

Guide for Joining a Microsoft Teams Meeting via Web Browser

1. **Click on the virtual interview (Teams) Link:**
 - a. This link will be on the School Interviews email you received. You will have a different link for each teacher.
 - b. This will open a new tab in your default web browser.
2. **Choose How to Join:**
 - a. You will be presented with options to either download the Teams app or continue using the web browser. Select "**Continue on this browser**".
3. **Allow Permissions:**
 - a. Your browser may ask for permission to use your microphone and camera. Click "**Allow**" to grant these permissions.
4. **Enter Your Name:**
 - a. If you are not signed into a Microsoft account, you will be prompted to enter your name. Type in your name and click "**Join now**".
5. **Adjust Settings:**
 - a. Before joining the meeting, you can adjust your audio and video settings. Ensure your microphone and camera are turned on if you wish to be seen and heard.
6. **Join the Meeting:**
 - a. Click "**Join now**" to enter the meeting. You will be placed in the meeting lobby until the teacher is available to speak with you or start the virtual meeting if you are first to arrive digitally.