

# User Guide: Downloading Microsoft Teams on Smart Phone / Tablet



iOS

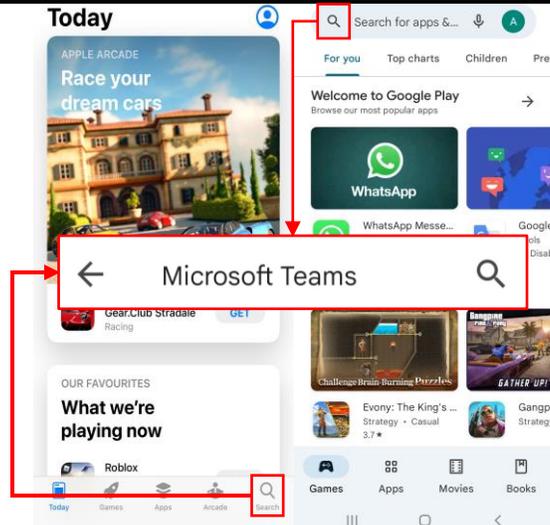


Play Store

Android

Locate the [App Store](#) or [Play Store](#) on your device

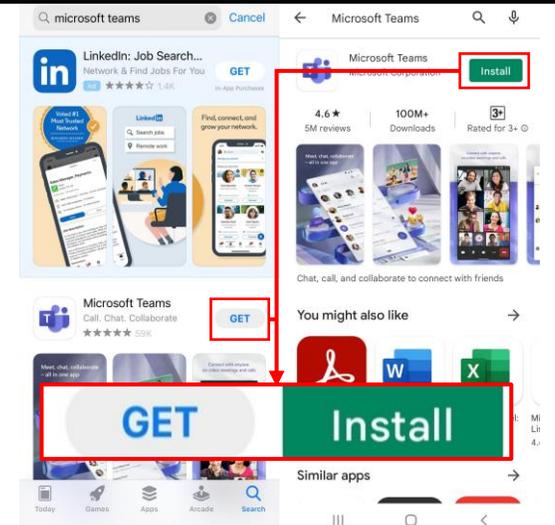
**1**



Tap “**Search**” and type “**Microsoft Teams**”



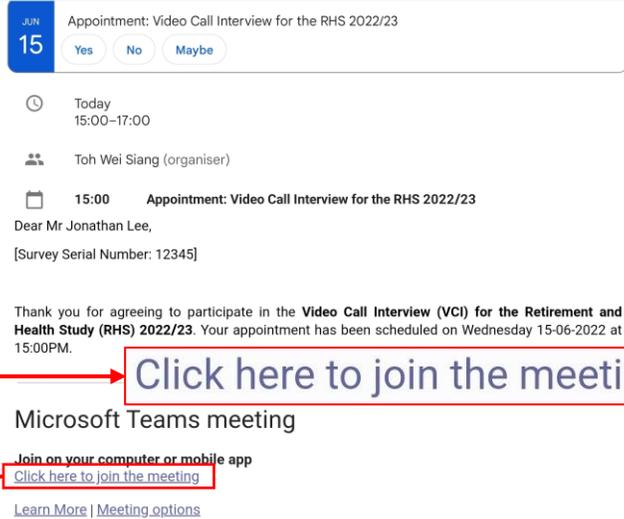
**2**



Tap “**GET**” or “**Install**” icon and wait for it to be installed on your device

**3**

# User Guide: Joining Video Call Interview (VCI) on Smart Phone / Tablet



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 tap **“Click here to join the meeting”**

**1**

Microsoft Teams



Meeting time!  
How would you like to join?

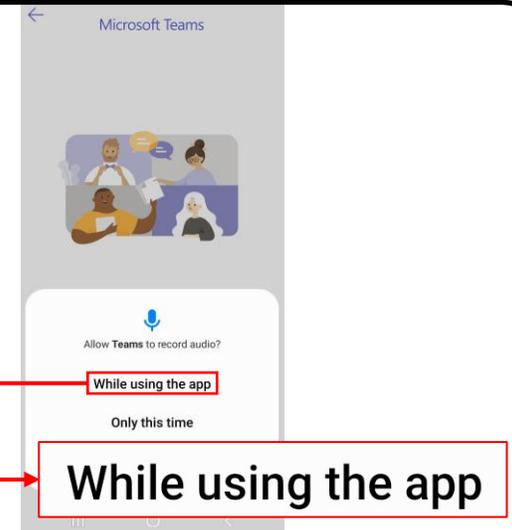
Join meeting

Sign in and join

Join meeting

The Microsoft Teams app will launch.  
Thereafter, tap **“Join meeting”**

**2**



While using the app

Only this time

While using the app

First time users will need to allow Teams to access Microphone and Camera  
Tap **“While using the app”**

**3**

# User Guide: Joining Video Call Interview (VCI) on Smart Phone / Tablet

Microsoft Teams

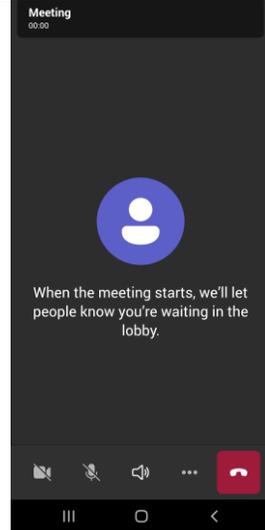


Type your name, then select Join meeting.

John Smith

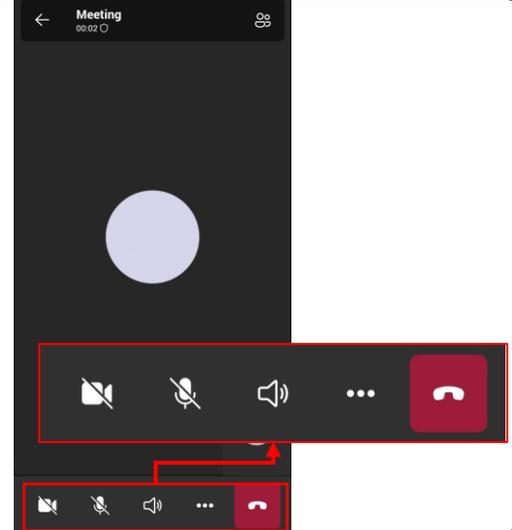
**Enter your name**  
then tap  
**“Join meeting”**

**4**



Once entered, wait  
for the interviewer  
to start the VCI

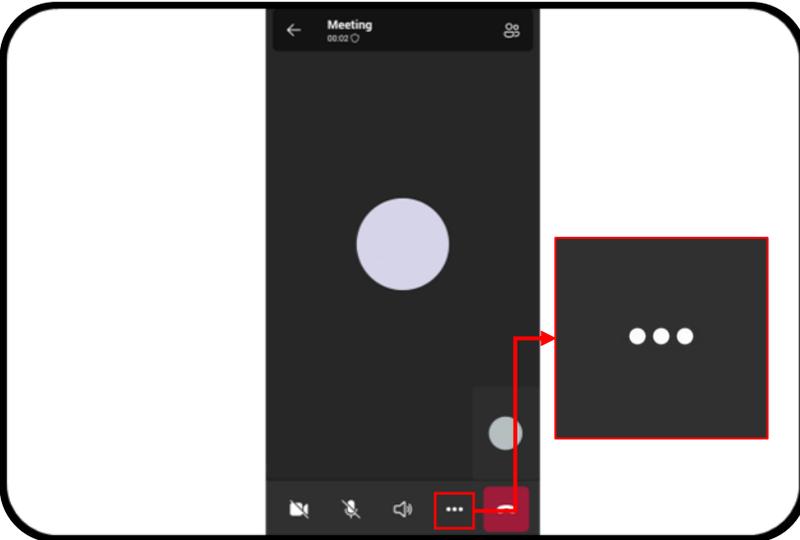
**5**



Tap  to Turn  
on/off Camera  
Tap  to  
Mute/unmute  
Microphone

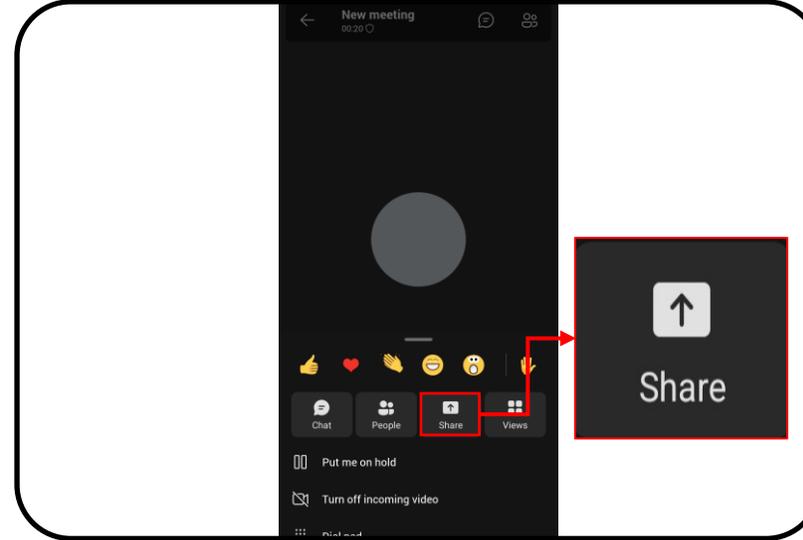
**Navigation**

# User Guide: Screen Sharing on Smart Phone / Tablet



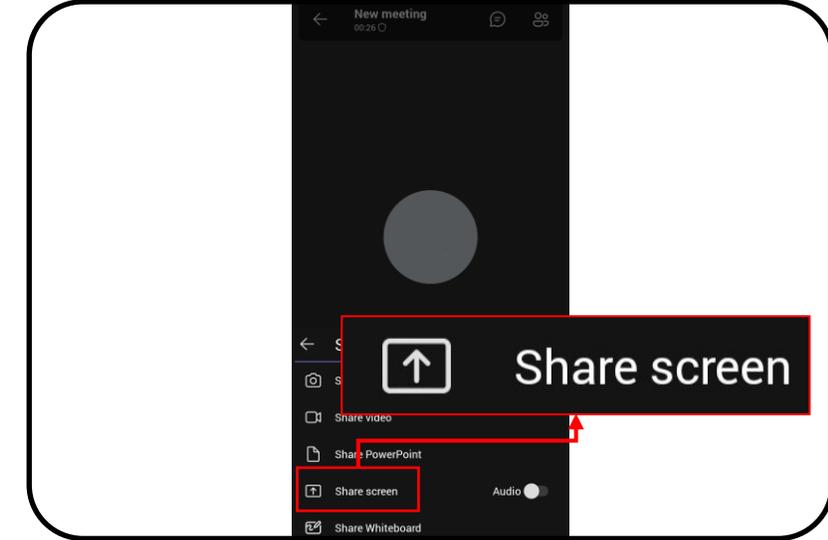
Tap  for more Controls

**1**



Thereafter, tap  
“Share”

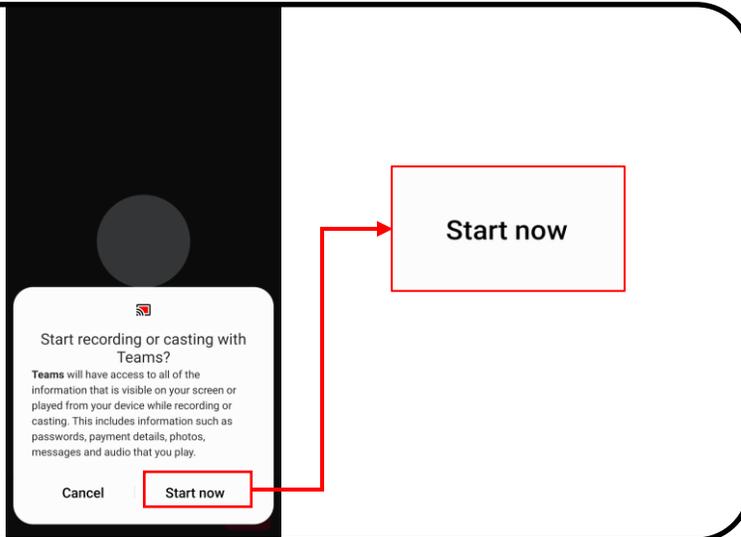
**2**



Tap  
“Share screen”

**3**

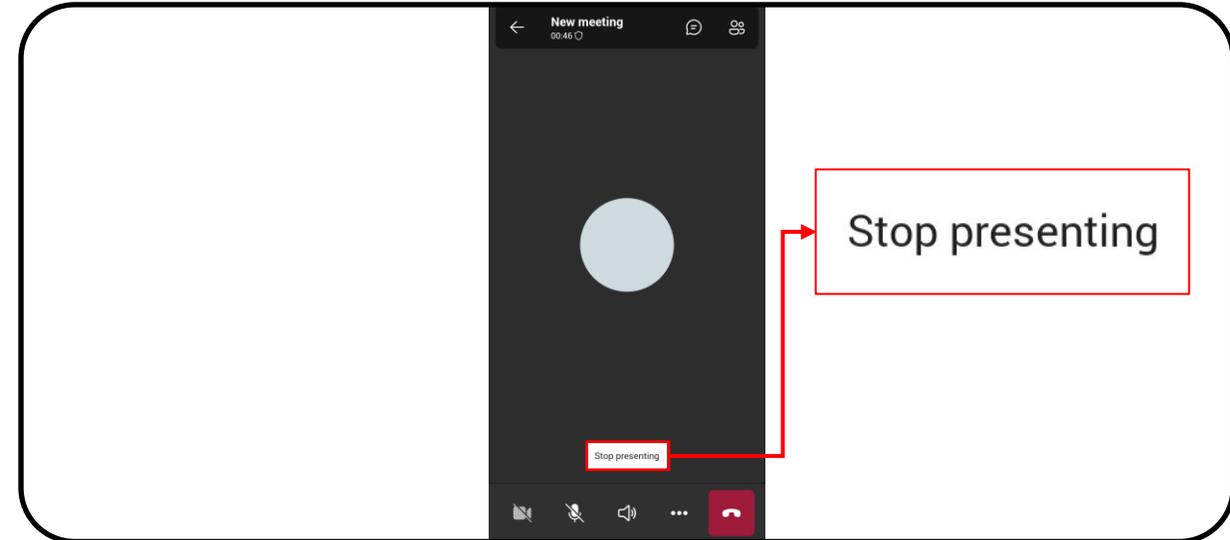
## User Guide: Screen Sharing on Smart Phone / Tablet



Users will need to allow Teams to cast screen.

Tap **“Start now”**

**4**



To end Screen Share, Toggle back to Microsoft Teams then

Tap **“Stop presenting”**

**5**