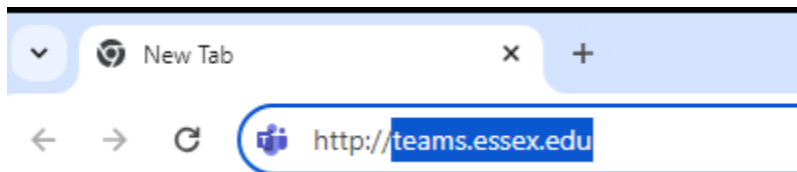


## How to Create an Instant Meeting Using Teams Web Version

1. Access your Teams account by going to <http://teams.essex.edu>



2. Sign in using your Essex County College email address and password



## Sign in

to continue to Outlook

user@essex.edu

No account? [Create one!](#)

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

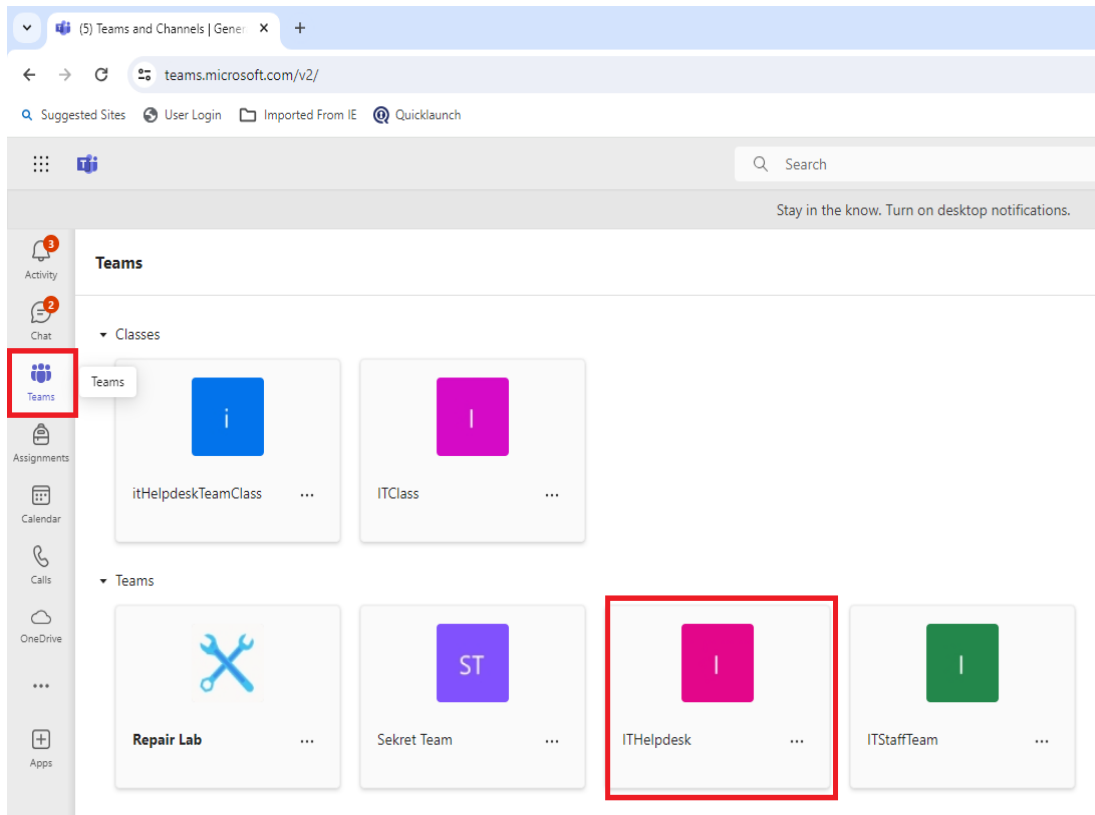
Back

Next



Sign-in options

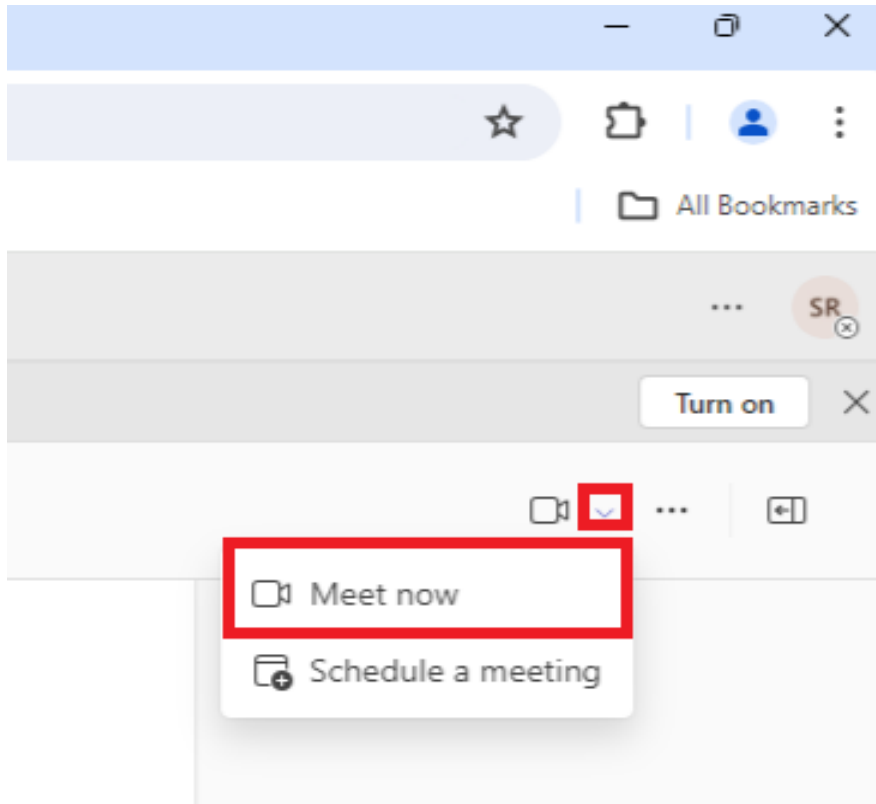
### 3. Click **Teams** , select the **Team** for your Instant Meeting



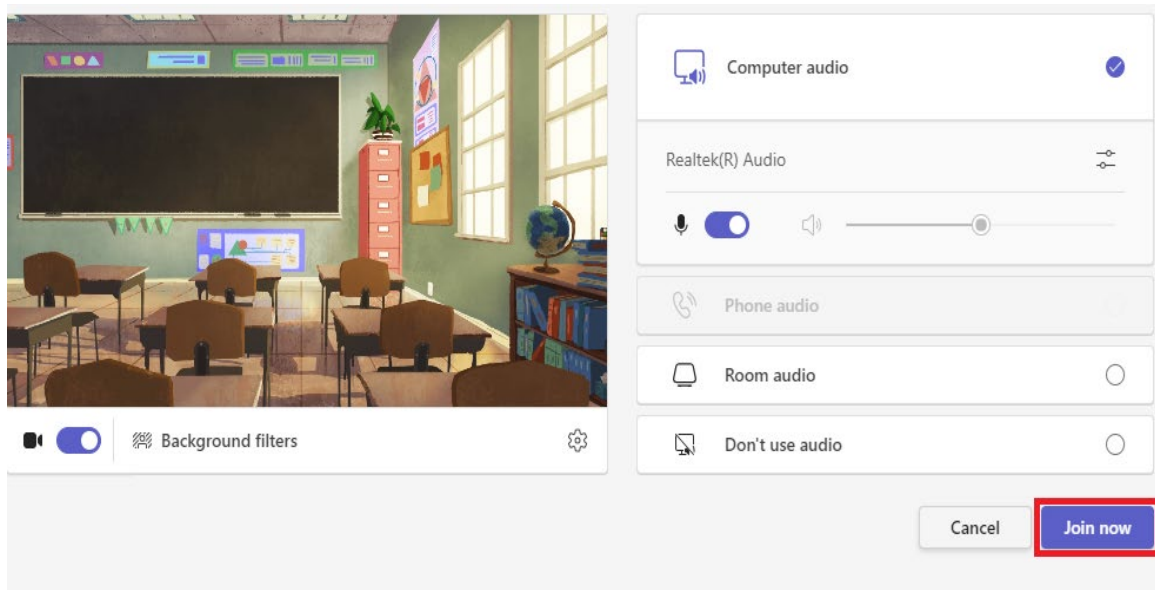
The screenshot shows the Microsoft Teams web interface in a browser window. The address bar displays "teams.microsoft.com/v2/". The left-hand navigation pane includes icons for Activity (3), Chat (2), Teams (highlighted with a red box), Assignments, Calendar, Calls, OneDrive, and Apps. The main content area is titled "Teams" and is divided into two sections: "Classes" and "Teams".

- Classes:**
  - itHelpdeskTeamClass (blue icon)
  - ITClass (purple icon)
- Teams:**
  - Repair Lab (blue wrench icon)
  - Sekret Team (purple icon with "ST")
  - ITHelpdesk (purple icon with "I", highlighted with a red box)
  - ITStaffTeam (green icon with "I")

4. Click on the **Arrow Icon** next to Video Icon, Click **Meet now**




5. Check Camera and Audio Settings ensure that these are on if needed, Click **Join Now**





6. If you are not inviting others or sending meeting details , you can select to **Close** the next screen to start the meeting

**Invite people to join you**

Copy and share the link to invite someone.

 Copy meeting link

 Add participants

 Share via default email