How Do I Schedule A New Meeting via the Teams Web Browser Version?

From your Internet Browser, Go to http://teams.essex.edu
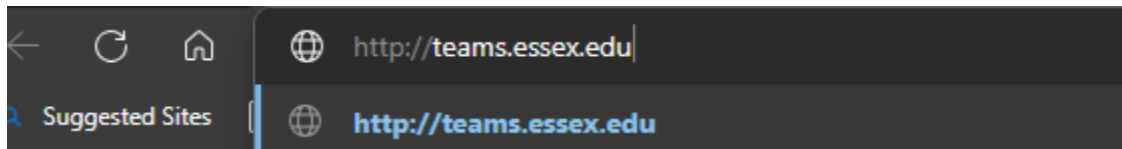
Sign in using your Essex County College Email and Password

ESSEX
COUNTY COLLEGE
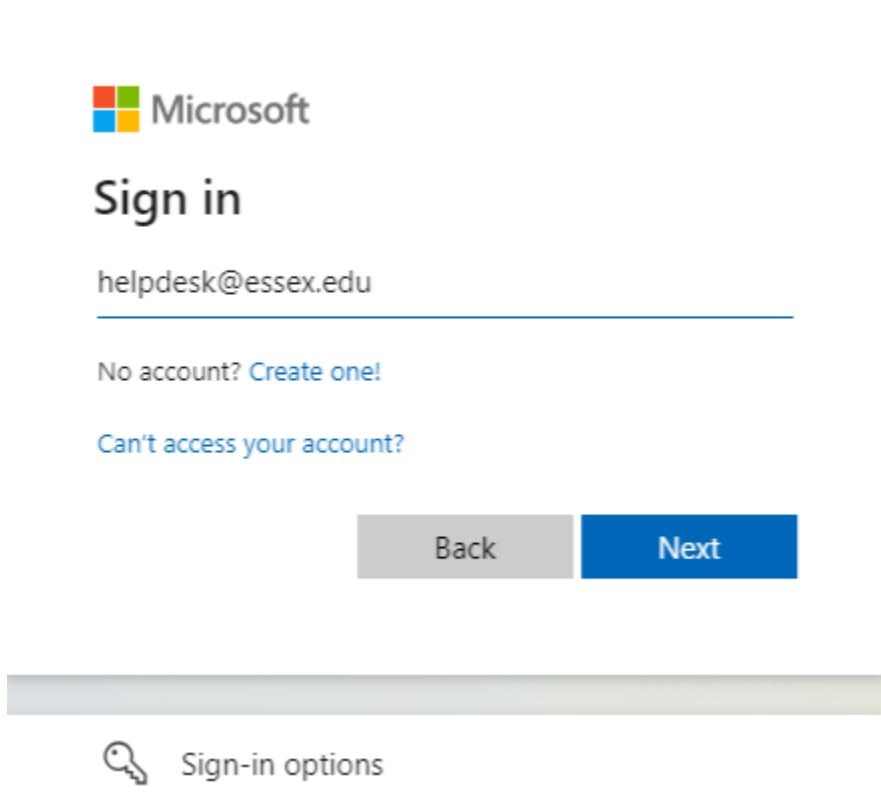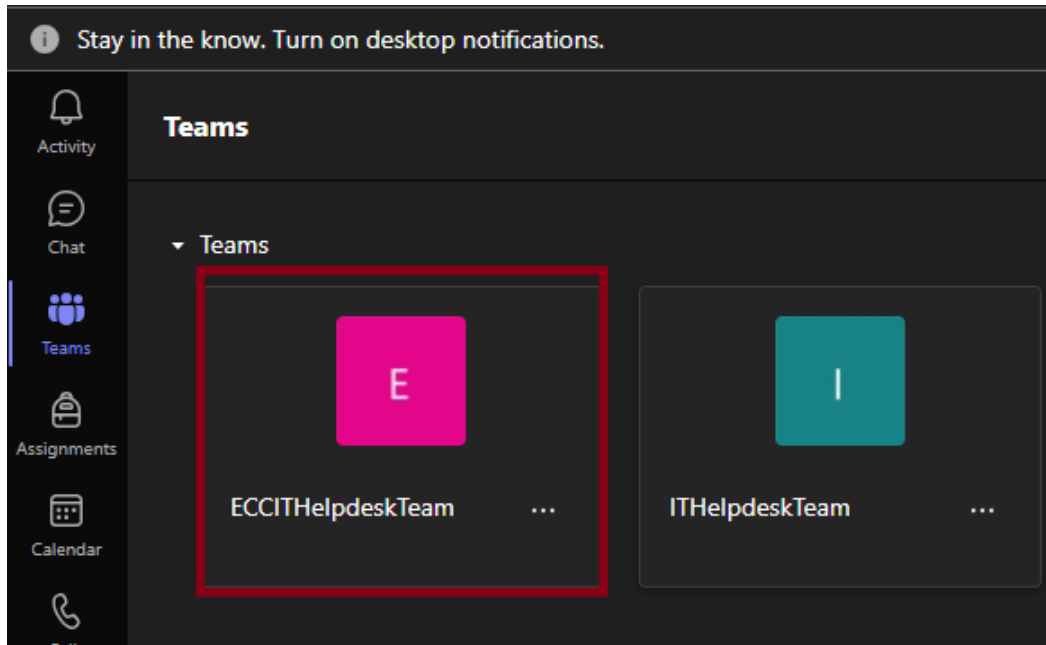
← helpdesk@essex.edu

Enter password

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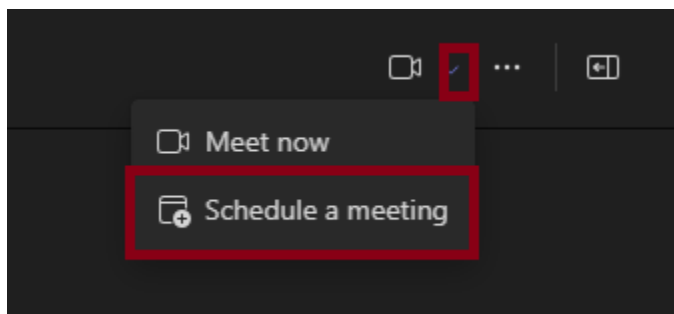
Forgot my password

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

Click **Teams** and Select **the Team**

Click the **Arrow Down Icon (**next to the Video Icon), Select **Schedule a Meeting**

Add all details for your meeting including your required and Optional attendees, Click **Send**