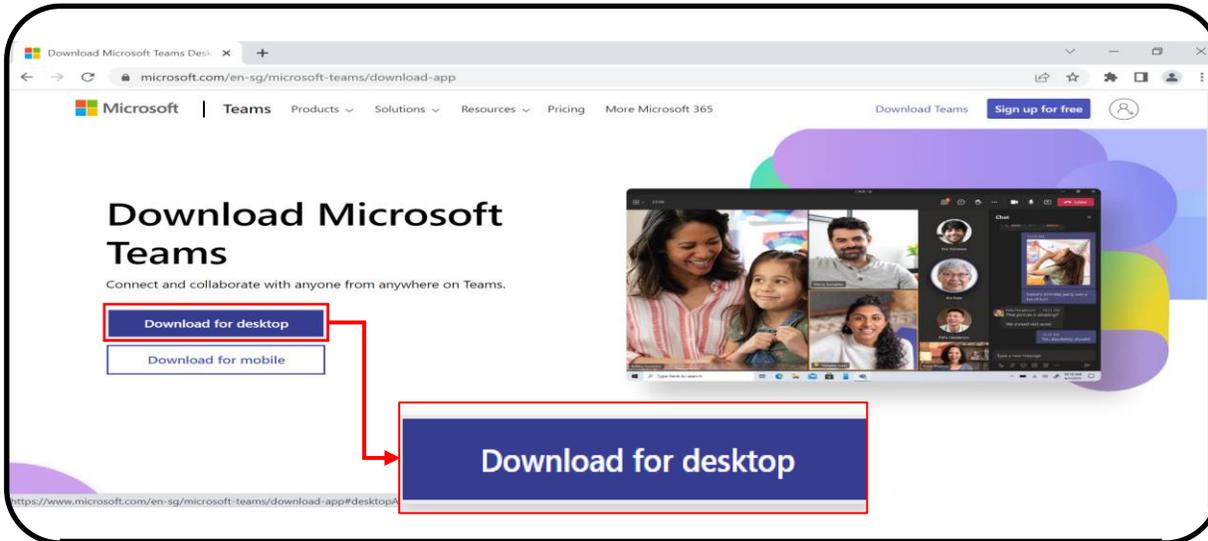


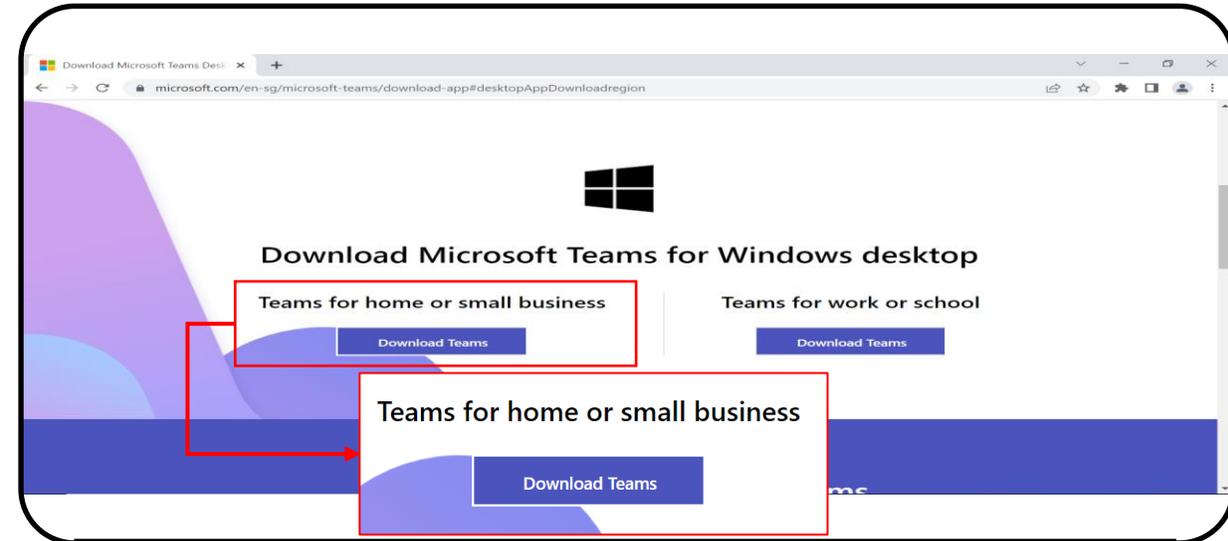
# User Guide: Downloading Microsoft Teams on Laptop/Desktop



Go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

Click **“Download for desktop”**

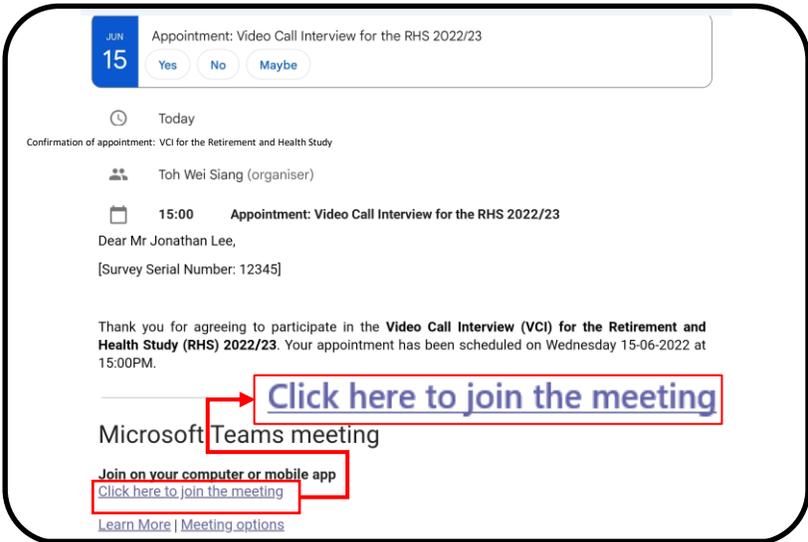
**1**



Under “Teams for home or small business”, click **“Download Teams”** to download and install the application

**2**

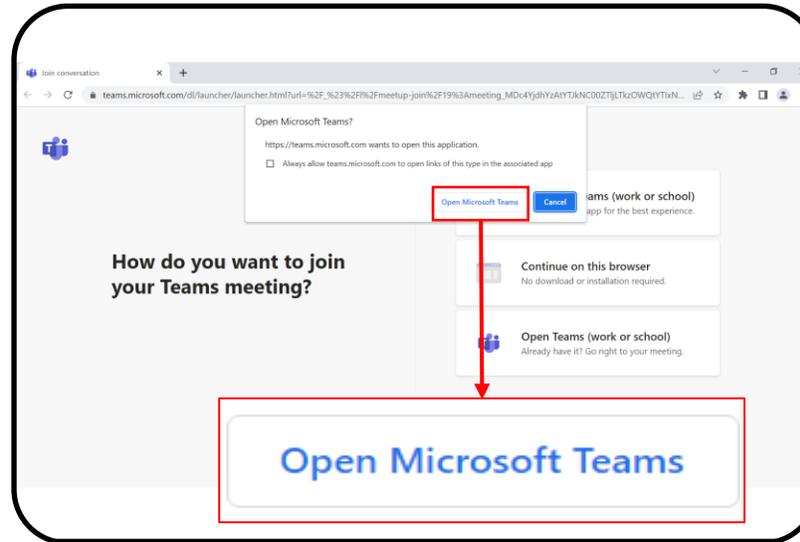
# User Guide: Joining Video Call Interview (VCI) on Laptop/Desktop



Go to your email on your device and locate the email sent by the interviewer titled – **“Appointment: Video Call Interview for the RHS 2022/23”**

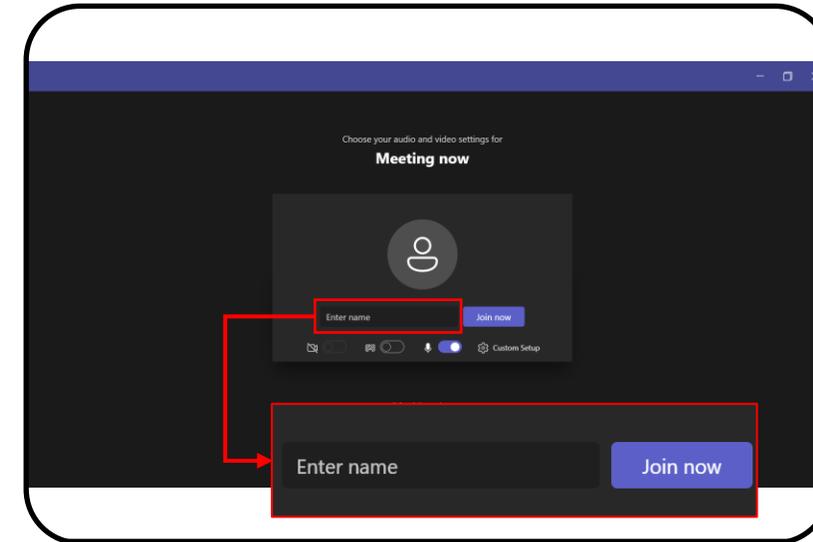
Scroll down to the end of the email and click **“Click here to join the meeting”**

**1**



Click **“Microsoft Teams”**

**2**

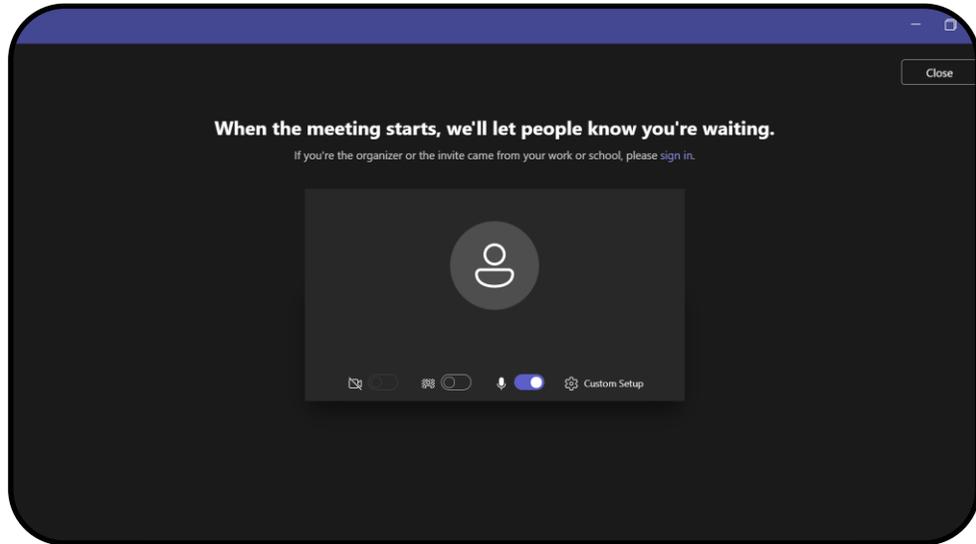


The Microsoft Teams app will launch

Enter your name and click **“Join now”**

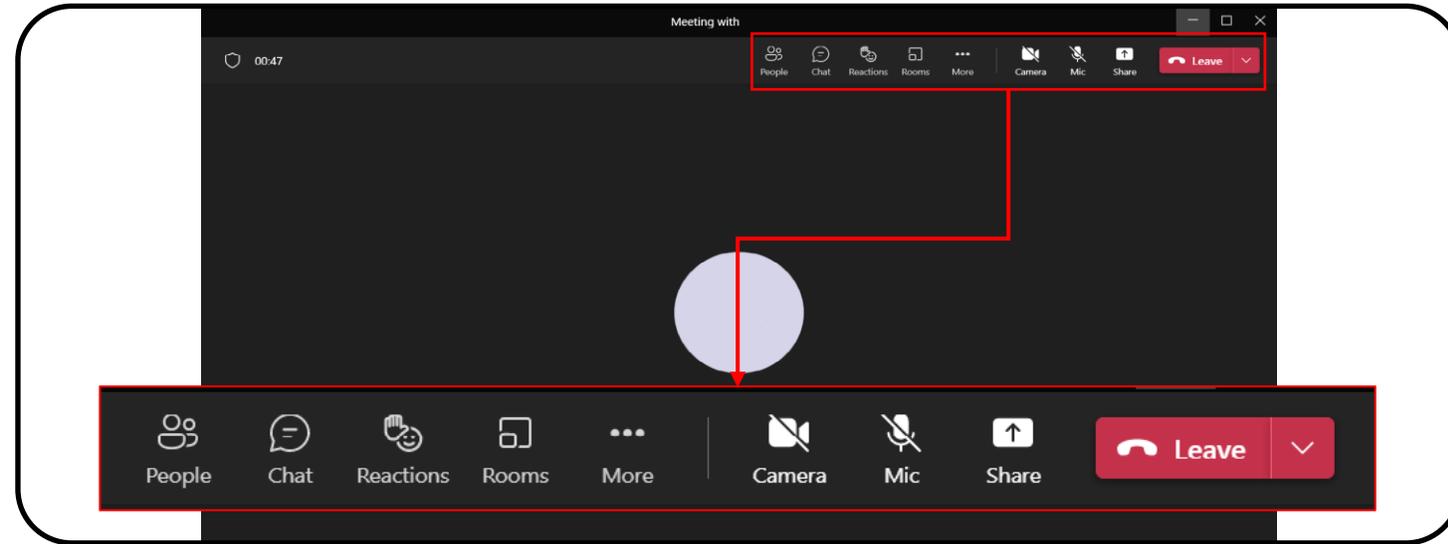
**3**

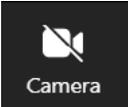
# User Guide: Joining Video Call Interview (VCI) on Laptop/Desktop



Once entered,  
wait for the  
interviewer to  
start the VCI

**4**

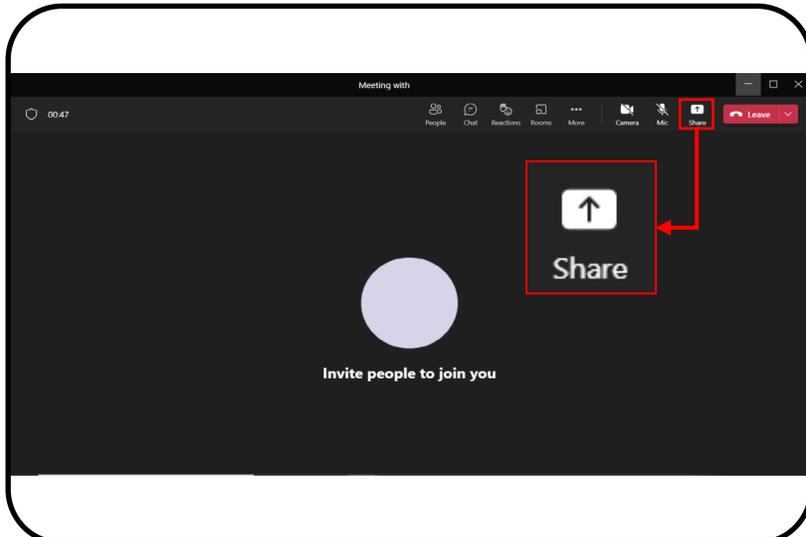


Click  to Turn on/off camera.

Click  to Mute/unmute  
microphone

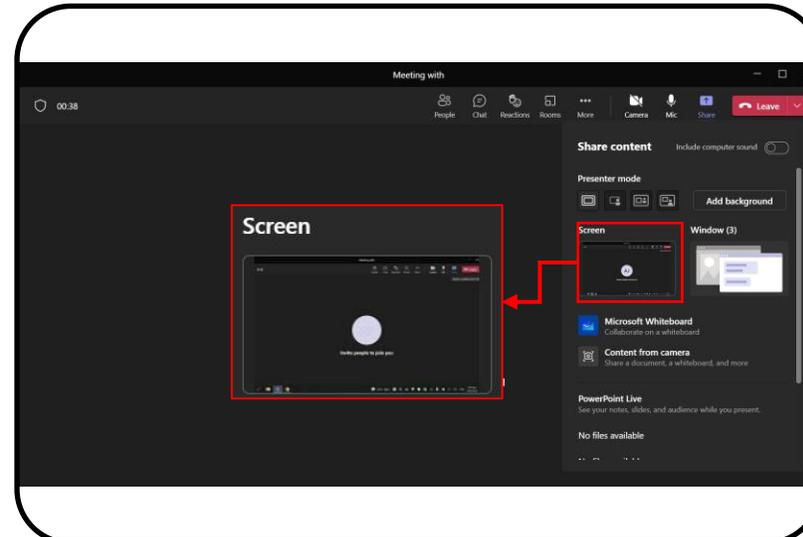
**Navigation**

# User Guide: Screen Sharing on Laptop/Desktop Microsoft Teams



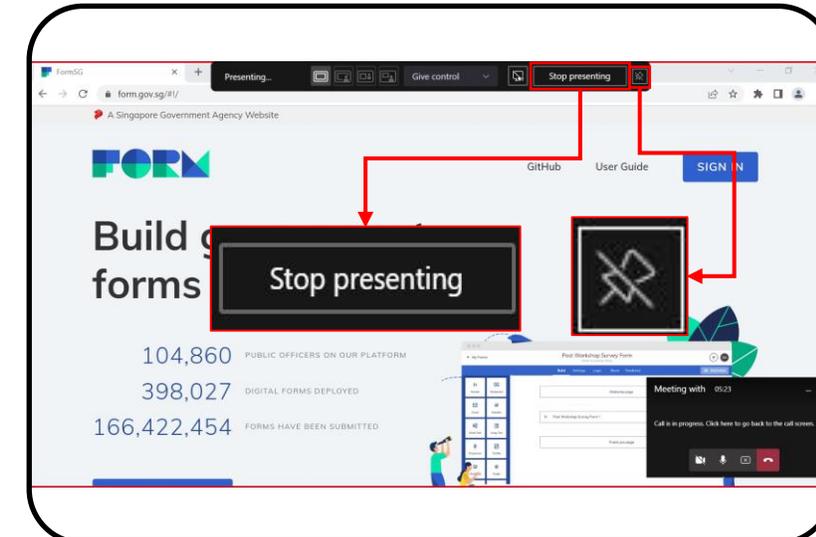
Click **“Share”** for more Controls

**1**



Thereafter, Click **“Screen”**

**2**



Click  to pin the Controls  
To end Screen Share, Click **“Stop presenting”**

**3**