

Step 1: Joining the Meeting

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Click here to join the Meeting

Or call in (audio only)
[+44 20 3321 5208,613959941#](#) United Kingdom, London
Phone Conference ID: 613 959 941#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)



Step 2: Choose how you would like to join the meeting

Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.
 Always allow teams.microsoft.com to open links of this type in the associated app
Cancel Open Microsoft Teams

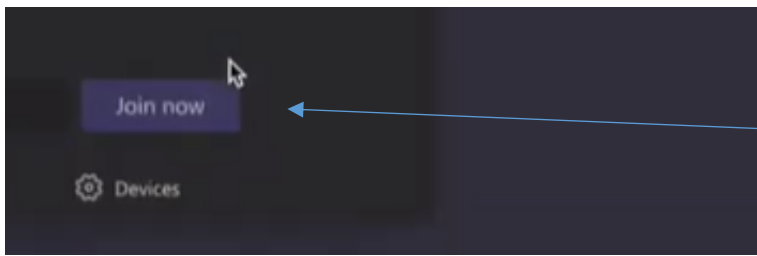
How do you want to join your Teams meeting?

- Download the Mac app
Use the desktop app for the best experience.
- Continue on this browser
No download or installation required.
- Open your Teams app
Already have it? Go right to your meeting.

You have a choice: choose to either “Open in Teams app”, “Download the app” or if you have neither, choose to “Continue with this browser”

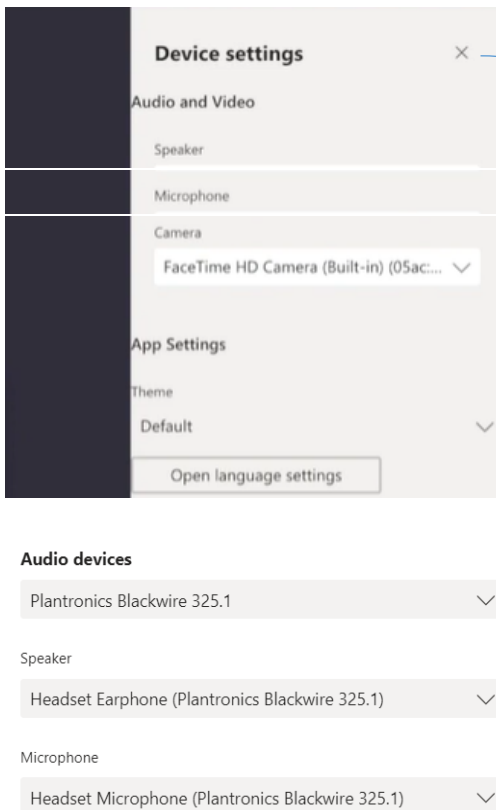
Privacy and Cookies Third-Party Disclosures

Step 3: Join Now



You will be taken to Microsoft Teams landing page- where you can click "Join Now"

Step 4: Check your set up device whilst waiting for the meeting to start

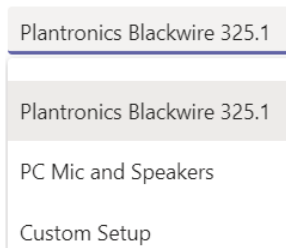


If your Microphone or camera are not working properly, you can check your settings by clicking on "Devices"

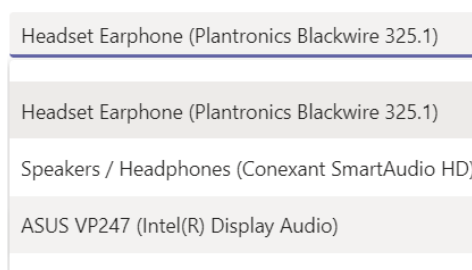
You can use the drop down options to change your settings- see examples below

Examples:

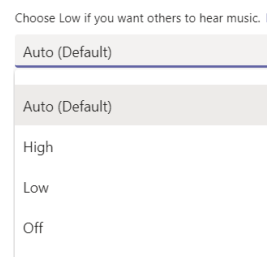
Audio devices



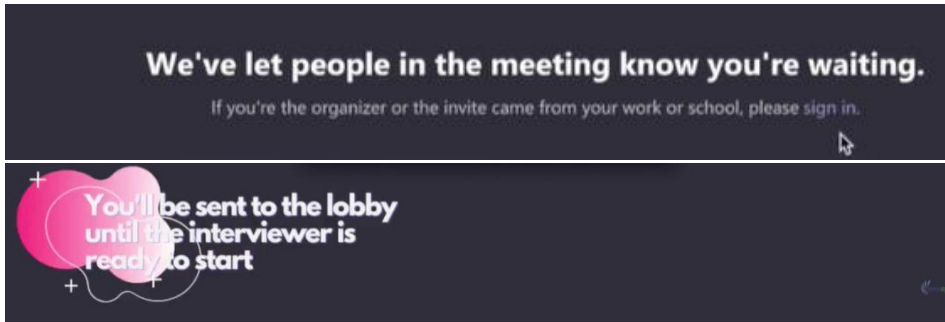
Speaker



Noise suppression ⓘ

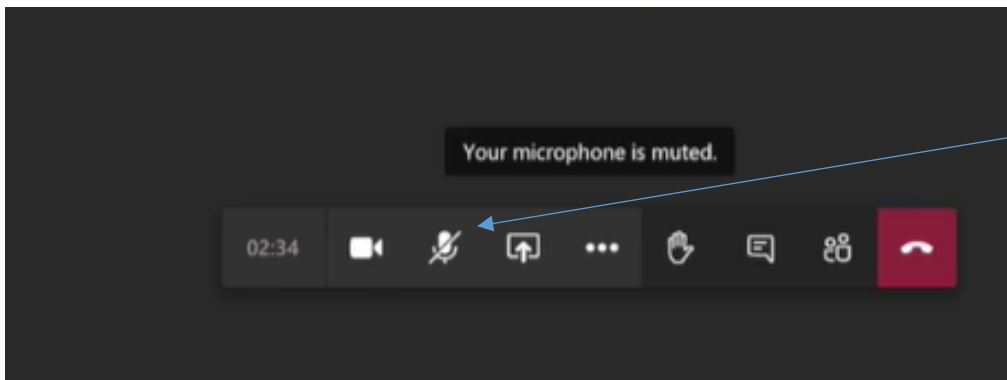


Step 5: Waiting in the “Lobby area”

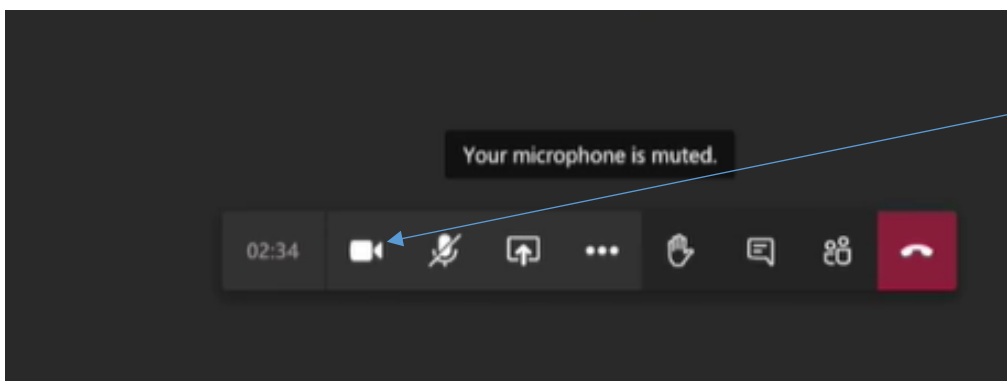


You are now in the waiting area, or “Lobby”- this is where you will wait. This means that you are set up in Teams and that the panel know that you are there and have “arrived”- as soon as the interview panel are ready, they will admit you to the interview meeting.

Step 6: Unmute your audio

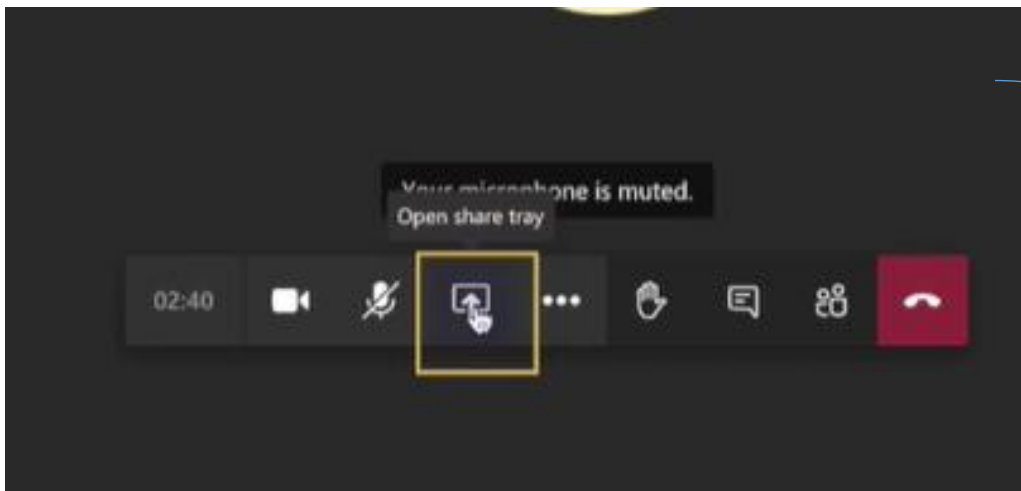


Remember- to unmute your Microphone once the Interview has begun

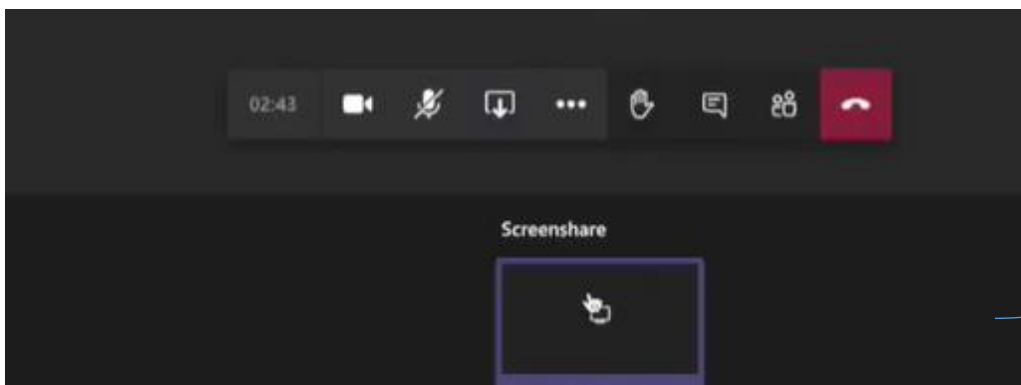


You will need to turn on your video- you should see your own image on the screen which is what the interview panel will also see- remembering that this is an interview and that the panel may ask to see a panoramic view of the room you are in.

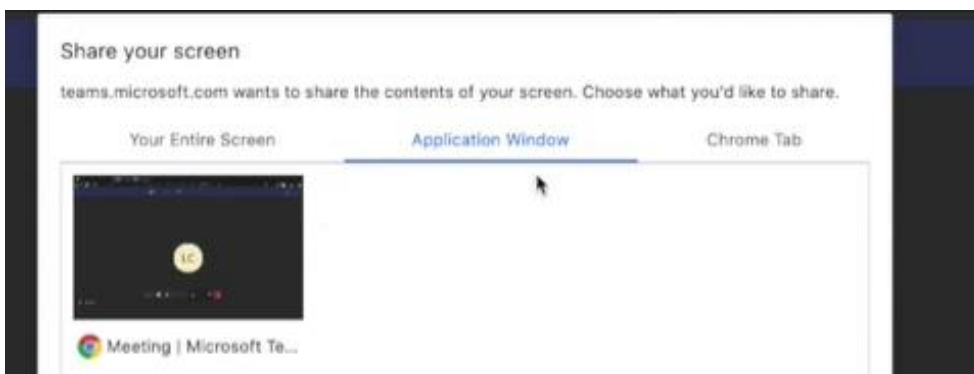
Step 7: Share / Un-share your Screen



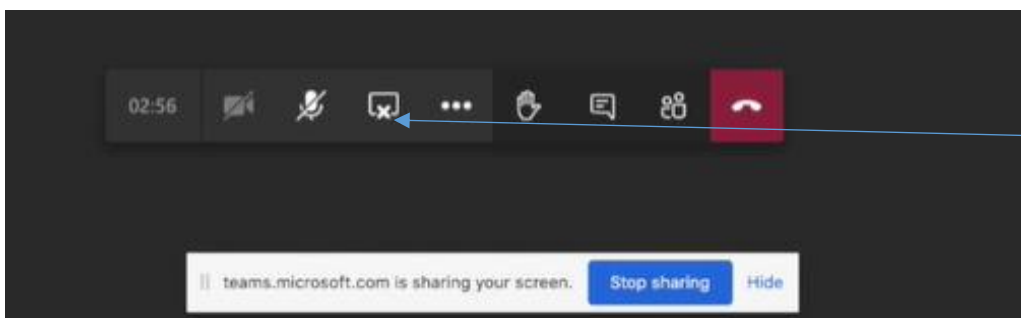
To share screen, click the "Open Share Tray" icon



A box will appear allowing you to choose the screen you wish to share-see below

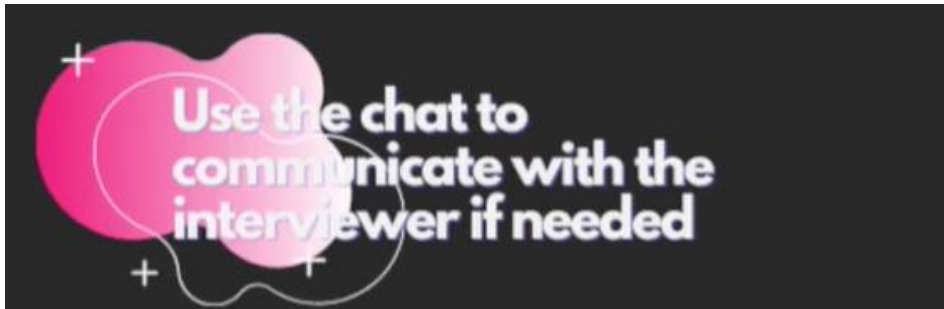


Select which screen or window you would like to open

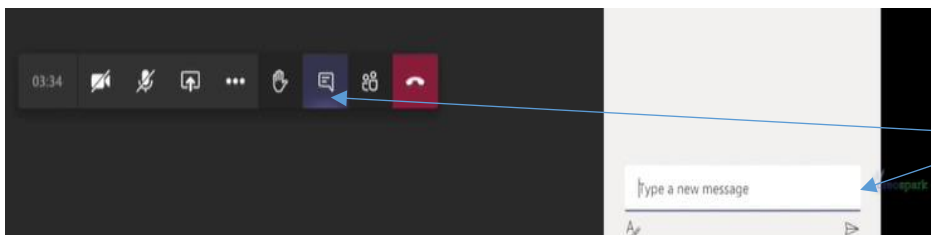


To stop sharing, click on the Open Tray Icon

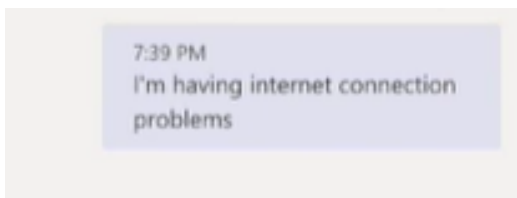
A message will appear that will allow you to select "Stop Sharing"

Step 8: Using the “Chat Room”

There is a chat box function if you need to communicate with others. This allows you to send written messages and all the attendees will be able to view these.



Begin typing your message then click send



Let people know if you begin having any difficulties with the system/ sound or internet. You can also use this to attach any documents or links.

For further information relating to training and information, please visit [Microsoft TEAMS](#)