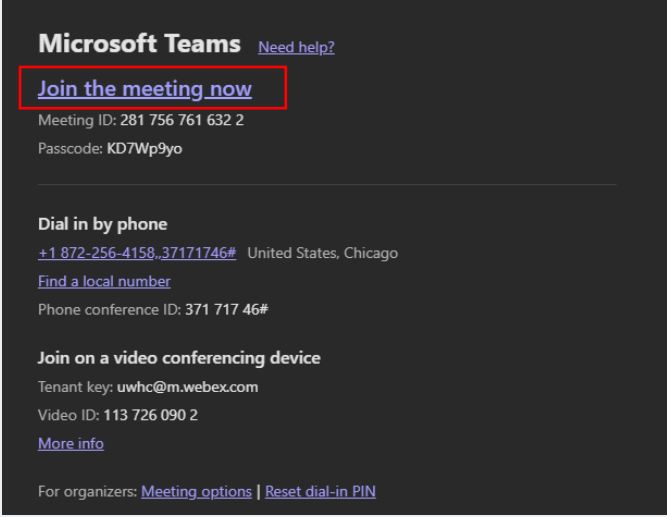
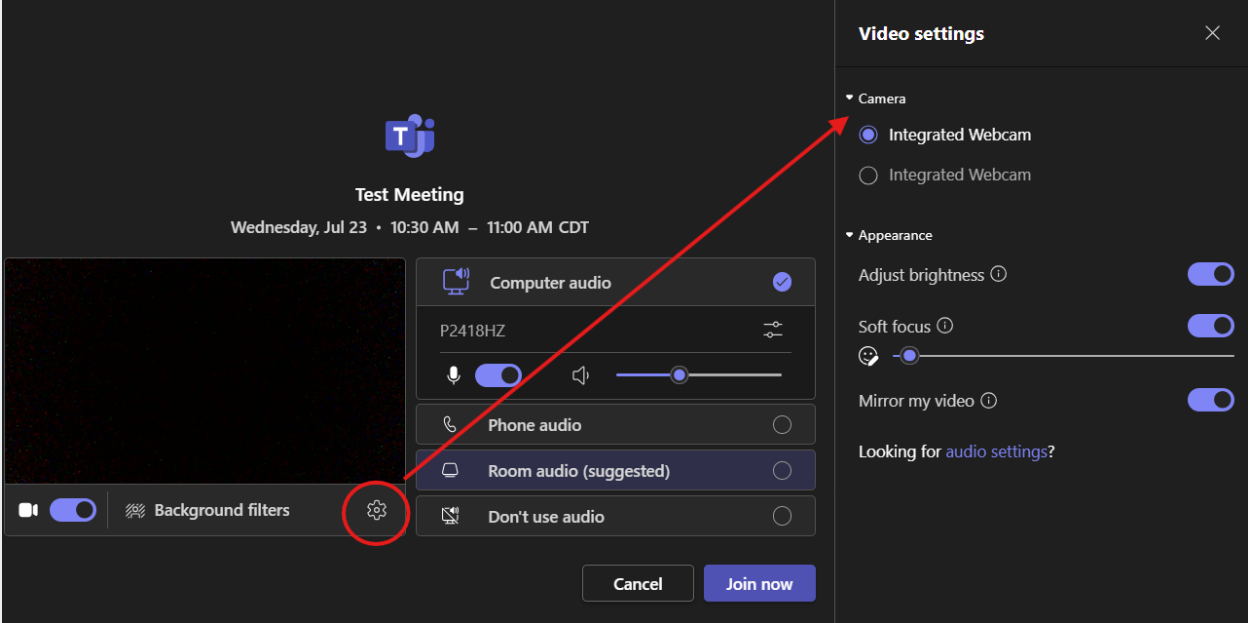


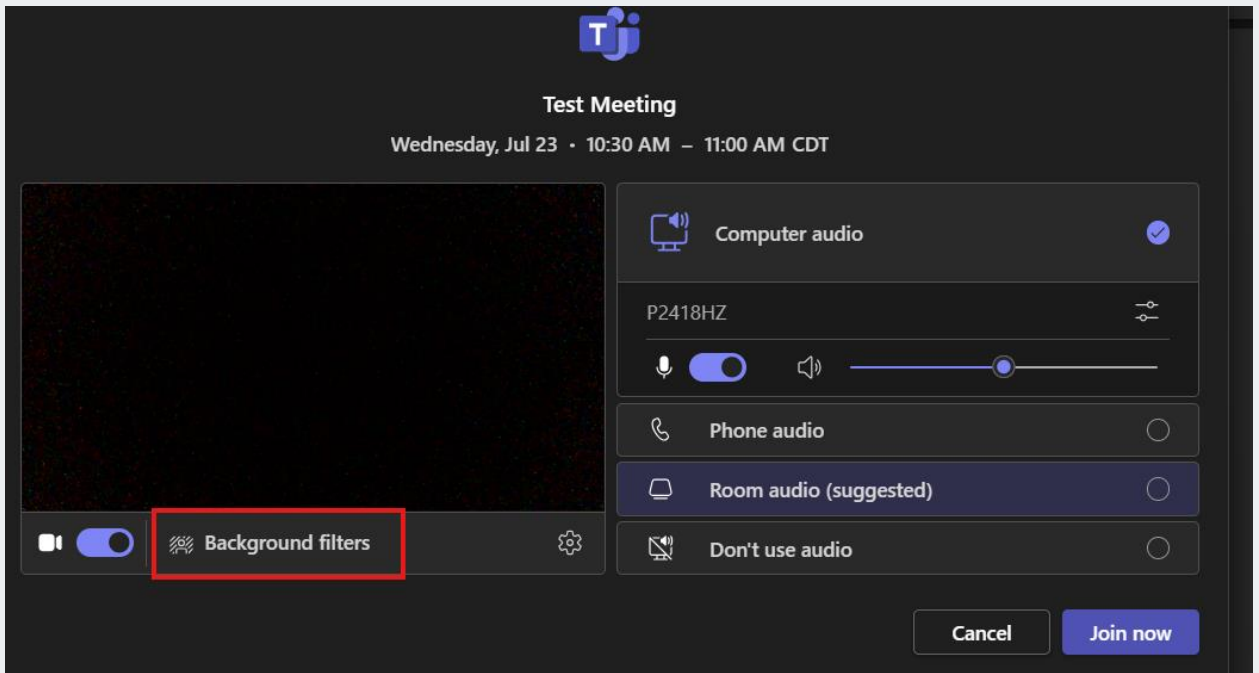
How to Join UW Health Microsoft Teams Interview

This job aid will instruct applicants how to join a UW Health interview in Microsoft Teams.


Step	Action
1	<p>Click the “Join the meeting now” link within the email or Outlook invitation.</p> <p>Enter your full name and email address in the Meeting Information page. Click join button. You will now enter the virtual interview meeting. Follow the remaining steps if you need to troubleshoot video, sound, or select a virtual background for the interview meeting.</p>  <p>The screenshot shows a Microsoft Teams meeting invitation. At the top, it says "Microsoft Teams" with a "Need help?" link. Below that is a red-bordered box containing the text "Join the meeting now". Underneath are the Meeting ID: 281 756 761 632 2 and Passcode: KD7Wp9yo. There are sections for "Dial in by phone" with a phone number and "Join on a video conferencing device" with a tenant key and video ID. At the bottom, it says "For organizers: Meeting options Reset dial-in PIN".</p>
2	<p>If your video is not showing, click the video settings gear and chose the correct camera you want to use for the interview.</p>  <p>The screenshot shows the Microsoft Teams interface during a "Test Meeting". The meeting title is "Test Meeting" and the time is "Wednesday, Jul 23 · 10:30 AM – 11:00 AM CDT". There are audio settings for "Computer audio" (selected), "Phone audio", "Room audio (suggested)", and "Don't use audio". A red circle highlights a gear icon for video settings. A red arrow points from this gear icon to the "Video settings" panel on the right. The "Video settings" panel shows "Camera" options: "Integrated Webcam" (selected) and "Integrated Webcam" (unselected). There are also "Appearance" settings like "Adjust brightness", "Soft focus", and "Mirror my video". At the bottom of the panel are "Cancel" and "Join now" buttons.</p>

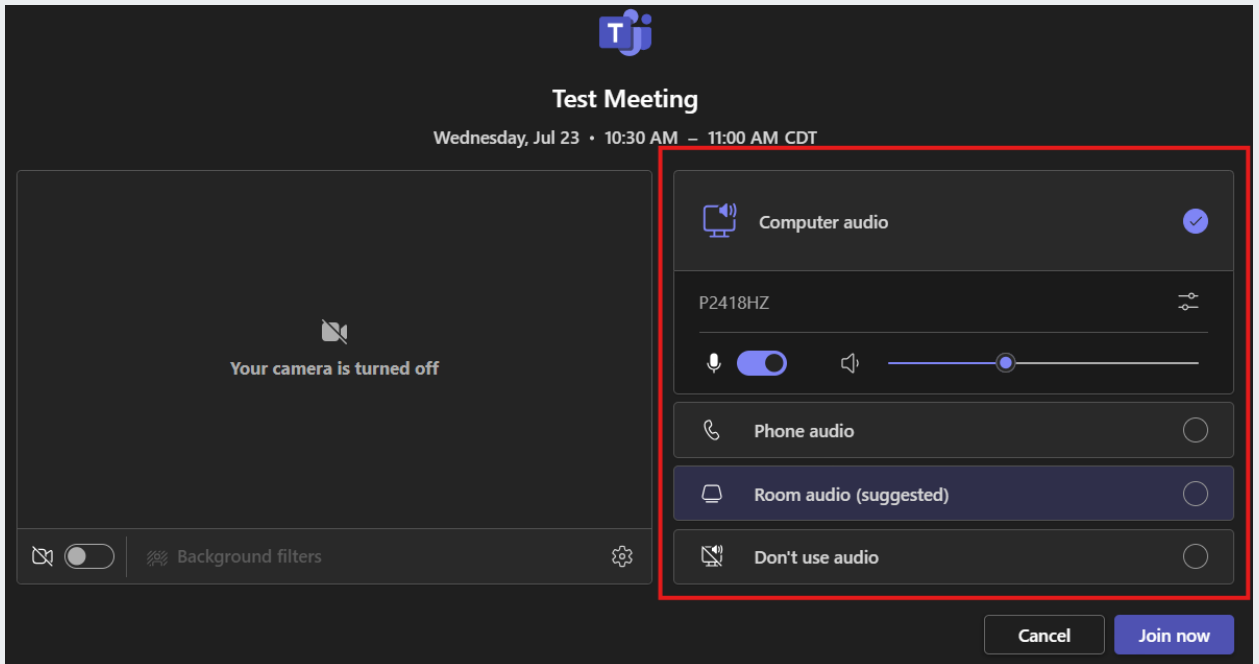
3

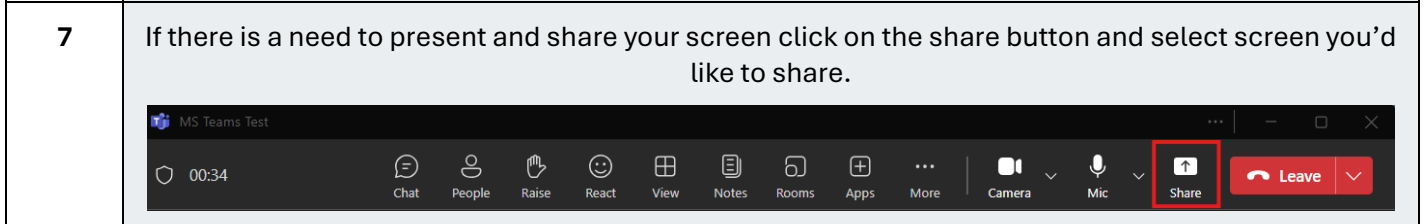
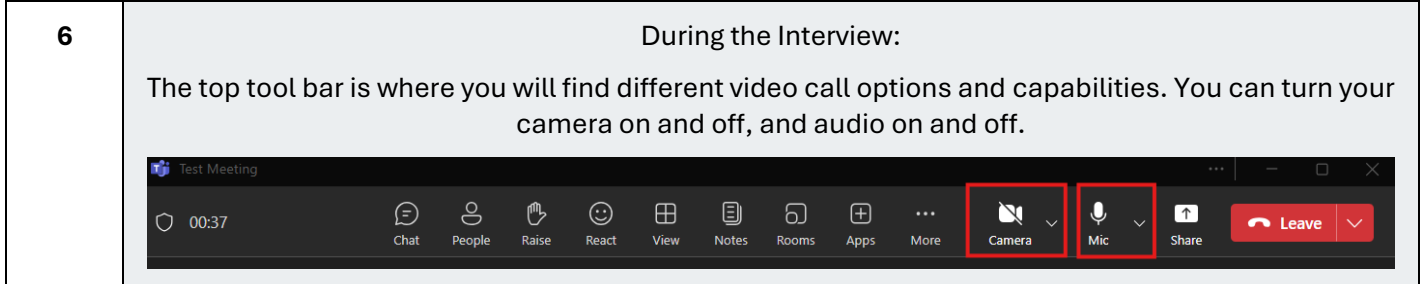
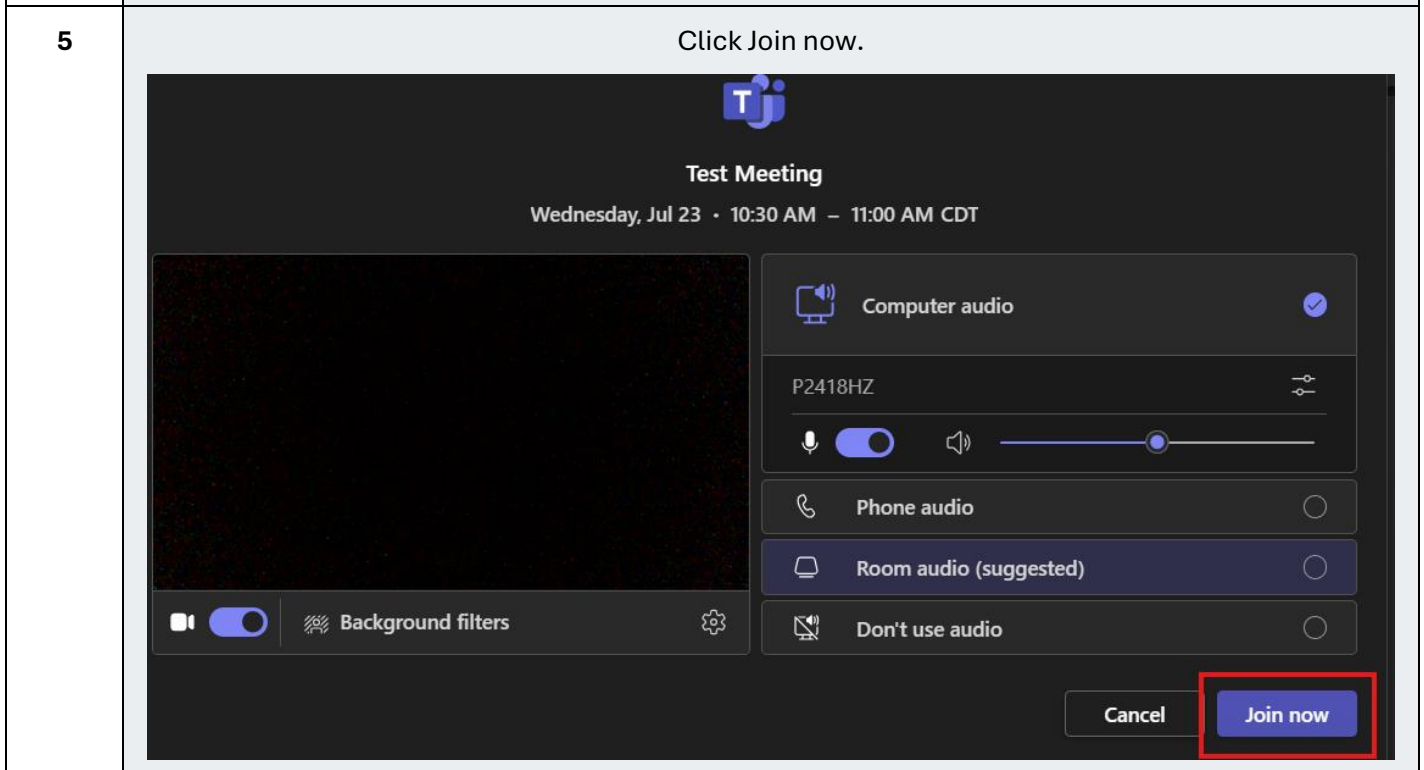
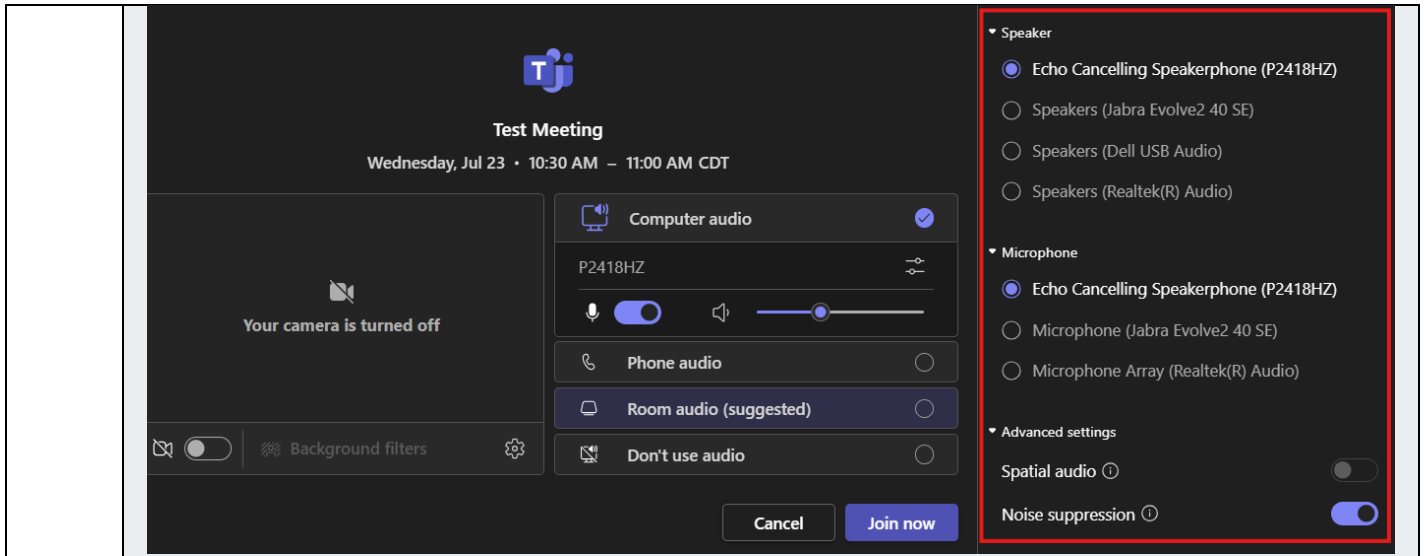
Select a background filter, if desired.



4

Select desired audio option; you will need to have a headset connected to your computer. Or your computer has built-in microphone and speakers. You can click the settings button  to select from the different speaker and microphone options.





8

To end the interview:

In the top tool bar click on the red leave button:

