Web

1. Go to <http://teams.essex.edu>



2. Sign in with your Essex County College email address Click **Next**

Sign in to Microsoft Teams



Sign in

username@essex.edu



No account? [Create one!](#)

Next



3. Type your password Click **Sign in**



← user@essex.edu

Enter password

A password input field containing ten dots and a cursor, highlighted with a red rectangular border.

[Forgot my password](#)

Sign in

Please use your entire email address for Username,
and your network password.

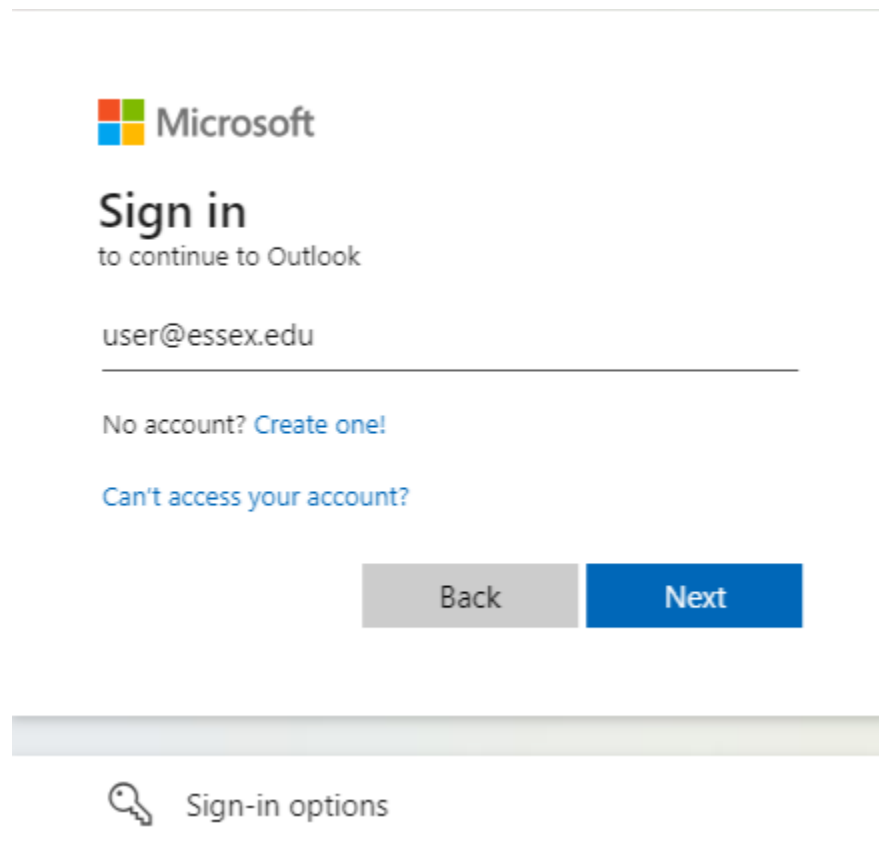
If you need help please contact the Help Desk at
(973)-877-3582

Option 2

Access Teams by Using Your Outlook Web App

1. Go to <http://outlook.essex.edu>
2. Sign in using your Essex County College email address

Click **Next**



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text reads "Sign in" in a large font, followed by "to continue to Outlook" in a smaller font. A text input field contains the email address "user@essex.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in area is a horizontal bar with a key icon and the text "Sign-in options".



3. Type password and select **Sign in**



← user@essex.edu

Enter password

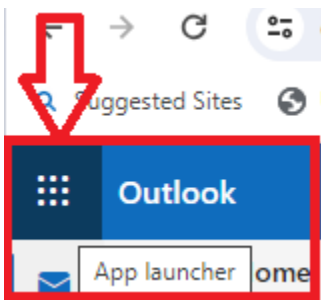
[Forgot my password](#)

Sign in

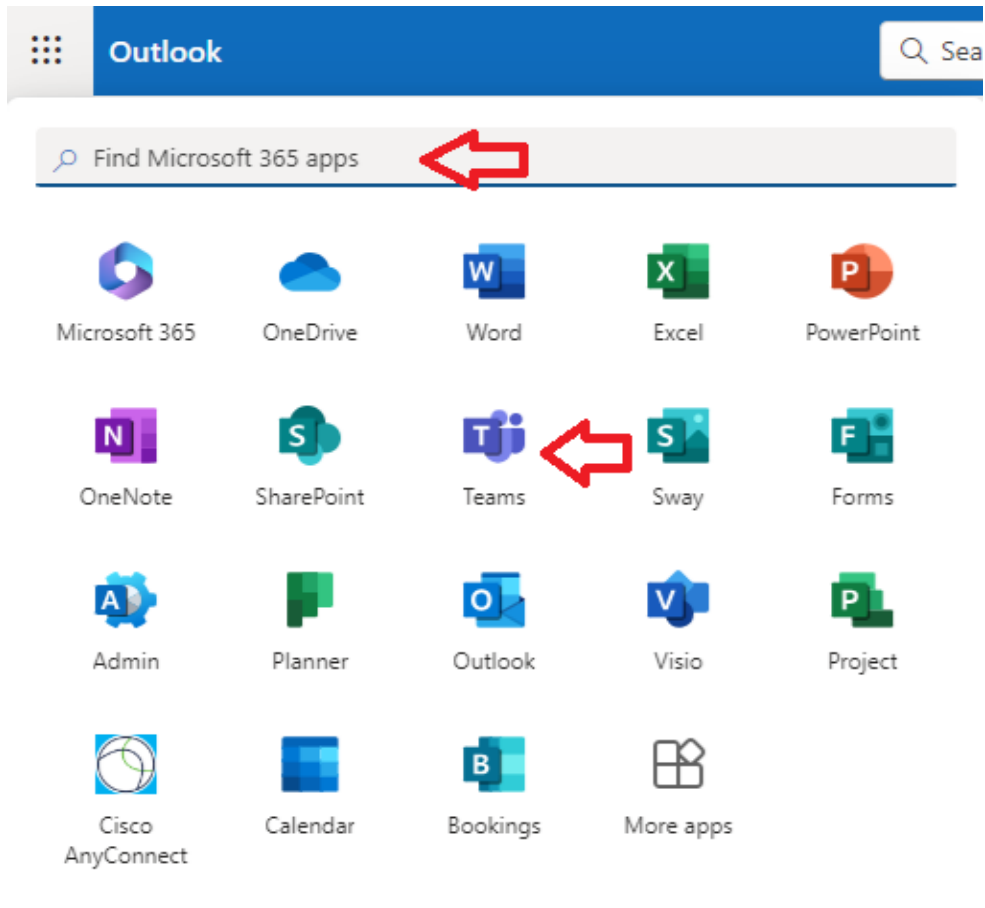
Please use your entire email address for Username, and your network password.

If you need help please contact the Help Desk at (973)-877-3582




















4. Click on the **App Launcher** Icon



5. Search for **Teams** or **Click** on the **Teams App** if visible



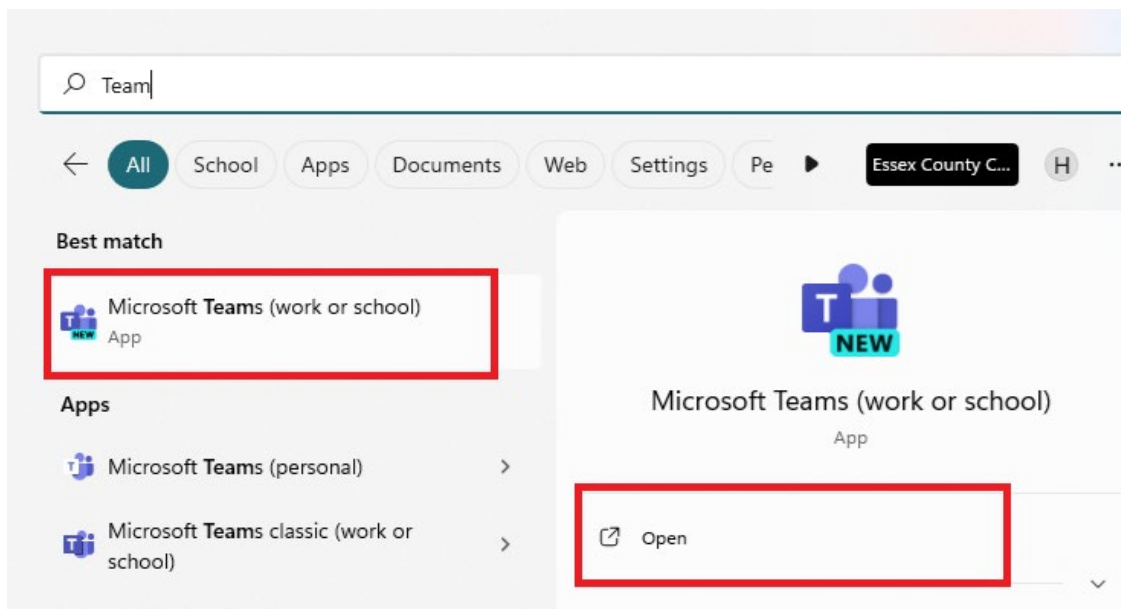
The screenshot shows the Outlook application interface. At the top, there is a blue header bar with the word "Outlook" and a search box containing "Sea". Below the header is a search bar with the text "Find Microsoft 365 apps" and a red arrow pointing to the right. The main area displays a grid of Microsoft 365 app icons with their names below them:

 Microsoft 365	 OneDrive	 Word	 Excel	 PowerPoint
 OneNote	 SharePoint	 Teams	 Sway	 Forms
 Admin	 Planner	 Outlook	 Visio	 Project
 Cisco AnyConnect	 Calendar	 Bookings	 More apps	

Option 3

Access Teams Via the Desktop App

1. Search for and/or Select **Microsoft Teams (work or school)**





2. Sign in using your Essex County College email address , Click **Next**



Sign in

to continue to Outlook

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

Please use your entire email address for Username,
and your network password.

If you need help please contact the Help Desk at
(973)-877-3582



Sign-in options



3. Type your password and **Sign in**



← user@essex.edu

Enter password

[Forgot my password](#)

Sign in

Please use your entire email address for Username,
and your network password.

If you need help please contact the Help Desk at
(973)-877-3582