

JOINING YOUR VIRTUAL INTERVIEW

STEP-BY-STEP GUIDE FOR JOINING YOUR INTERVIEW USING MICROSOFT TEAMS

You may join your interview or meeting from a mobile device or desktop browser. If you're joining from a mobile device, Microsoft Teams requires you to download the free app.

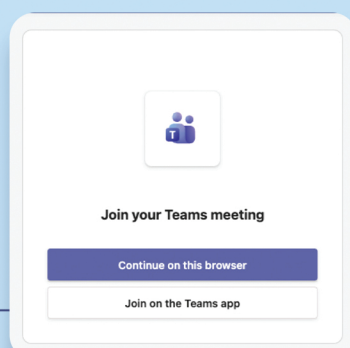
We suggest testing Teams prior to your interview and logging in 15 minutes before your scheduled start time in case of technical difficulties.

JOINING FROM A DESKTOP COMPUTER

Fifteen minutes prior to the time of your interview, click the link in the invitation sent to you to join. **You may get a pop-up to open the link in the app. You do NOT need to download the app.** Click **"CANCEL"**.



Click **"CONTINUE ON THIS BROWSER"**



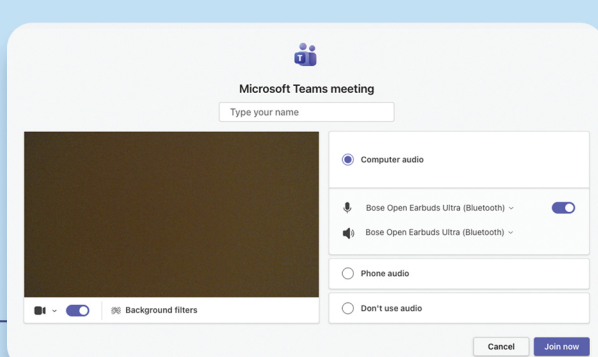
When prompted, allow Microsoft Teams to use your **microphone** and **camera**.

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

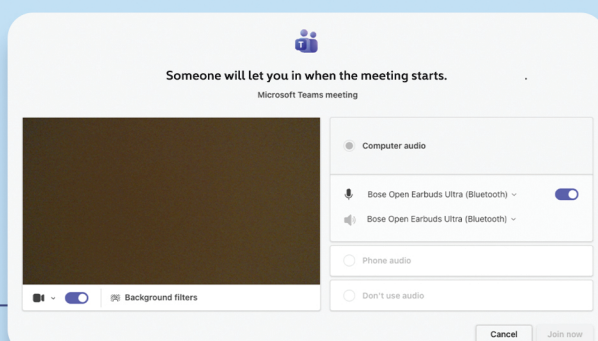


Enter **your name** and select **"JOIN NOW"**



You will then see a message that says "Someone will let you in when the meeting starts."

This screen will change when your recruiter has joined and started your interview. While you wait, make sure your **camera** and **microphone** is on.



If you are having technical difficulties or unable to connect, please reach out to our **Support Site** for assistance – **Support.DisneyPrograms.com**

JOINING FROM A MOBILE DEVICE

On your mobile device, download the free Microsoft Teams app (available in the Apple App Store or Google Play). **You do NOT need to create an account.**

You will need to allow Teams to access the following:

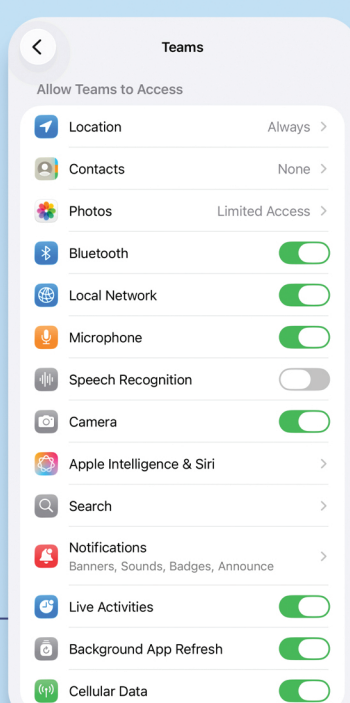
Camera

Microphone

Access to Local Network

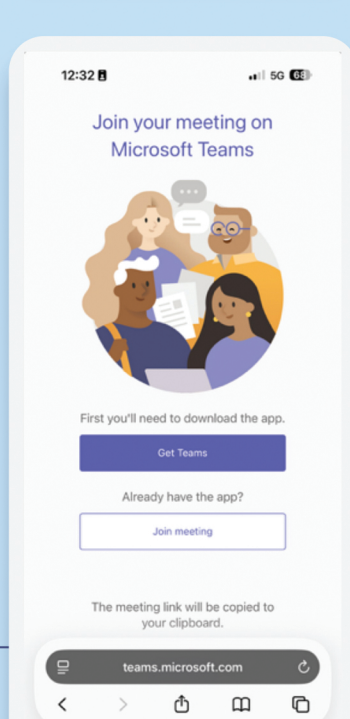
This is the **most common issue** when joining the virtual interview!

This is what your app settings should look like.



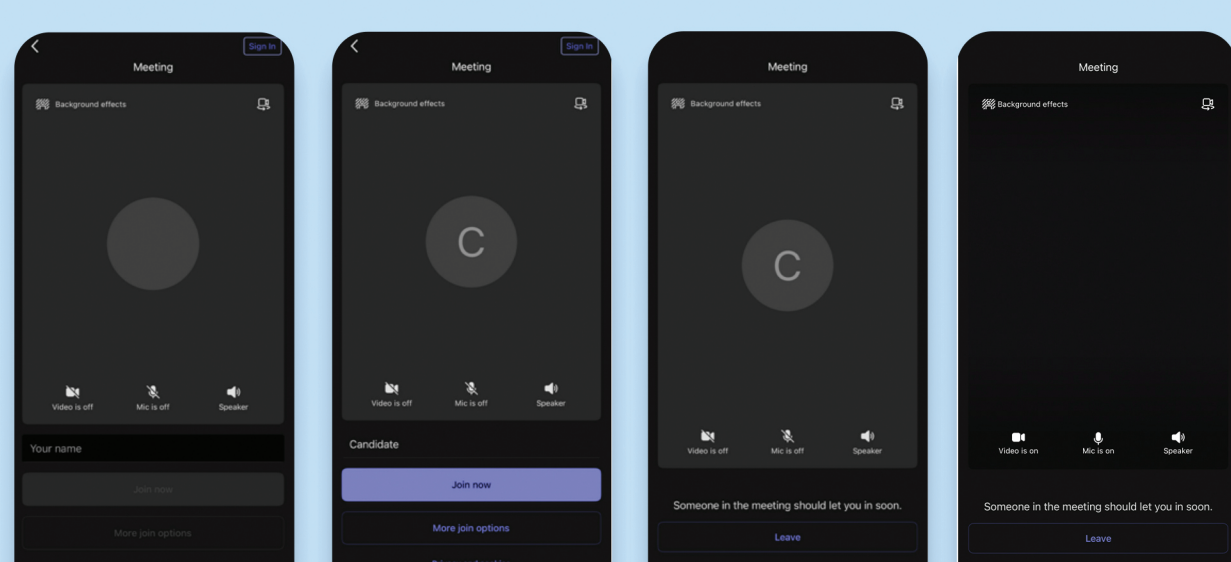
Fifteen minutes prior to your scheduled interview, click the link in the invitation sent to you to join.

Select **"JOIN MEETING"** if you have already downloaded the app.



You will be prompted to open the link in the Teams app – open the meeting link in the Teams app.

- Enter your name in the field titled **"YOUR NAME"**
- Select the **"JOIN NOW"** button
- Turn on your **camera**, **microphone** and **speaker**



Stay on this page until the recruiter lets you into the meeting. If you accidentally select **"LEAVE"**, don't worry! Simply select **"REJOIN"** or follow the steps from the beginning to join again.

REMINDERS for the BEST EXPERIENCE

- Choose a location that has **good lighting**, a **strong internet connection** and **minimal distractions**.
- Use a **headset or earbuds** for the **best audio**.