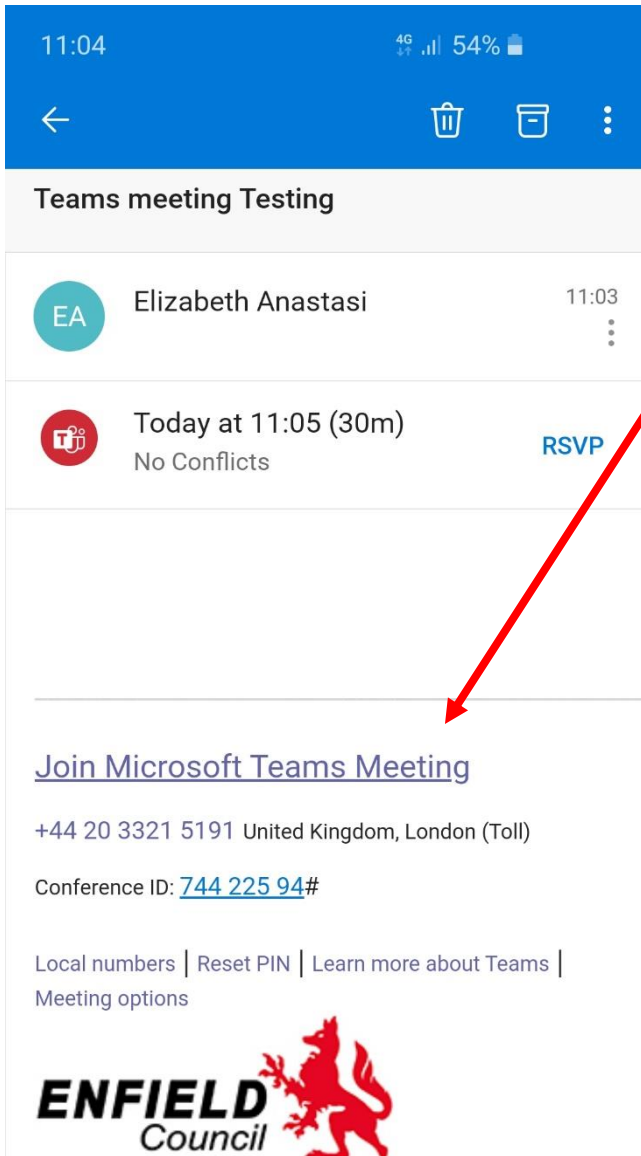


We use Microsoft Teams application at the council to video call, interview and view candidate ID documents, in order to minimise contact due to the COVID19 government guidelines.



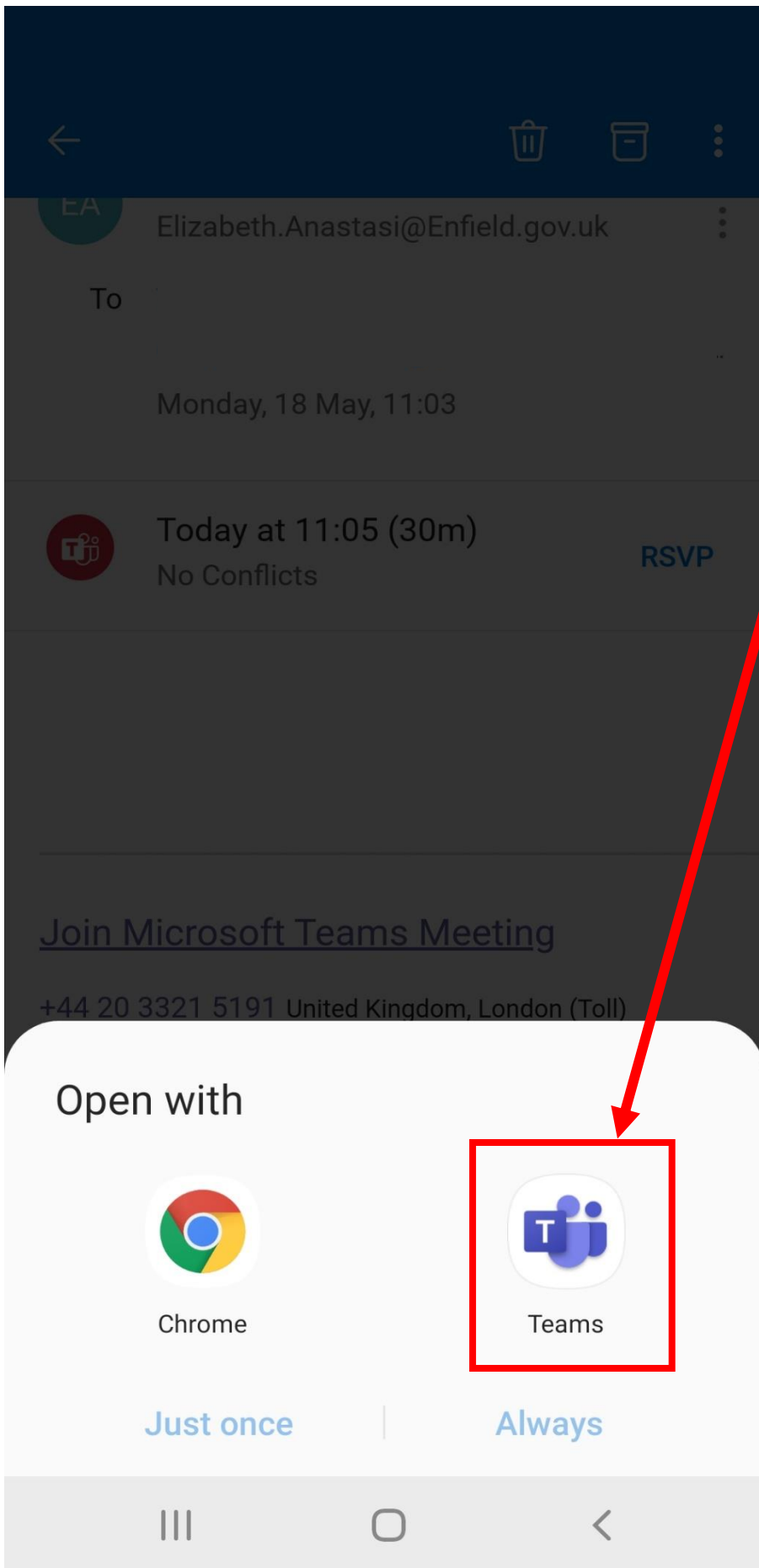
Please note candidates will have to download Microsoft teams on their device. No account will need to be created as you will have the opportunity to join the meeting as a guest.



Step 1 – Once you have downloaded Microsoft Teams on your device. I would recommend you give yourself 5 minutes to join the meeting via the email invitation you have been sent (example to the left). The first step is to simply click on 'Join Microsoft Teams Meeting'

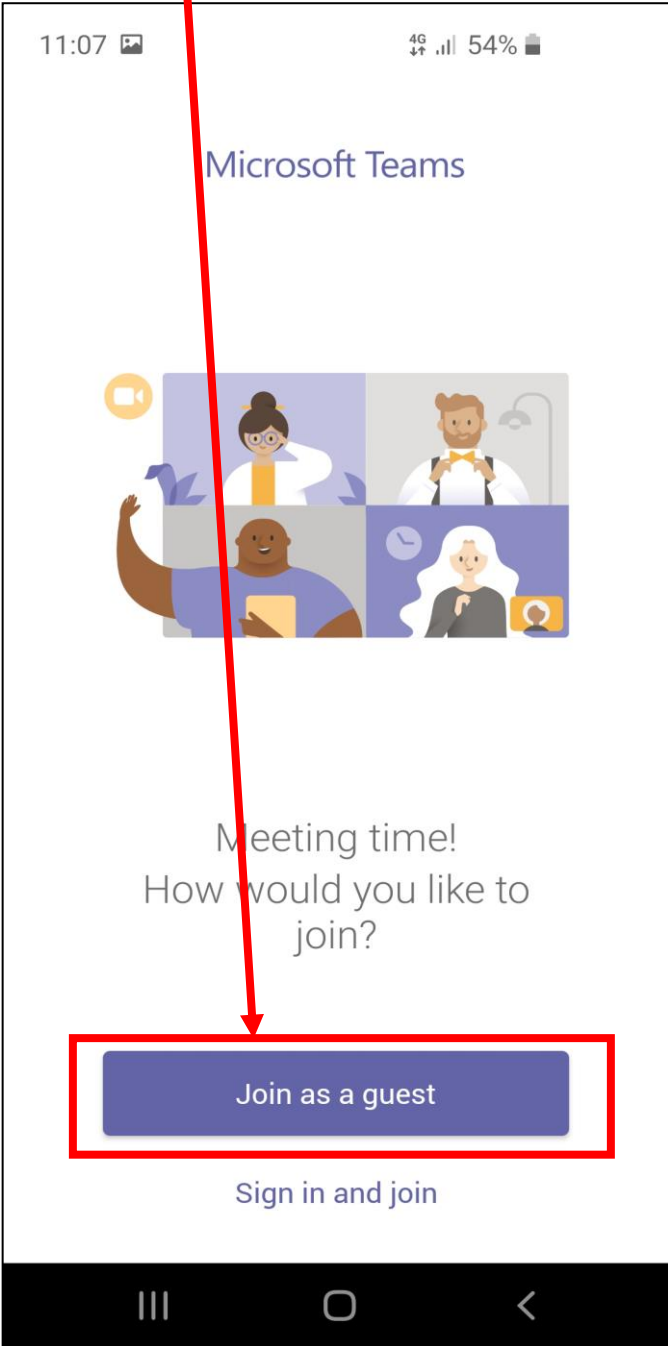
Reply to all



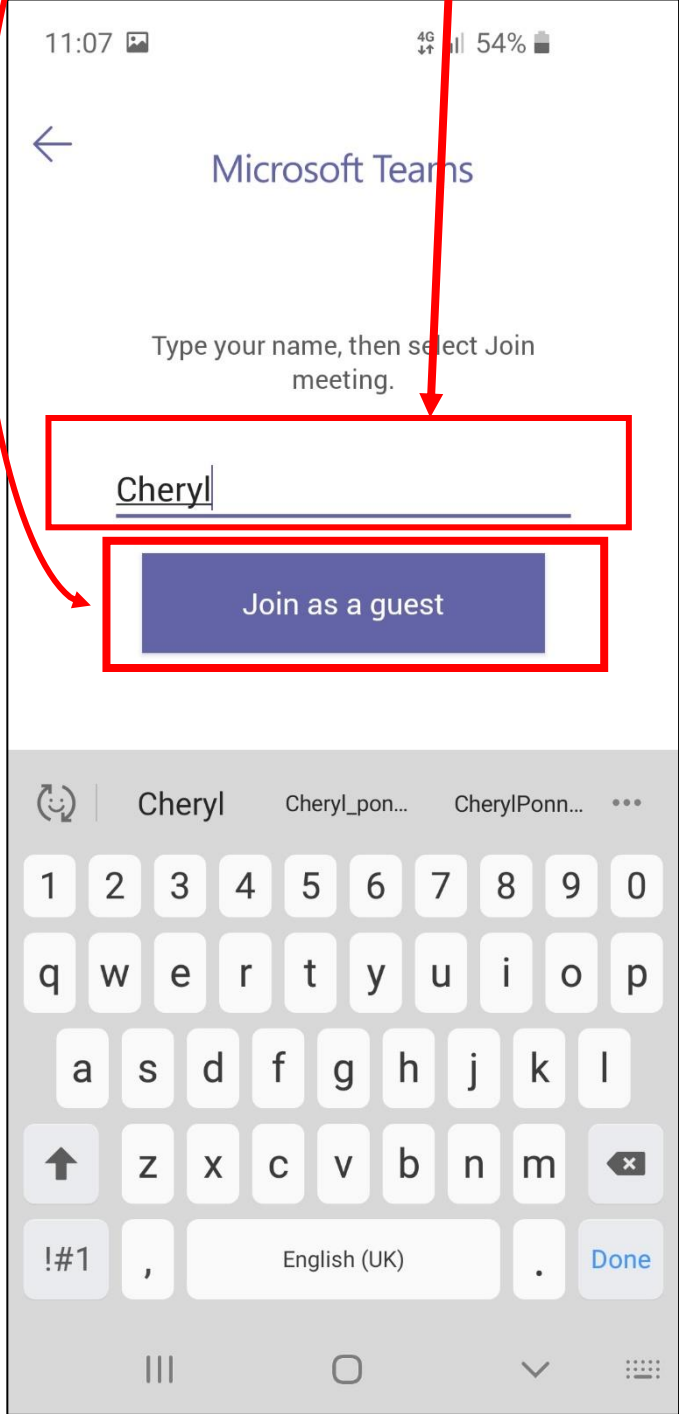


Step 2 – The screen to the left may appear on your device. If it does please click on the Teams app.

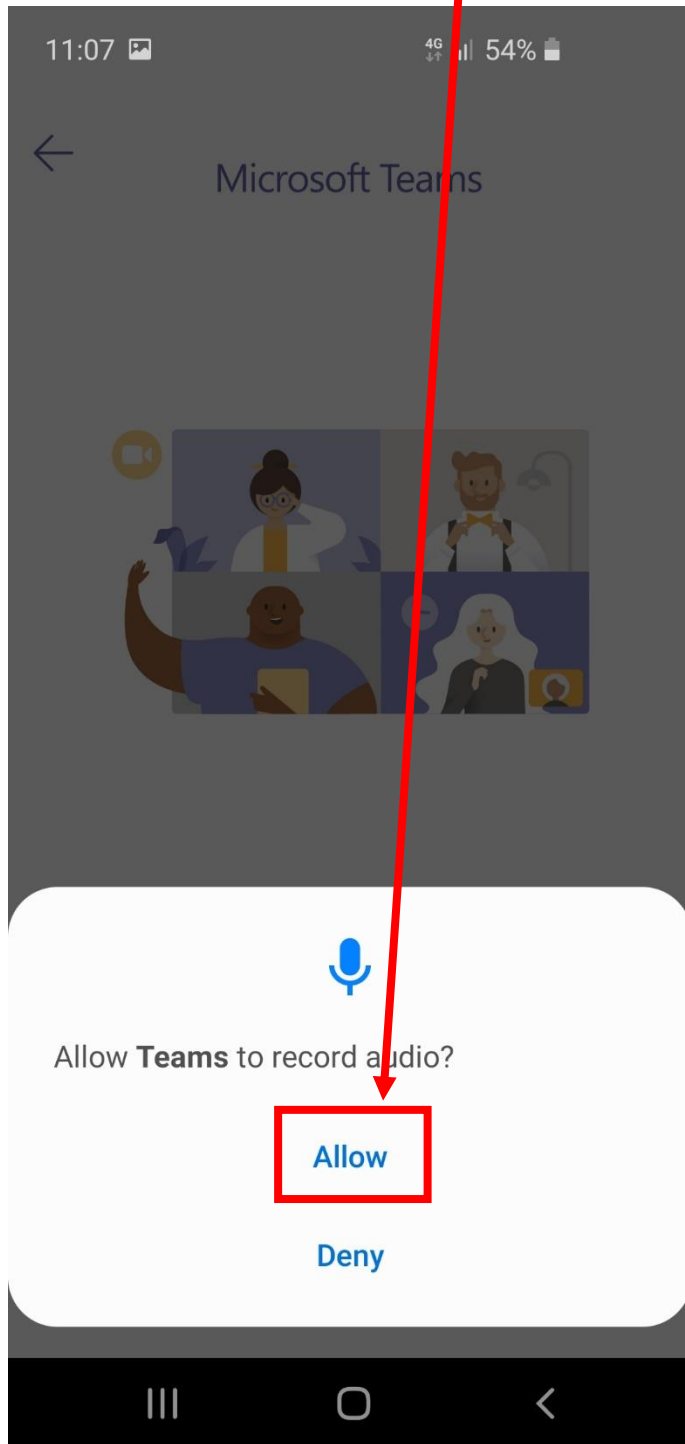
Step 3 – Here is where you will have the opportunity to join the meeting as a guest by clicking on 'Join as a guest'



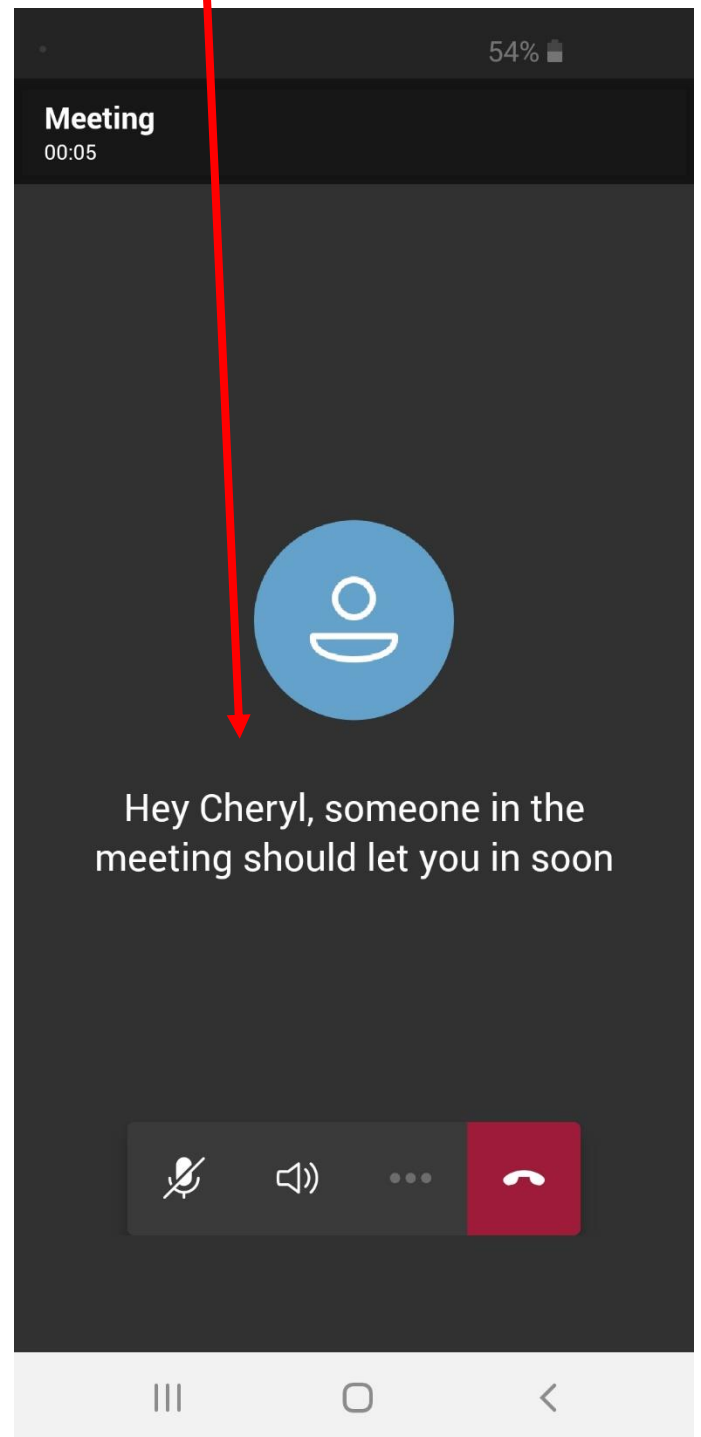
Step 4 – Please type your name and click on 'join as a guest' again.



Step 5 – You will then be asked to allow the Microsoft Teams app to use your microphone, please allow this otherwise the panel will not be able to hear you.



You will then be placed in a waiting area for someone in the meeting to let you in.

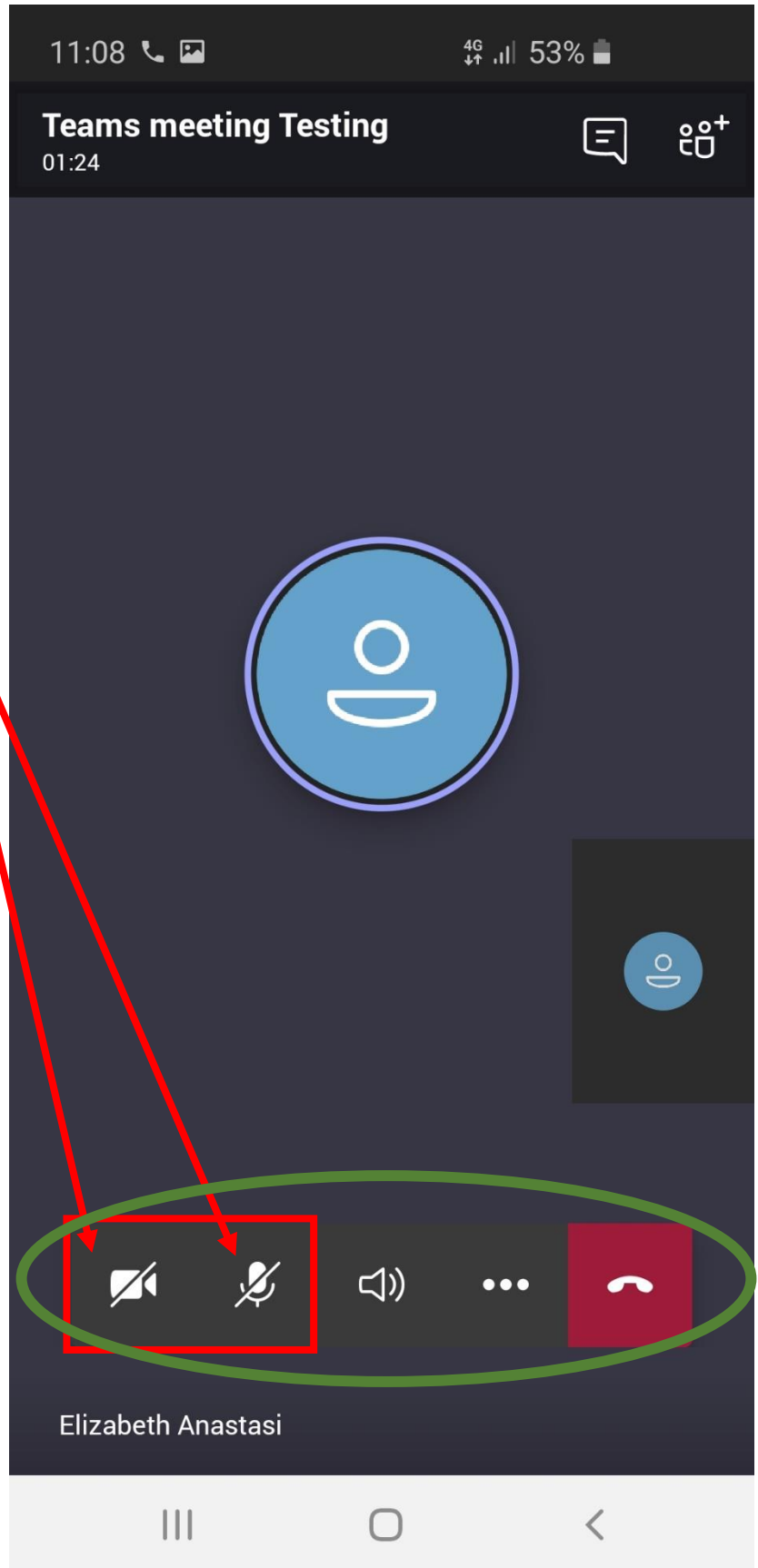
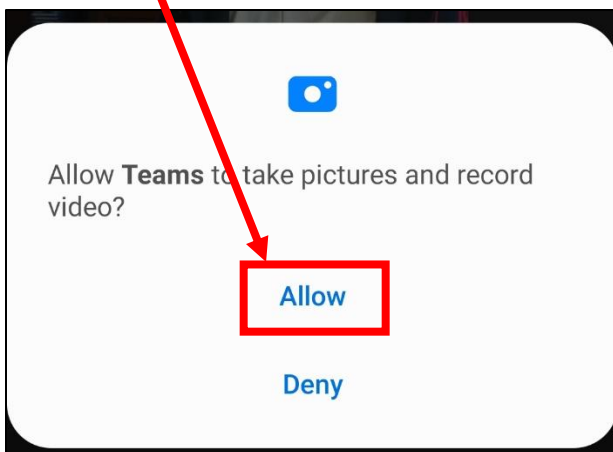


Step 6 – Once you are let in the meeting you will see the names of the participants on the bottom of your screen. You will then need to unmute your microphone and your video as they are automatically muted when joining a meeting

You can unmute your video & microphone by clicking on the camera icon and allowing your video to start (complete step 7) then repeat with the microphone icon.

(If you cannot see the taskbar circled in green, tap your screen/ click on your screen and it should appear).

Step 7 – once you click on the Video icon for step 6, the message below may appear. Please click on 'allow' so Teams can begin to use your devices camera.



80%



After steps 1 to 7 have been completed everybody in the meeting should now be able to see and hear each other and begin the interview.

