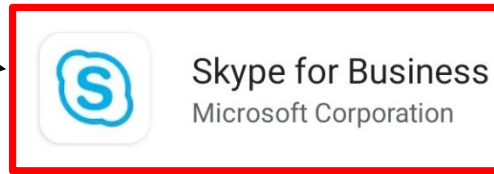
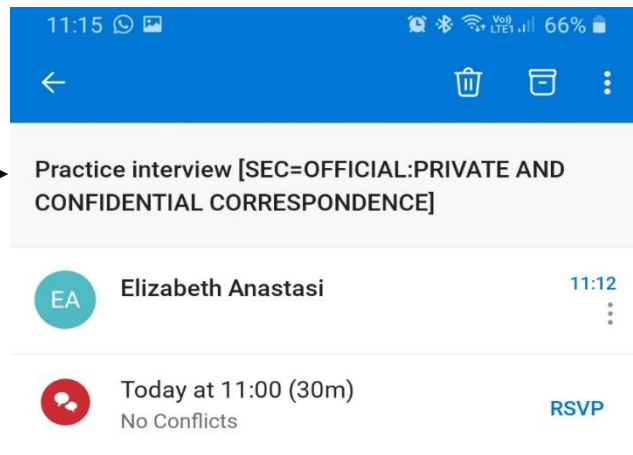


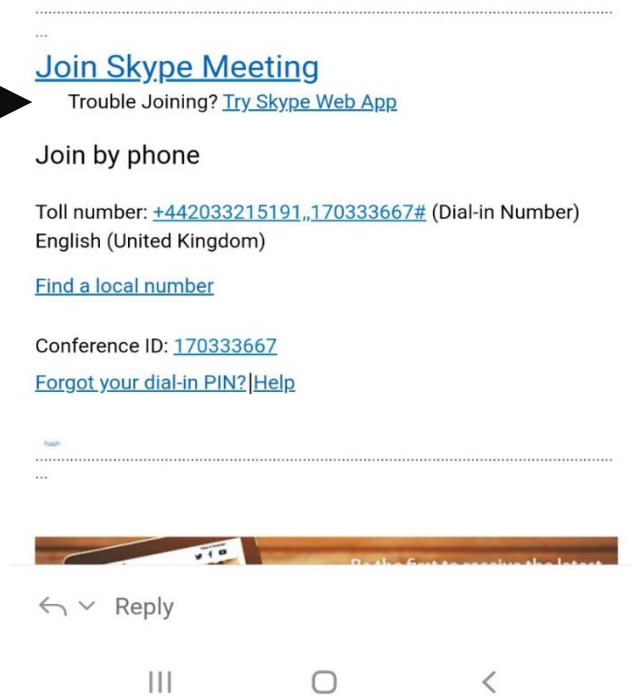
Candidates, please note you will have to download Skype for business before following the instructions below. You can download Skype for business on the play store for Android phones or via the App store for iPhones.



1. Once you have received your email invite from a member of the Business Support team or the recruiting managers if you are using this guide for a Skype interview, please open the email and it should look like this.



2. When the time comes for the meeting/ interview to start, please click on 'Try Skype Web App' Do not click on Join Skype Meeting.



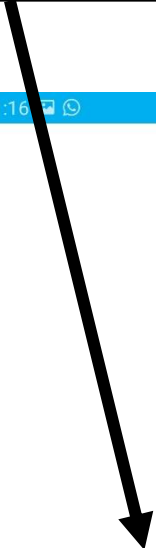
3. This screen (if you have downloaded skype for business) should then appear on your mobile and when it does you need to click on 'Join as Guest'



Welcome to Skype for Business, the app formerly known as Lync.



4. You will then be asked to type your name in so everyone on the call can see who is in the call. Once you have typed your name in, you just need to click on the arrow just below (Circled in Green).



Elizabeth Anastasi

☰ Manage data use



5. You will now have entered the call, please ensure you click on the video icon so you are visible for your meeting/interview.

