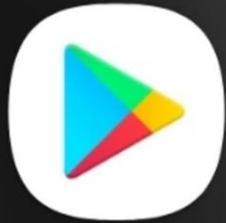


User Guide: Downloading Microsoft Teams on Smart Phone / Tablet



iOS

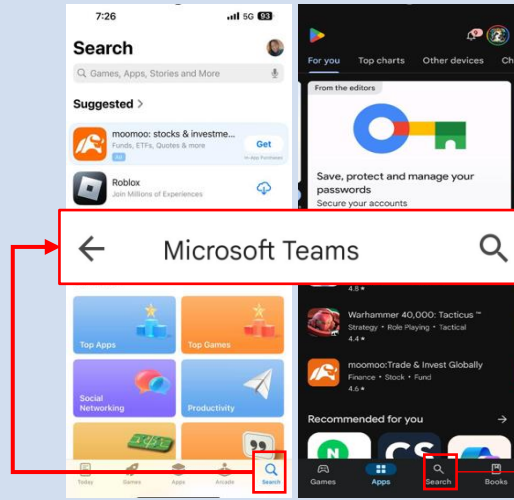


Play Store

Android

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

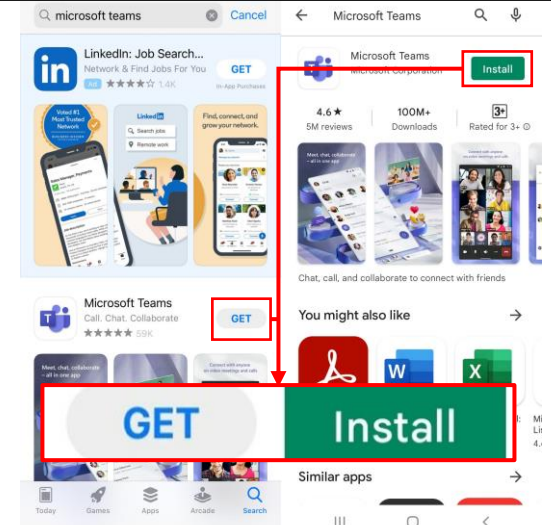
1



Tap on the search bar 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

Dear Mr Ang Wei Jun
[Survey Serial Number: 10001]

Thank you for agreeing to participate in the **Video Call Interview (VCI) for the Retirement and Health Study (RHS) 2024/25**. Your appointment has been scheduled on 15 OCT 2024 at 4:30 PM.

Here is some information to help you prepare for the VCI:

1. What do I need to do?

Click here to join the meeting

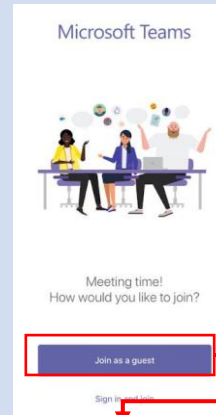
Microsoft Teams [Need help?](#)

Join the meeting now

Go to your email inbox on your device and locate the email sent by the interviewer titled -
“Appointment: Video Call Interview for the RHS 2024/25”

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

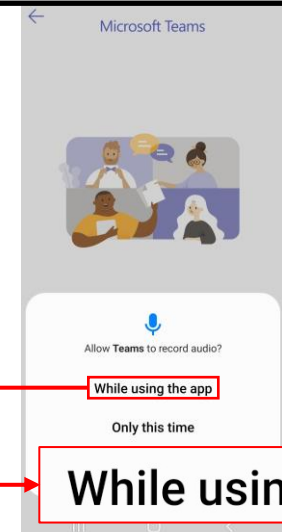
1



Join as a guest

The Microsoft Teams app will launch.
Tap **“Join meeting”**

2



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.

Join meeting

John Smith

Enter your name
then tap
“Join meeting”

4

Meeting



When the meeting starts, we'll let people know you're waiting in the lobby.


Once you have
entered the virtual
meeting room, wait
for the interviewer
to start the VCI

5

← Meeting 00:02

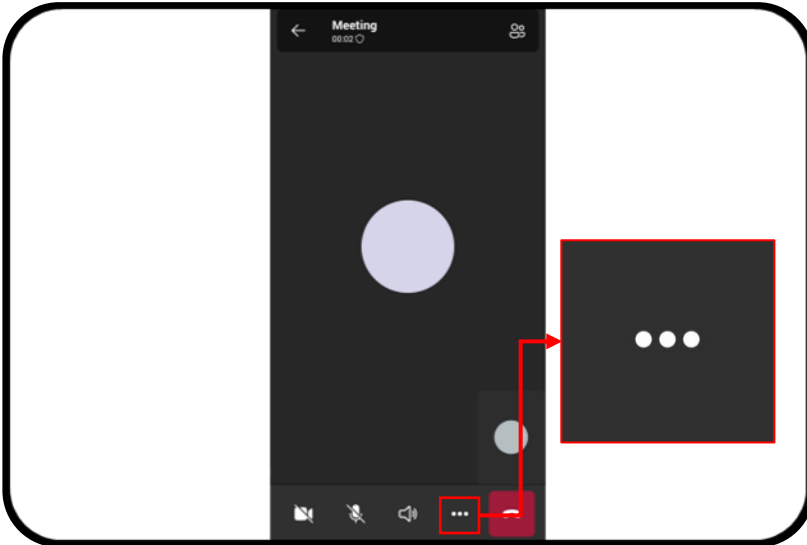


Tap  to Turn
on/off Camera

Tap  to
Mute/unmute
Microphone

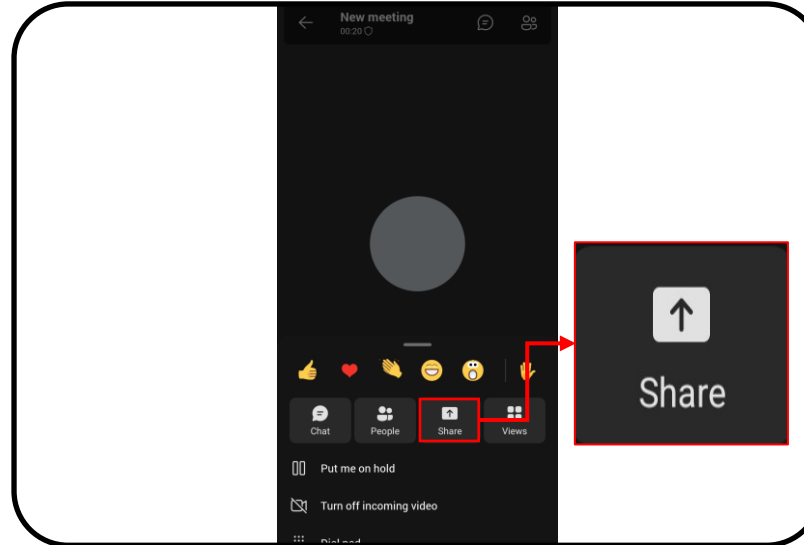
Navigation

User Guide: Screen Sharing on Smart Phone / Tablet



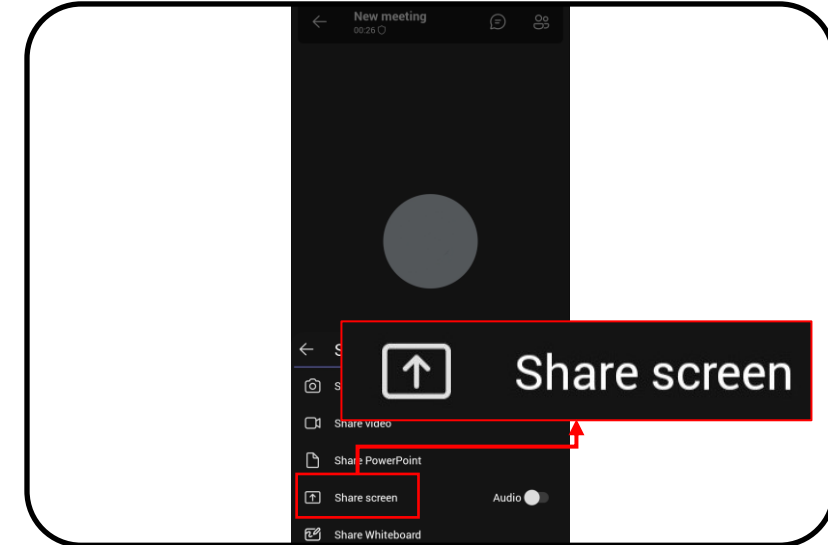
Tap  for more Controls

1



Tap "Share"

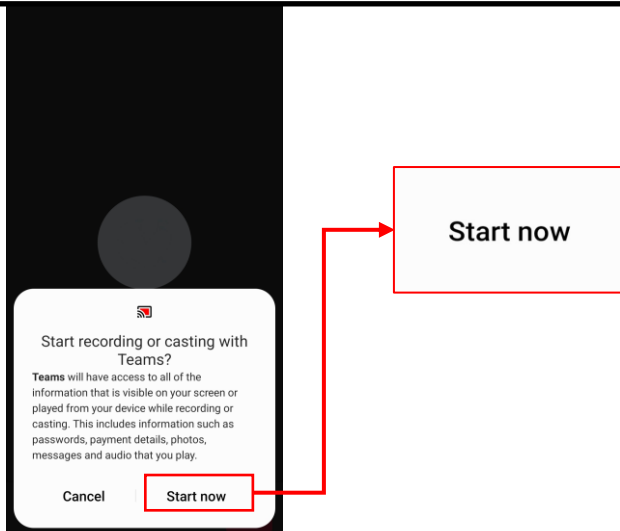
2



Tap
"Share screen"

3

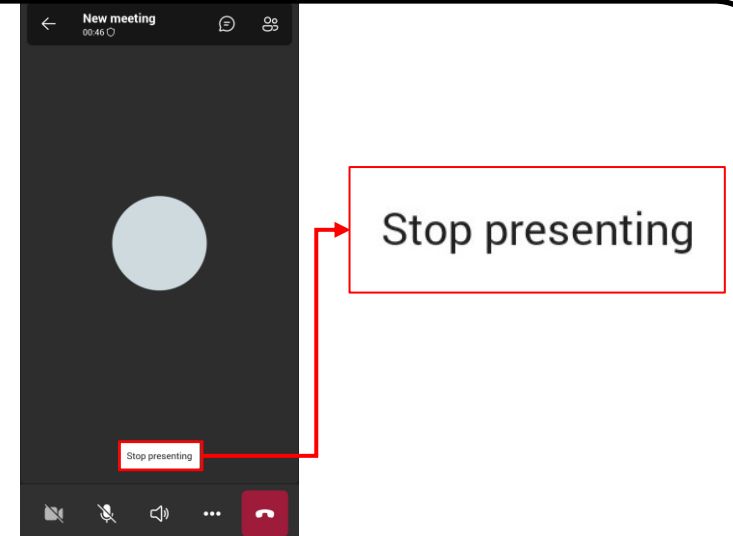
User Guide: Screen Sharing on Smart Phone / Tablet



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