

Teams Meeting Notes

1. Joining the Meeting

- Use the link provided in your interview invitation email to join the meeting.
- You do **not** need to download the Microsoft Teams app. You can join through a web browser (Chrome or Edge recommended).
- Click the meeting link and select “**Continue on this browser.**”
- If you need help, visit: *Join a Teams meeting – Microsoft Support*.

If you already have the Microsoft Teams app, the meeting may open automatically.

2. Signing In

- If you do **not** have a Teams account, you can enter your name to join the meeting as a guest.
- If you **do** have a Teams account, select **Sign in** so you can access the meeting chat and other features. You may enter a lobby until the organiser admits you.

Please use your full name rather than a nickname so we can easily identify you.

3. Editing Your Display Name (if needed)

1. Select **People** in the meeting controls.
2. In the Participants list, hover over your name and choose **More options > Edit display name**.
3. Enter your name and select **Save**.

Your updated name will remain for the entire meeting.

4. Before the Meeting

- Please join **5–10 minutes before** your scheduled start time.
- When prompted:
 - Select **Join with audio (Computer audio)**
 - Test your speaker using **Test Speaker**
 - Locate the **Chat** tool in case video issues occur

You will be placed in a waiting lobby until we are ready to let you in.

5. Environment and Technical Setup Please:

- Choose a quiet space
- Avoid background noise (air conditioners, traffic, open windows)
- Avoid echoing spaces; furnished rooms work best
- Try **not** to use headphones, as they may cause audio interference

6. Lighting and Camera

- Do **not** sit with a window or bright light behind you (this creates a silhouette)
- Ensure there is a light source **in front of you** so your face is clearly visible