



The Coal  
Authority

# Microsoft Teams Video Conferencing

Joining your video  
interview meeting

*A quick guide for candidates*



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This user guide will take you through how to join your video interview meeting.

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## Step 1

Click on the **Click here to join the meeting** link in your email invite.

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+44 20 4551 8270,,268830618#](#) United Kingdom, London

Phone Conference ID: 268 830 618#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

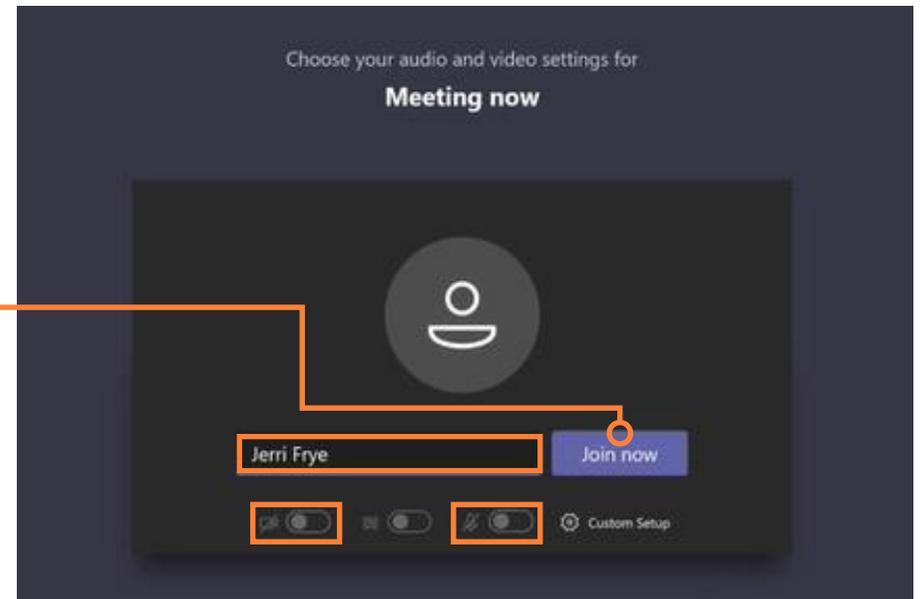
## Step 2

Click on the **Join on the web instead** link on the next screen.



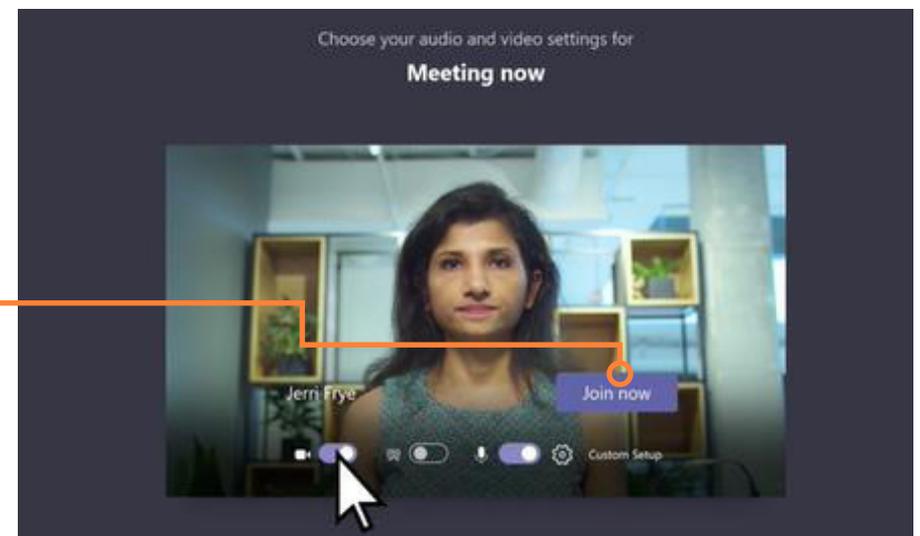
### Step 3

On the next screen shown, enter your first and last name and make sure you have turned the video and audio settings on. You can check audio levels etc. in the 'Custom Setup' link. Once you are happy with your settings, click **Join Now**.



### Step 4

On the next screen, you can see the video camera is on and you now have the opportunity to adjust the lighting or background and relax to get used to the camera and your posture. Once you are comfortable, click **Join Now**.



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## Step 5

On the next screen shown, you are now waiting in the lobby and your host (vacancy holder who sent you the invite) knows you are waiting and will let you in the interview soon.

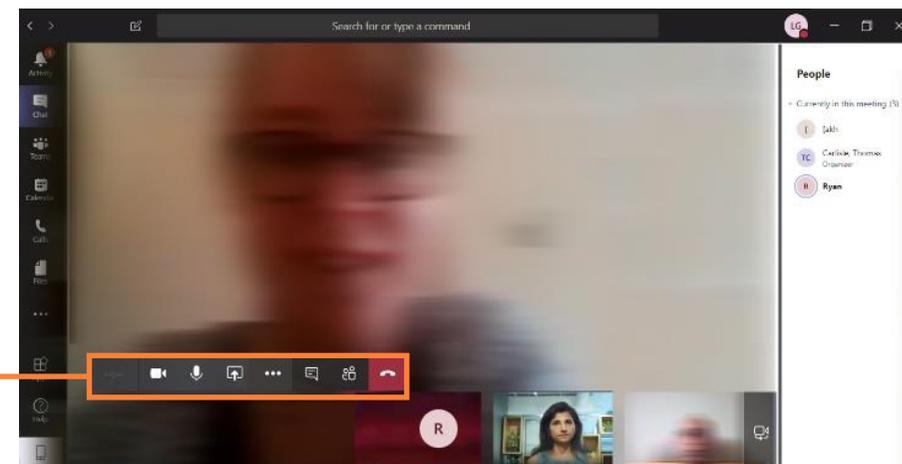
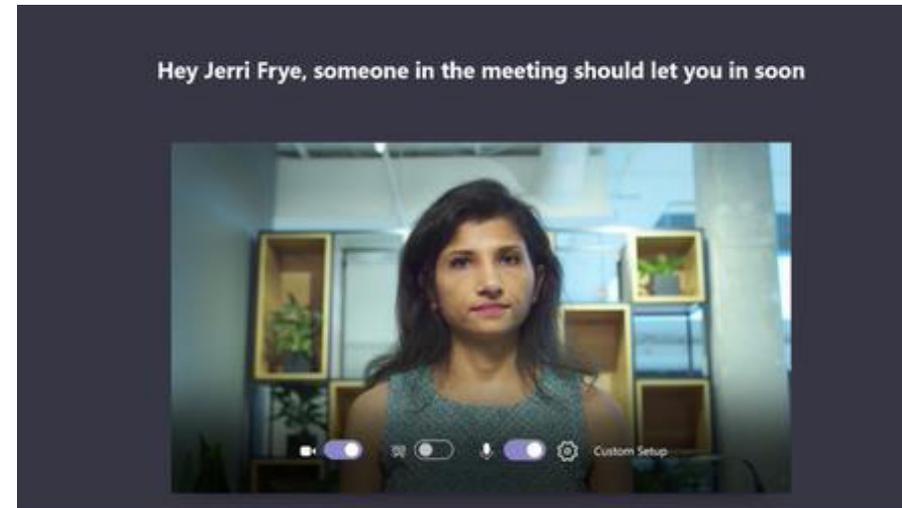
## Step 6

Once the host invites you in, you will see a similar screen as the one on the right, with other attendees.

**Note:** Please familiarise yourself with the floating control panel in your practice sessions. You can adjust the volume and other settings by clicking on the 3 dots option.

## Step 7

Once the interview has come to an end and the host has confirmed the end of the meeting - please make sure you click on the red phone icon to end the meeting.





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