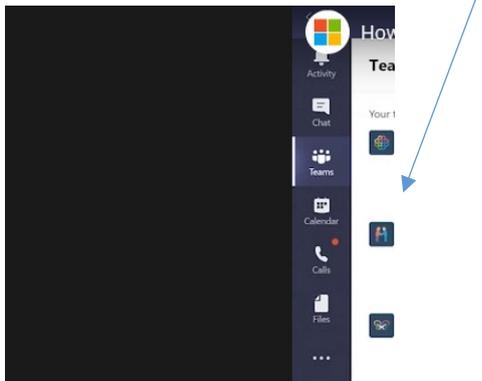


How to join a Microsoft teams meeting

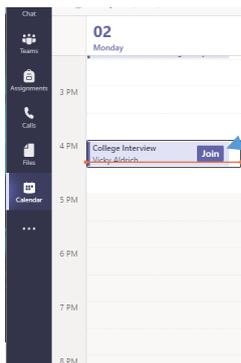
As requested New College has sent you a Microsoft teams invite, please check your inbox and junk mail for this email. Below are instructions of how you can join the meeting

Already a user of Microsoft teams

If you already use Microsoft teams, log in and click on the icon to gain access to your calendar (located on the left side of your screen)



Once in your calendar, you can view your meetings, you will see your appointment on the day and time arranged, to start the meeting click on the join button



Before entering the teams meeting you are able to select your audio and video settings, when you are ready you can access the meeting.

Not a user of Microsoft teams

If you are not a user of Microsoft teams you are still able to join a meeting, either by downloading the software (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>) or using the web (follow instructions on [Joining the meeting below](#)). We will invite you to your interview via the personal email address you supplied on your application form, it will look like the below

Using the email to access the meeting

At the time of your meeting, locate your invitation email, click on the Join Meeting link to access the meeting, see below please check your inbox and Junk mail.



Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)
[Learn More](#) | [Meeting options](#)

Using your calendar to access the meeting

You can respond to the organiser to inform them of your intention of joining the meeting (RSVP). If you do this the email invitation will disappear, the meeting interview will now show in your calendar. To access the meeting, click your calendar icon to show all appointments, left click on the meeting invitation. Click on the Join button to enter the meeting



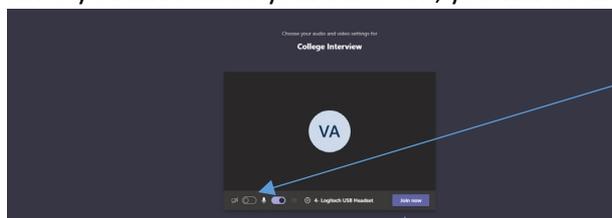
Using either of the above, you will redirect you to a browser where you will have the options below

Joining the meeting

You can either download the app or you can join using the web instead for convenience.



Once you have made your selection, you will be able choose your audio/video settings.



When you are ready, select join now to access the meeting. Please be aware, you may be asked to wait in the lobby if you join early, don't worry we will invite you in when the meeting is due to start.