How to set up a career appointment using Microsoft Teams

Microsoft Teams is a virtual workspace which allows staff and students to chat, share files, collaborate and host online meetings. The Careers Centre online one-to-one careers appointments for current students and graduates are hosted on Microsoft Teams.

Before your appointment
A member of the Careers Centre will send you an email before your appointment which contains:

- the time and date of your appointment
- a meeting link to attend your appointment remotely through Microsoft Teams

If you need to set up a webcam or microphone to use during the interview, test these are working ahead of time.

If you have any concerns or questions, please email careers@st-andrews.ac.uk

To attend the appointment

1. Open the appointment invitation and select “Join Microsoft Teams Meeting”

2. That will open a web page, where you’ll see two choices: Download the Windows app and Join on the web instead.
   - Select “Join on the web instead”
• Use either Microsoft Edge or Google Chrome as the internet browser.
• If you are using Teams on a Mac for the first time, please ensure that Teams is turned on in your Security and Privacy settings and enable teams to use the Camera and Microphone.
• Your browser may ask if it is okay for Teams to use your mic and camera. If prompted, **allow this** so you can be seen and heard in your appointment.

3. You’ll be taken to the web page below.

   ![Image of Teams meeting setup](image)

   • Select **Devices** to choose which webcam, microphone and speakers you would like to use during the meeting.
   • Enter your name.
   • Turn on your webcam and microphone.
   • Select ‘**Join now**’ at your allocated appointment time.
4. You may be placed into a waiting area until the Adviser is ready to start your appointment. At this point, you’ll see the message “Someone in the meeting should let you in soon.” Please be patient should the adviser be running late.

![Someone in the meeting should let you in soon](image)

**During the appointment**

Once you have joined the meeting, you will be able to see and speak to your appointment coordinator.

You'll see a toolbar along the bottom of the meeting window.

- To mute your microphone, select the microphone icon, outlined in blue.
- To turn off your webcam, select the webcam icon, outlined in green.

![Toolbar](image)

**Support**

Further support and help on using Teams is available on the [Microsoft help site](https://www.microsoft.com).