Student Instructions for Admission Interviews via Microsoft Teams

- 1. Click on the MS Teams Link provided to you via email, approximately five minutes before your interview time.
- 2. Join the meeting by opening your Teams App or by using the web browser; Google Chrome is the preferred browser

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			Download the Mac app Use the desktop app for the best expe	rience.
How do you want to join your Teams meeting?				
		ជ្	Open your Teams app Already have it? Go right to your meet	ing.

3. Continue as a Guest by entering your name, or log in using your mylaurier.ca account

Choose your audio and video settings for Meeting now	
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Kate (Guest) Join now	

4. After entering your name, you will be placed in a lobby, where you will wait to be let into the meeting by your admission interviewers.



- 5. Turn on your video and audio and adjust volume (You may need to slide the buttons to the right; they turn purple when they are on)
- 6. **If your video and audio are not working correctly,** select the "Devices" button near the gearbox. Select the correct microphone and camera of your choosing

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	About	
	Legal	
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7. When the admission interviewers have admitted you to the meeting, the word "Connecting" will appear on your screen.

