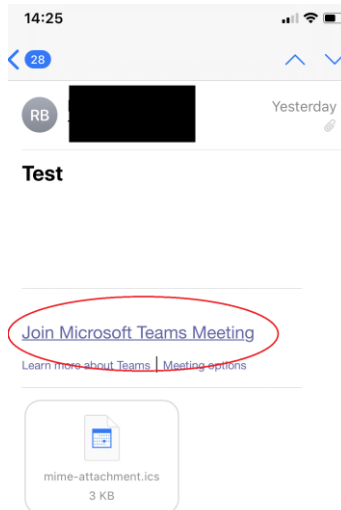
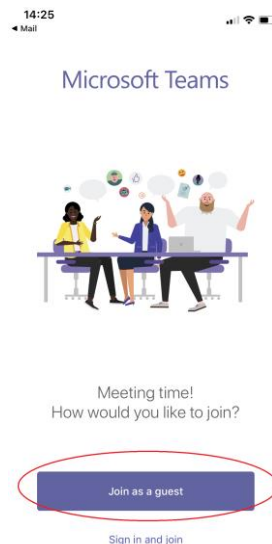


## How to use Teams – Candidate Instructions

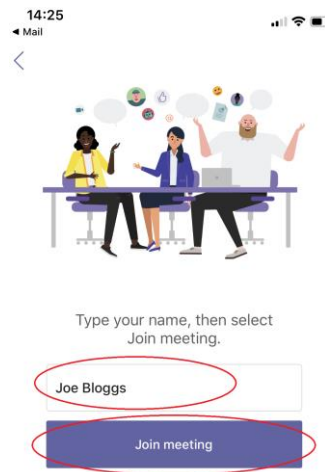
1. Ensure you are in a location with a strong Wi-Fi or data connection (please note video calling using data services may incur network charges)
2. You should receive an email from one of the interviewers. Open this email and select 'Join Microsoft Teams Meeting'



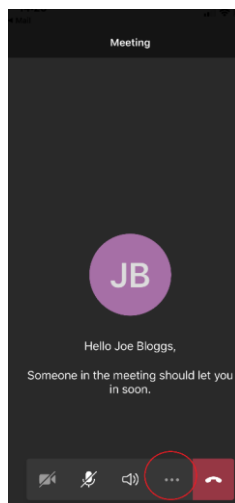
3. Join the meeting as a guest if you do not have office 365 or Teams already on your device (Please note you may be required to download the 'Teams' platform on your device.)



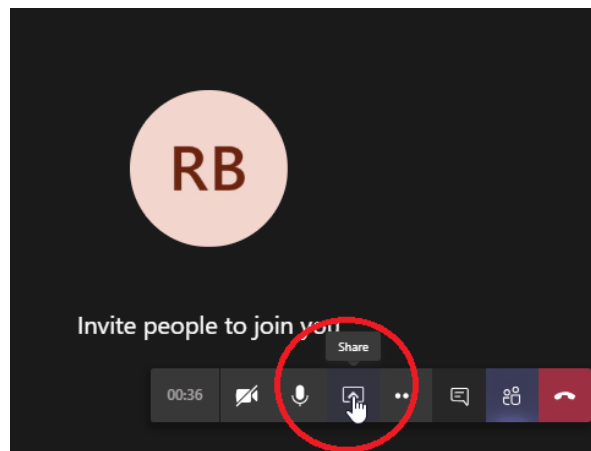
4. Enter your Full Name and then select 'Join Meeting'



5. You will now be placed in a queue to await the interview. If during the interview you wish to share your screen press the '...' for an iPhone/Tablet (Screenshot1) or 'Share' on Laptop (Screenshot 2).



Screenshot 1. iPhone



Screenshot 2. Laptop



6. If you accidentally exit the call, you can return by pressing 'Rejoin'

