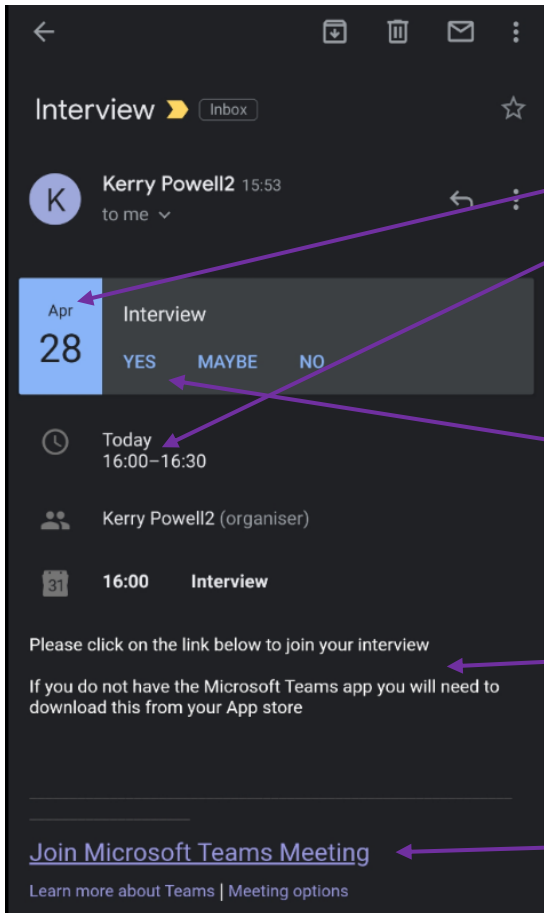


How to prepare for your interview using Microsoft Teams



You will receive an email detailing the interview date and time

If you have previously selected your preferred interview time slot, then this should match the time you have chosen

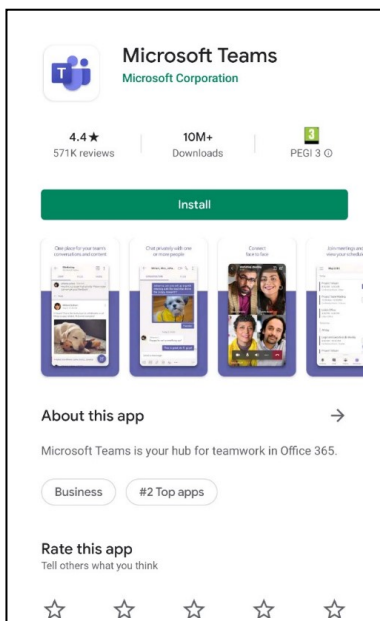
If you have your calendar synched to your phone, then you can accept or decline the interview here (if you accept then it will be added to your calendar as an event)

Additional information will be listed here

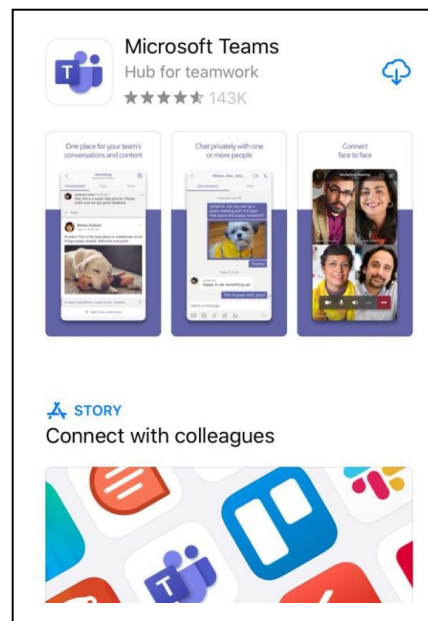
To join your interview meeting, click on this link

▲ IMPORTANT INFORMATION – If you are using your phone then you must download the Microsoft Teams App from your app store prior to your interview

For Android

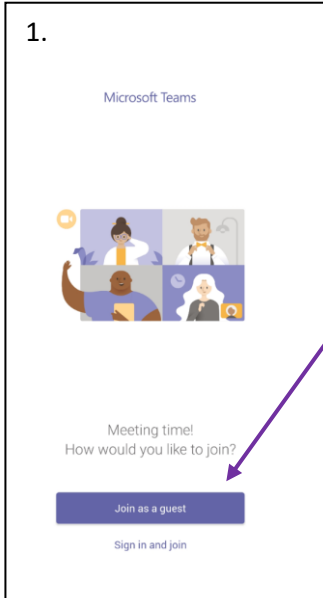


For iPhone

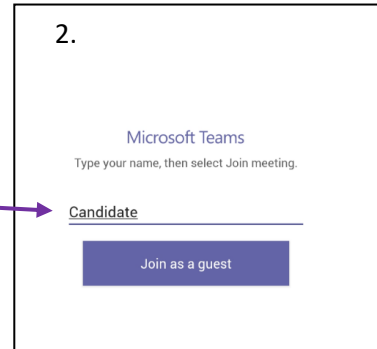


Join Microsoft Teams Meeting

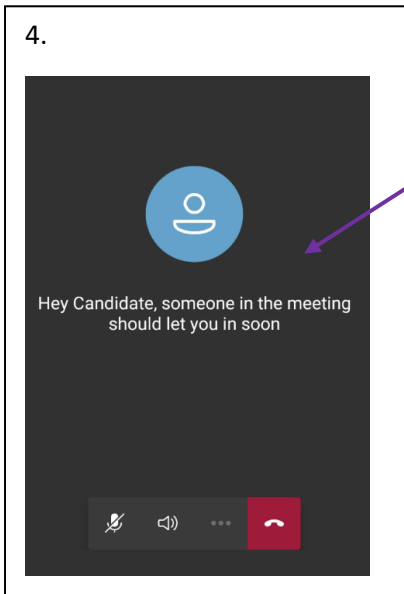
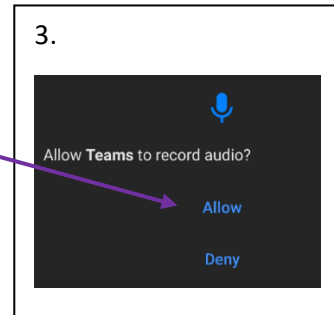
Once you have clicked here to join your interview meeting then follow the next steps.....



Join as a guest and add your name here



Click 'Allow' to use your microphone

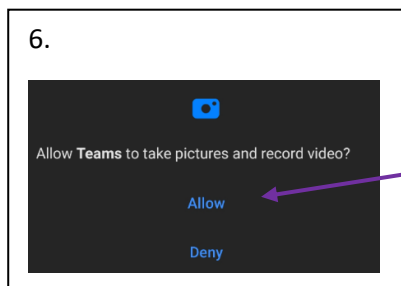
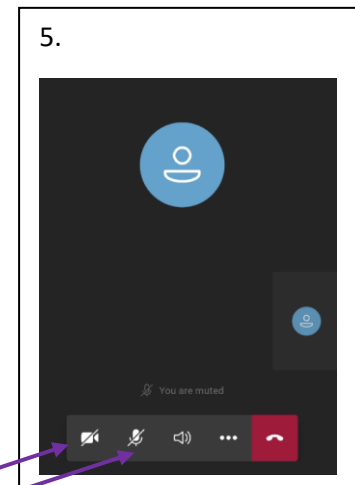


You will then need to wait to be added to the interview meeting by the chair of the panel

▲ IMPORTANT INFORMATION

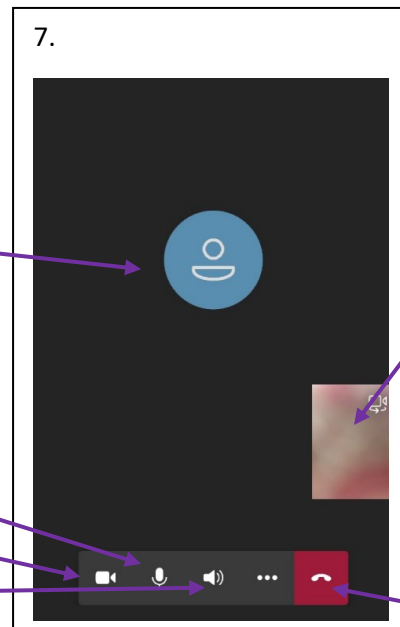
If you are currently an employee of the City of Wolverhampton Council, then you will automatically join the meeting interview

You will need to click to unmute your camera and microphone



Click 'Allow' to use your camera

You will see the panel members here



You will see your own image here

You can also end the interview meeting by clicking here

You can mute your camera or microphone if you need to by clicking on these icons

You can adjust the volume of the meeting here

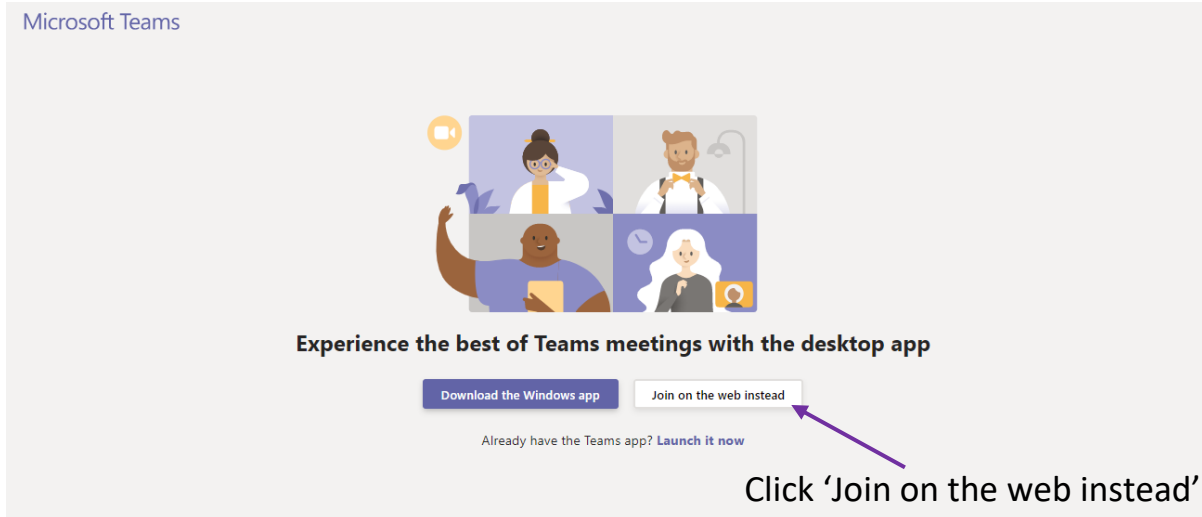
How to join your interview meeting on your desktop or laptop

▲ **IMPORTANT INFORMATION** – You must have a camera installed on your hardware

[Join Microsoft Teams Meeting](#)

← Click on the link that you receive in your interview invitation email

Microsoft Teams



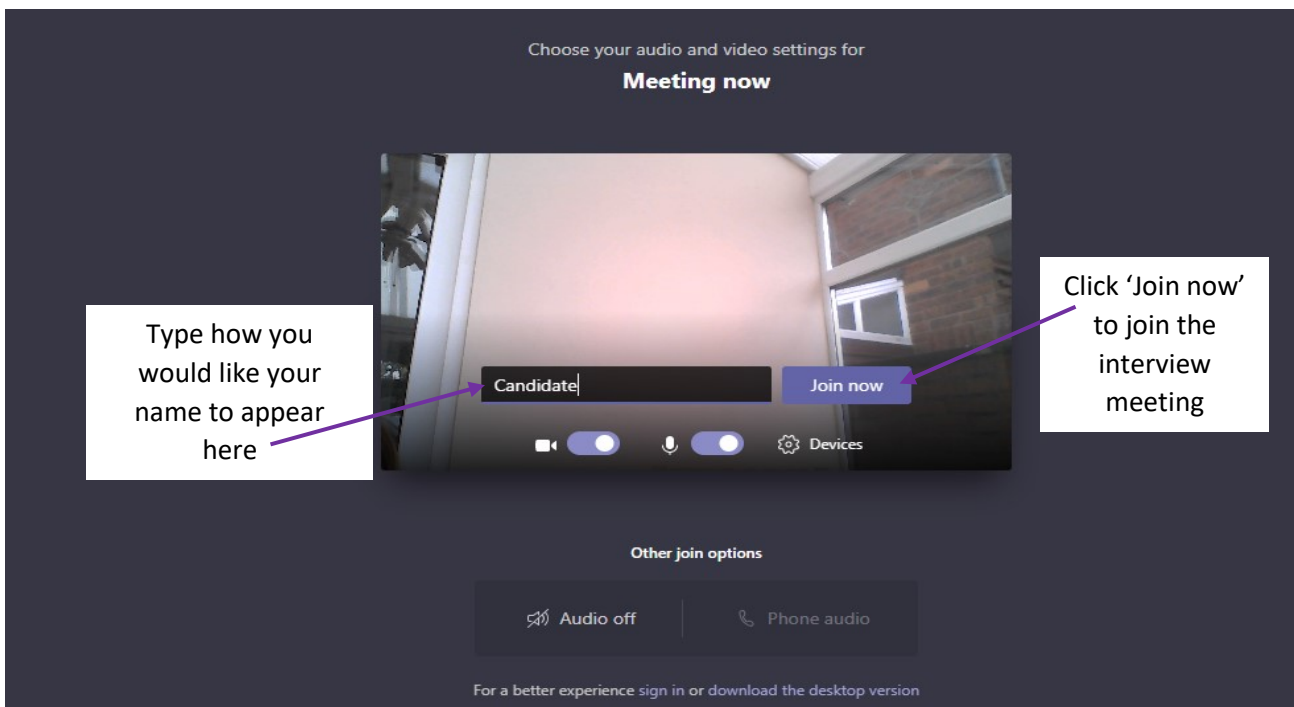
Experience the best of Teams meetings with the desktop app

Download the Windows app Join on the web instead

Already have the Teams app? [Launch it now](#)

Click 'Join on the web instead'

Choose your audio and video settings for
Meeting now



Type how you would like your name to appear here

Candidate Join now

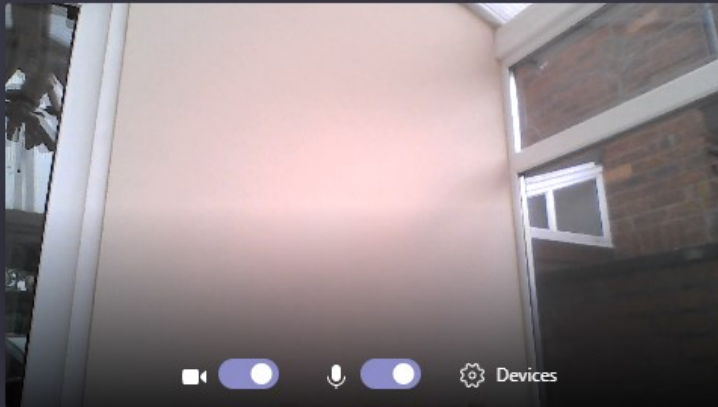
Click 'Join now' to join the interview meeting

Other join options

Audio off Phone audio

For a better experience sign in or download the desktop version

Someone in the meeting should let you in soon



You will then need to wait to be added to the interview meeting by the chair of the panel

▲ **IMPORTANT INFORMATION** - If you are currently an employee of the City of Wolverhampton Council, then you will automatically join the meeting interview

You will see the panel members here

You can mute your camera or microphone if you need to by clicking on these icons

Your will see your own image here

You can also end the interview meeting by clicking here

01:05

Video icon, Microphone icon, Screen share icon, More options icon, Chat icon, Participants icon, End Meeting icon