

MS Teams Meeting interview

Video Interview – Best practice & How to join?

23.03.2020

Video Interview Best Practices



Back-up phone number

To mitigate any technology disruptions on the day of your interview, provide your recruiter a back-up phone number in advance. Proactively ask for one in return.



Test your technology

Ensure you have downloaded any necessary applications or software that will enable you to successfully participate in a video interview.



Be prepared

Research IQVIA and print your resume ahead of time to ensure so you don't forget any key talking points. Prepare for commonly asked questions and create a list of questions to ask.



Minimize distractions

On the day of your interview, select a video location with good lighting and silence your mobile device. Ensure the background of your video stream is free from clutter. Have a glass of water nearby before your interview begins.



Dress for success

Wear the attire you would normally wear for an in-person interview.



Be prompt

Log in to your video interview five minutes before the interview is set to begin and ensure everything is working properly. Be prepared to begin at the arranged time.



Body language matters

During a virtual interview, be confident, smile, stay focused, and ensure you are positioned in the center of the screen.



Manage interruptions

If background noise or an unexpected visitor interrupts the interview, ask the interviewer for a moment, mute your line, and resolve the situation.

Join by link in Desktop App

[Join Microsoft Teams Meeting](#)

[+1 646-838-2458](#) United States, New York City (Toll)

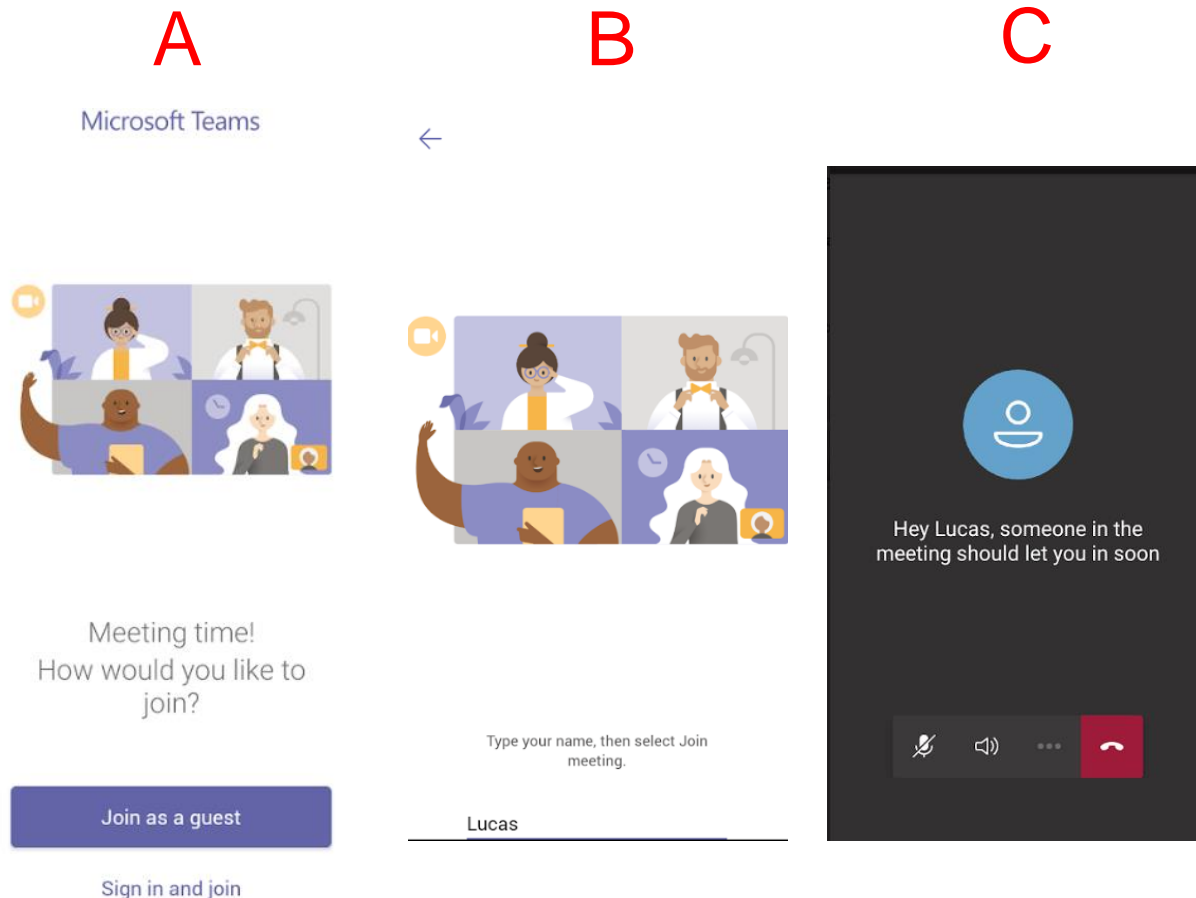
Conference ID: 109 322 817#

[Local numbers](#) | [Reset PIN](#) | [Learnmore about Teams](#) | [Meeting options](#)

- All you need to join a Teams meeting is a link.
- Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
- If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join by link in Mobile App

Joining as a user or as a guest



- If you don't have a Teams account, select **Join as a guest (figure A)** and enter your name to join the meeting as a guest. If you have a Teams account, select **Sign in and join** to join with access to the meeting chat and more. You may also join as a guest as well (**figure B**). Depending on the organizer's settings, you may join the meeting right away or go to the lobby where someone else can admit you (**figure C**).
- To get the best of Teams meetings on mobile, including audio, video, and content sharing, you'll need to download and install the Teams mobile app.
- If you have the app, select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it.
- **Note:** Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

Call In

Audio only calls (where there is no need for a webcam)



A screenshot of a meeting invite interface. At the top, there is a greyed-out redacted area. Below it, the text reads: "+1 323-849-4874 United States, Los Angeles (Toll)". Underneath that is "(866) 679-9995 (Toll-free)". Below that is "Conference ID: 000 000 00#". At the bottom, there is a blue link "Local numbers" followed by another greyed-out redacted area.

- **Dial in**
- If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling in from any phone.
- Some meetings let you join by dialling a phone number if you're unable to use the Teams app.
- If there's a phone number in the meeting invite, select it to dial the number and the conference ID. Once you're connected, dial 1 to join the meeting.
- If you see a number in the invite but it's not local to you, select **Local numbers** to find one that works for you.

MS Teams works on all your devices

Get Teams on all your devices

Desktop

 Windows 64-bit


 Windows 32-bit

 Mac

 Linux DEB 64-bit

 Linux RPM 64-bit

Mobile

 iOS

 Android

- When you click on [this link](#), it will show the devices and you can either press on to the button for your specific device or you can select “Download Teams” – see next slide
- MS Teams is a Cloud Based Service, it needs internet connection and it works on all devices

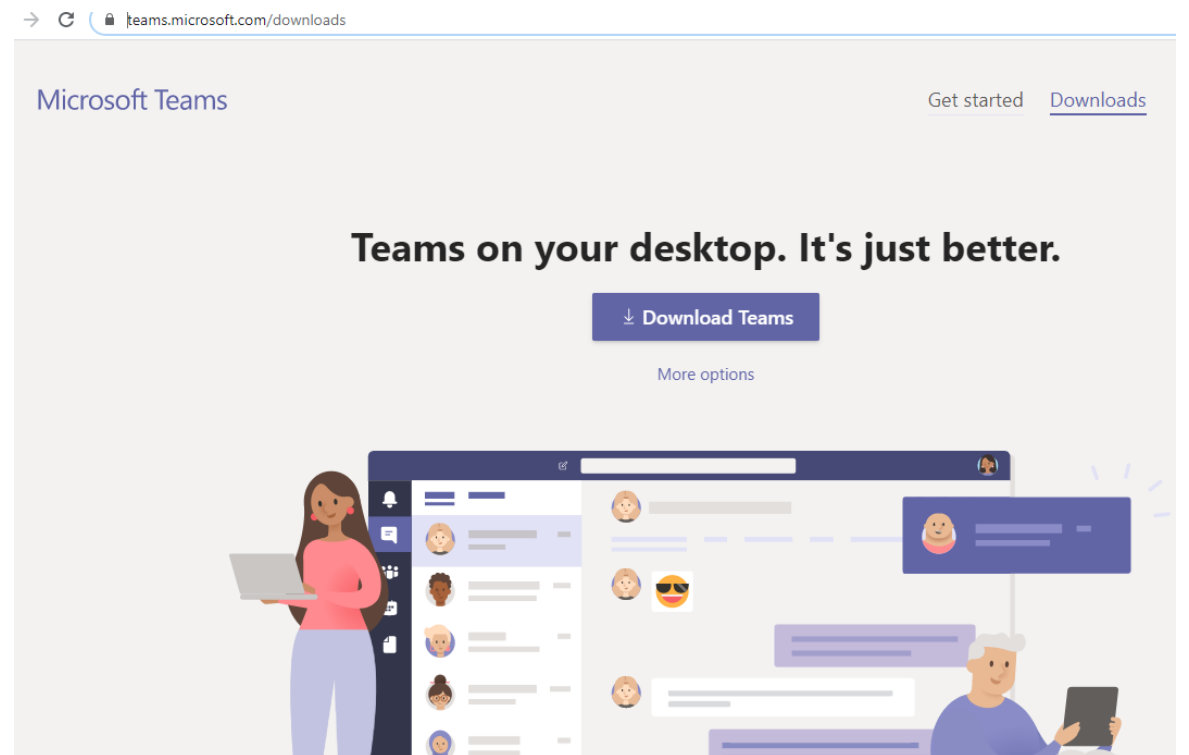
How to install Microsoft Teams

[Click on this link to download: https://teams.microsoft.com/downloads](https://teams.microsoft.com/downloads)

- **Why would I want to use Teams?**
- **Simplified communication:** Resume a conversation at any time or even send a file when someone is offline.
- **Easier collaboration:** Reduce the need to juggle between multiple applications with a single “hub” for your project notes, Office files, conversations and meetings.
- **Communicate naturally:** Customizable memes and giphys make communicating fun, plus @mention capability calls attention to a recipient.

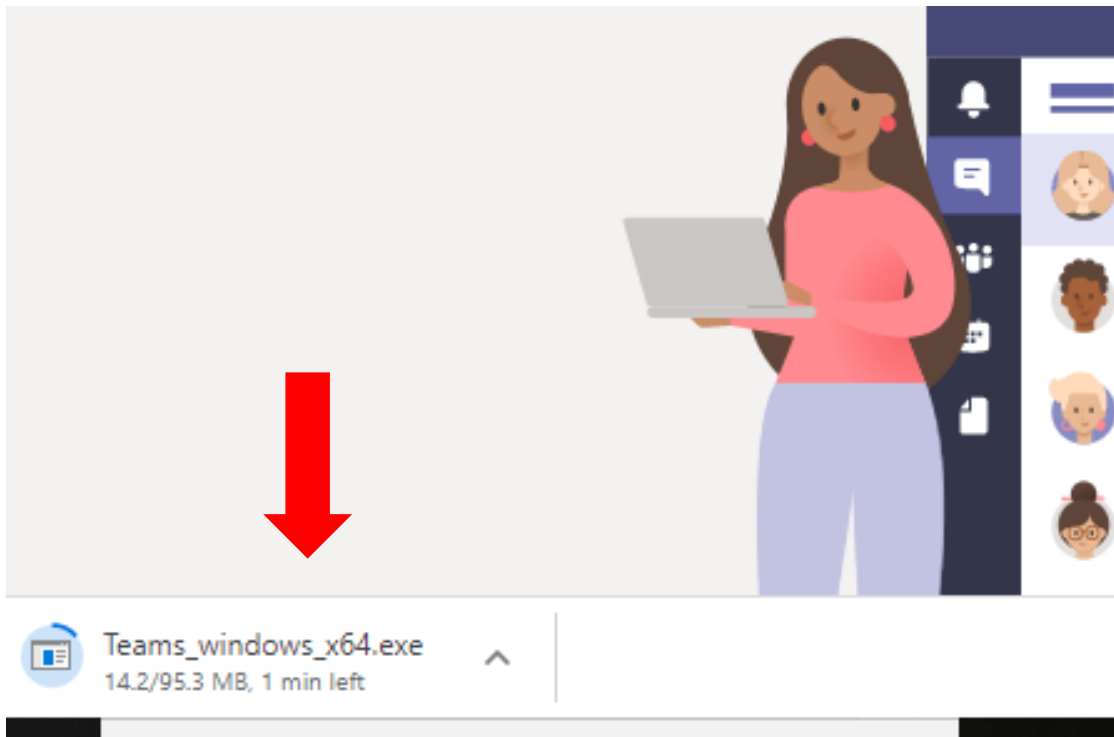
- **How to install Microsoft Teams**
- The first thing to be done is the downloading of the installer file. Open a browser and point it to the [official Teams download page](#).
- This has the video conference ability for more people as well as the ability to share screens and documents!

Step 1: Click on the blue button ‘Download Teams’

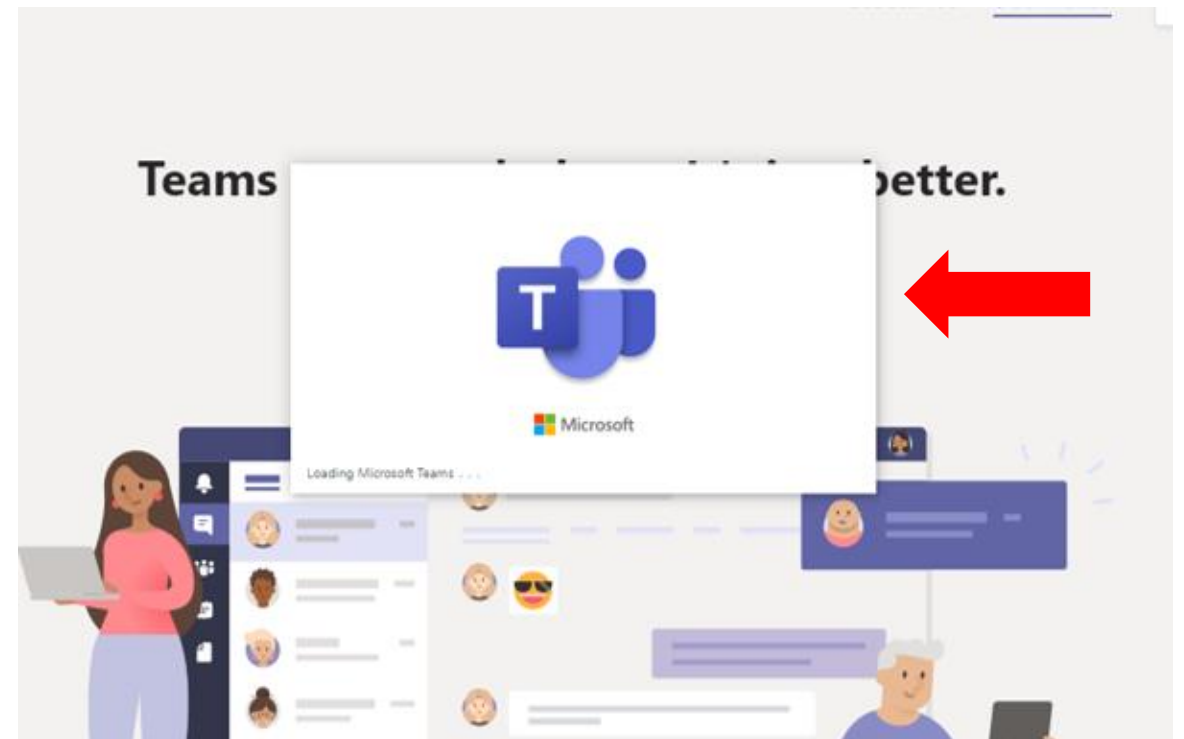



How to download MS Teams on your device

Step 2: The application will run in the bottom left corner, Opening when complete



Step 3: A new screen will open up once the application download is complete



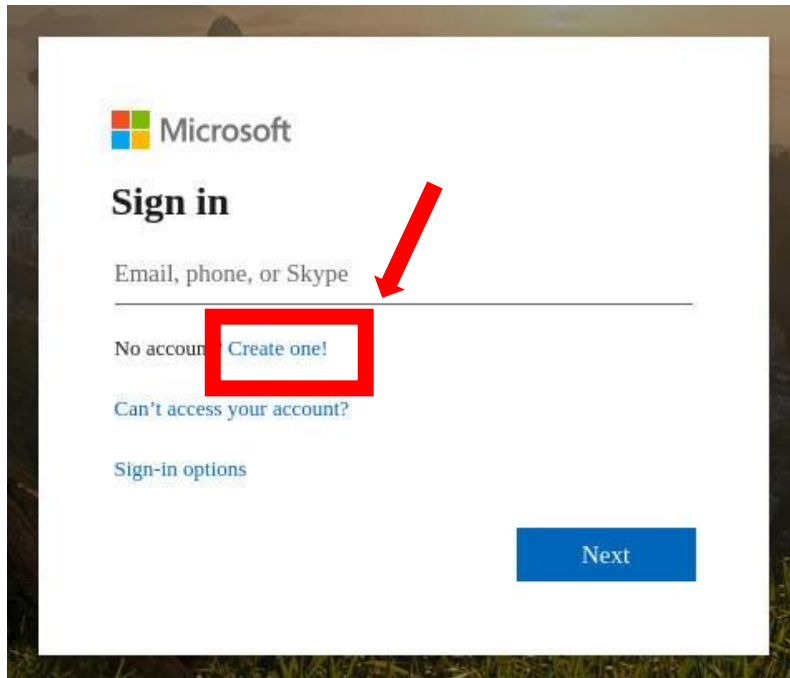


I have downloaded MS Teams,
but I don't have an account –
What to do?

Creating MS Teams account

Steps 1-3

Step 1: Click “Create one”



Microsoft

Sign in

Email, phone, or Skype

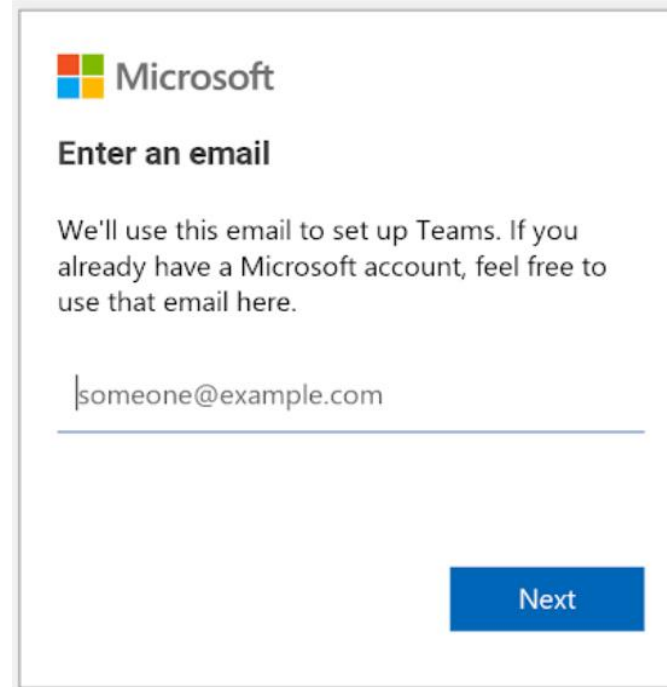
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Step 2: Enter your email and proceed



Microsoft

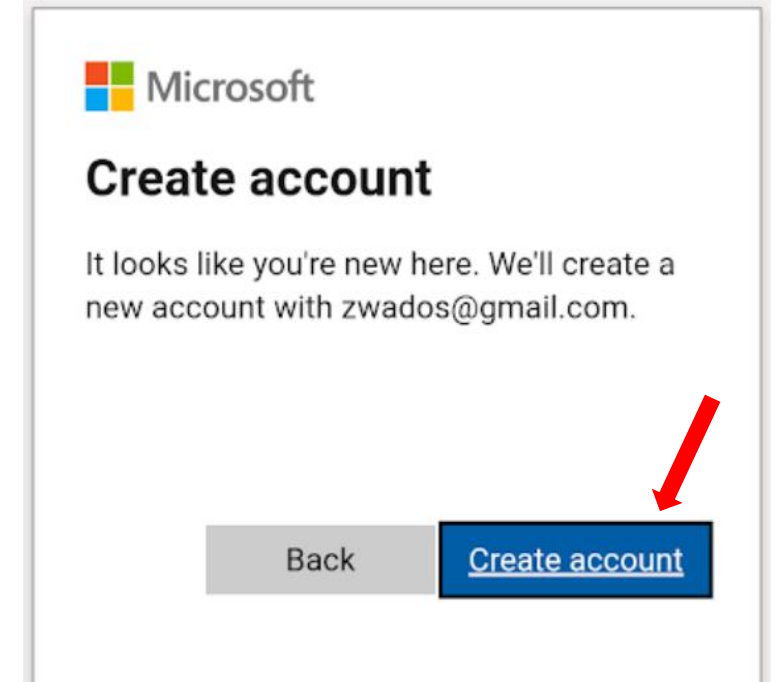
Enter an email

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

someone@example.com

Next

Step 3: Click “Create account” button



Microsoft

Create account

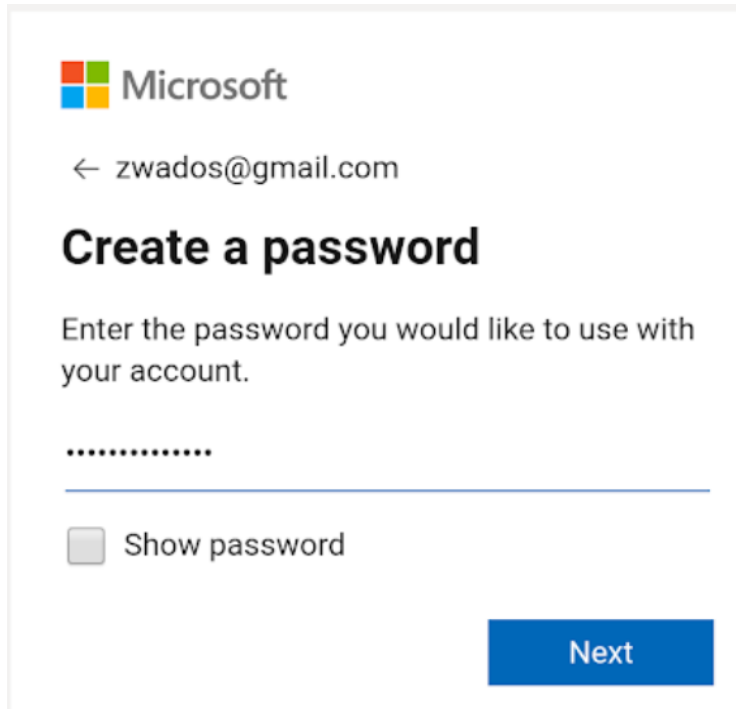
It looks like you're new here. We'll create a new account with zwados@gmail.com.

Back [Create account](#)

Creating MS Teams account

Steps 4-6

Step 4: Enter the new password and proceed



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the email address 'zwados@gmail.com' is displayed with a back arrow. The main heading is 'Create a password'. Below this, there is a text prompt: 'Enter the password you would like to use with your account.' followed by a password input field containing a series of dots. At the bottom left, there is a checkbox labeled 'Show password'. A blue 'Next' button is positioned at the bottom right of the form.

Step 5: You will now receive a verification code on the email address provided to create your account.

Verify email

Enter the code we sent to **zwados@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Step 6: Finish creating your account by providing your country/region and the birth date

Create account

We need just a little more info to set up your account.

Country/region

Poland


Date of birth

Day

Month

Year

Next



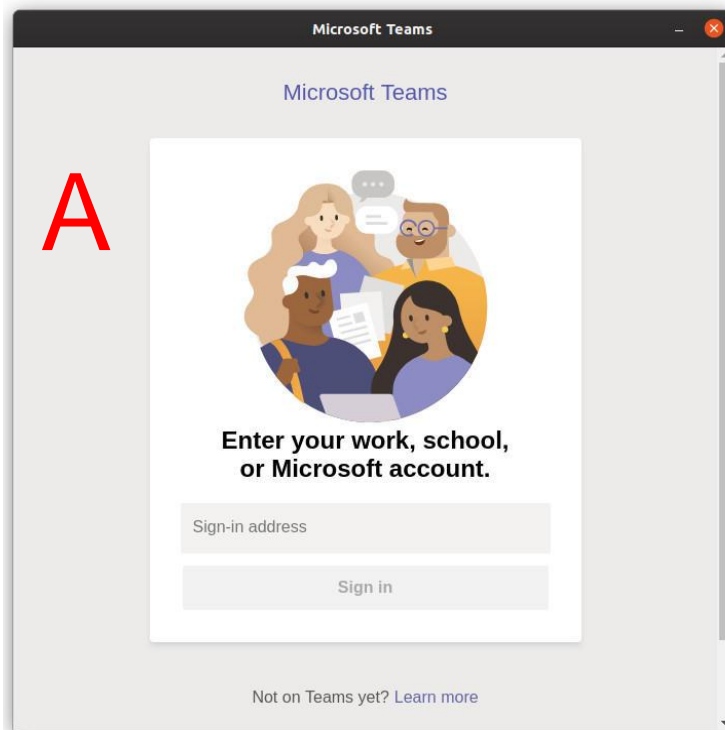
I have created an account with
Microsoft Teams – What's next?

How to connect to MS Teams

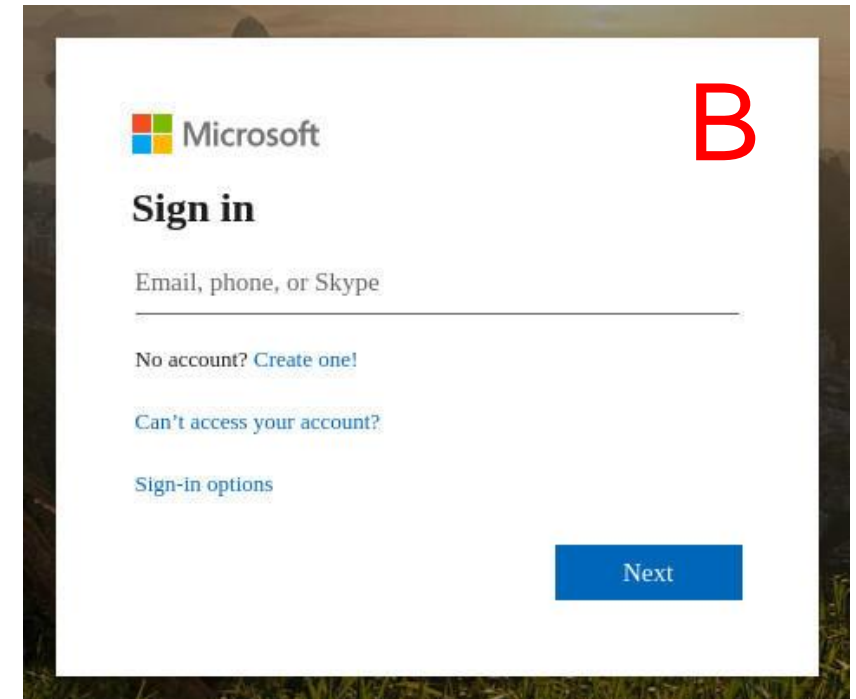
Step 1-2

Step 1: Once Teams launches, type your MS Teams account email address in the required field (**Figure A**).

Step 2: Click Sign In and then you'll be prompted to sign in a second time (**Figure B**).



- The second sign-in window.
- Click Next and, when prompted, insert the password and you should be connected!



**Thank you for joining the
interview successfully**

Four thick, bright blue horizontal bars are positioned on the right side of the slide, stacked vertically. Each bar has rounded ends and is of a uniform thickness.