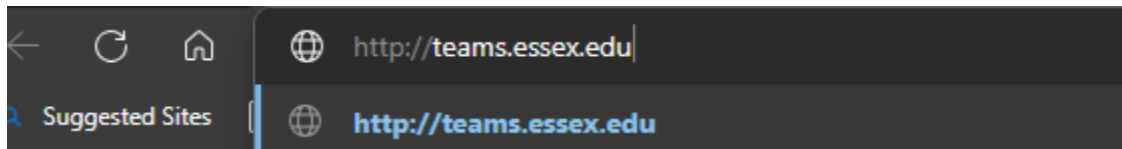
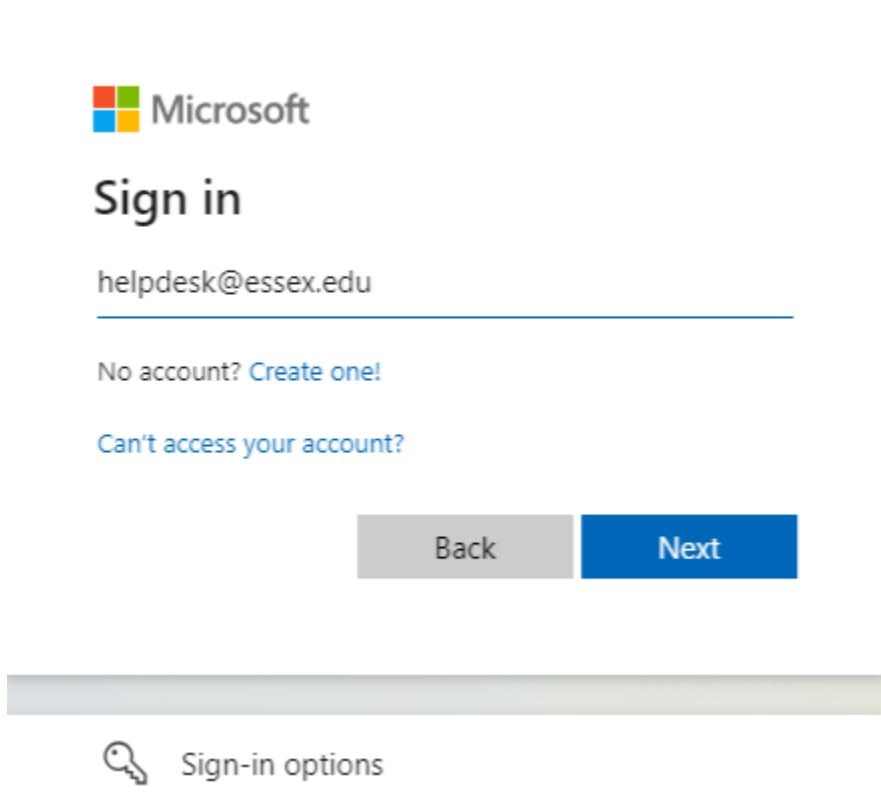


How Do I Schedule A New Meeting via the Teams Web Browser Version?

From your Internet Browser, Go to <http://teams.essex.edu>



Sign in using your Essex County College Email and Password





← helpdesk@essex.edu

Enter password

.....

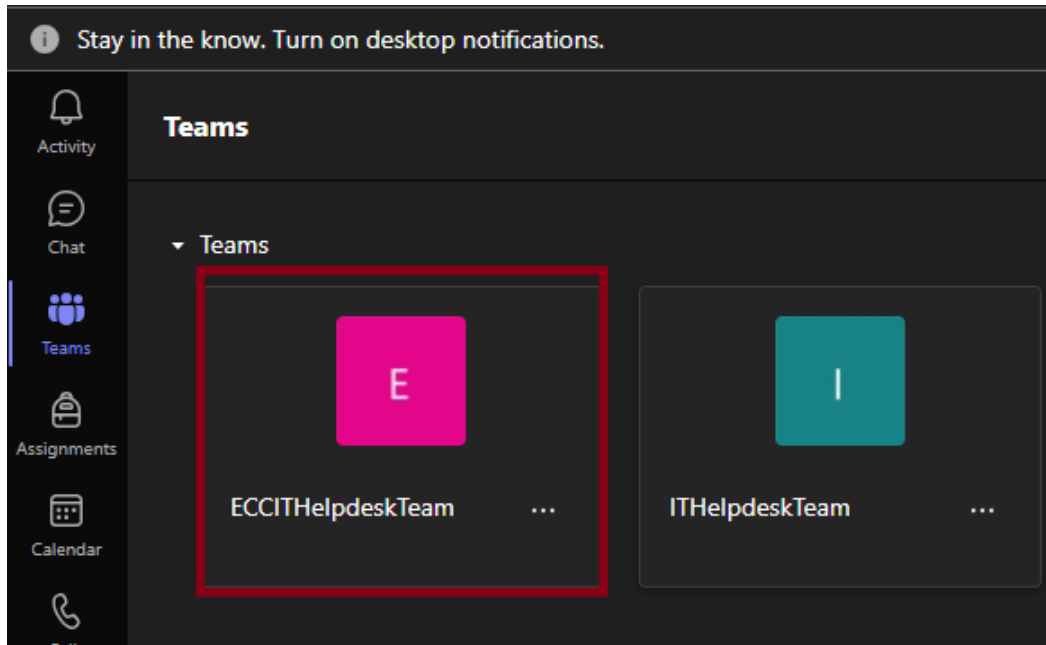
[Forgot my password](#)

Sign in

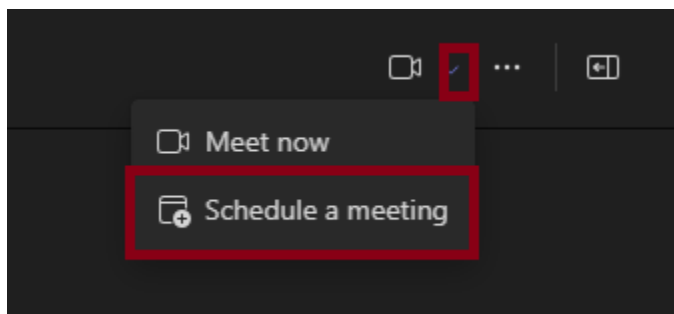
Please use your entire email address for Username,
and your network password.

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

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**

The screenshot shows the Microsoft Teams 'New meeting' interface. At the top right, the 'Send' button is highlighted with a red box. Below the header, there are settings for 'Show as: Busy', 'Category: None', 'Time zone: (UTC-05:00) Eastern Time (US & Canada)', 'Response options', and 'Require registration: None'. The main meeting details section is highlighted with a red box and includes:

- Title: Demo Meeting
- Attendees: Add required attendees (+ Optional)
- Date and Time: 6/6/2024, 7:30 PM
- Duration: 6/6/2024, 8:00 PM, 30m, All day
- Recurrence: Does not repeat
- Channel: ECCITHelpdeskTeam > General
- Send personal invites:
- Add location
- Rich text editor with the text: Type details for this new meeting

On the right side, there are additional settings:

- Who can bypass the lobby?: People in my org and guests
- Record and transcribe automatically:
- More options