



NORTH LANARKSHIRE COUNCIL

Education & Families

Office 365 Microsoft Teams

Interview Guide for Candidates

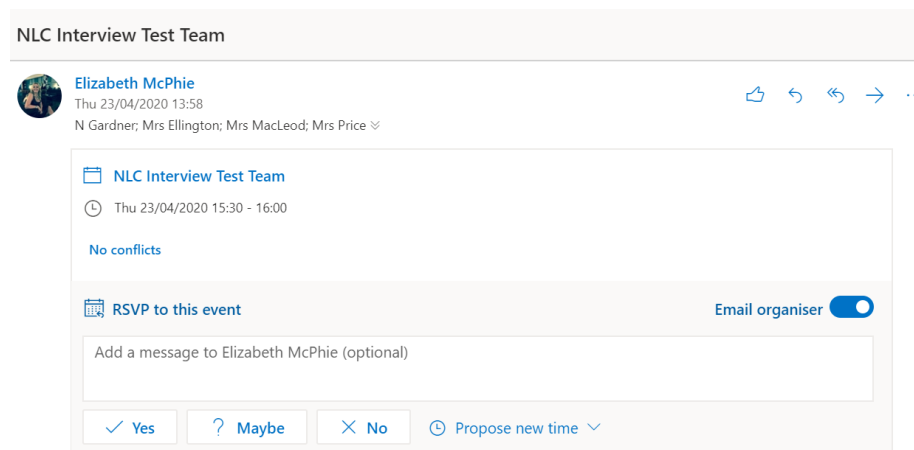
Microsoft Teams

Microsoft Teams is a cloud-based team collaboration and communication software within O365 which includes chat, meetings, file storage and document collaboration. Due to the current Covid 19 pandemic, a decision has been taken to interview candidates using this platform. Please provide your Glow account details to allow the interview to take place.

•**We recommend downloading the MS Teams desktop app.**

To access the desktop app please enter your glow email address and password.

You will be invited to interview by a meeting scheduled by the panel. The link to the interview will be sent to your Glow email address.



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Joining the Meeting

When the meeting is starting you will receive a request asking you to join the meeting – click Join. This will take you to a window to enter your setting such as video on/off etc. Click on the join now link above the options.

When joining the meeting an options bar will be in the centre of the screen which allows participants to turn the camera and audio on/off, show chat and participants or end call. Please ensure the camera and mic are switched on.



The panel members will appear on your screen. On conclusion of the interview, please leave the meeting by clicking on the hang up icon.

Technical Note – There is a known issue when attempting to use MS Teams on a MacBook or iMac using Safari web browser. We recommend using another device. (Windows Laptop, Smartphone, Tablet).