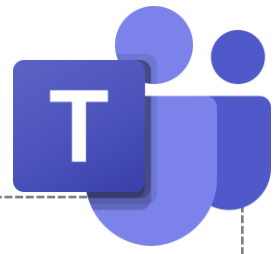


Candidate guide to using Microsoft Teams



Preparation for your upcoming Teams Interview

Download the App



In preparation for your upcoming Virtual Teams Interview please download the App to your desktop [here](#)

- There is an option to open Teams in your web browser, however we recommend using the App where possible

Best Practice



Test that the Teams App is working

- You can join, leave and re-join a Teams Meeting anytime so please test your connection



Make sure you have access to a stable network

- Preferably wired



Check that your audio and video are working on your PC

- Please ensure that you enable your camera and microphone in the Teams Meeting



If you use headphones, please check that they are connected securely



Use a room that is light, quiet and free of distractions



Please turn your other devices onto silent mode

Quick Basics for using Microsoft Teams

Tips



Join your Microsoft Teams Interview from the invite sent to you by your Recruiting Coordinator

- This will be in your calendar
- Click on Join Microsoft Teams Meeting
- Microsoft Teams will open and a window will be displayed
- Click on Join Now
- Ensure the Camera and Microphone are enabled



Once you have joined the Microsoft Teams Meeting a bar will be displayed below the meeting window with different options

- To share your screen with other participants during your interview, click on the share icon



Select what you want to share

- Desktop lets you share everything on your screen
- Window is for a specific app like Excel
- PowerPoint lets you share a presentation
- Browse lets you search
- Whiteboard shares your Whiteboard



A Red border surrounds what you are sharing

- To move between slides use the arrows displayed on the left
- To stop sharing, click the 'stop presenting' option on the left



You may be required to use Microsoft Whiteboard during your interview

- Please familiarise yourself with the App



To disconnect or leave your Teams Meeting, click the icon

