

Video Interviews – instructions for applicants – Apple iPhone and iPad

We are currently conducting interviews by video call using Microsoft Teams.

Please follow the instructions below if you are using an iPhone or iPad.

You will need to download the free 'Microsoft Teams' app from the Apple app store. You may need your Apple ID password.

You can just search the app store for 'Microsoft Teams' or here is the link:

<https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

The icon looks like this:



To download it to your phone click the 'Get' button.

Once it's downloaded you don't need to do anything - **you don't need to make an account or log into the app.**

To arrange the interview, we will send you an invitation by email. The email will show the day and time of your interview and will include a link that says 'Join Microsoft Teams Meeting' like this:

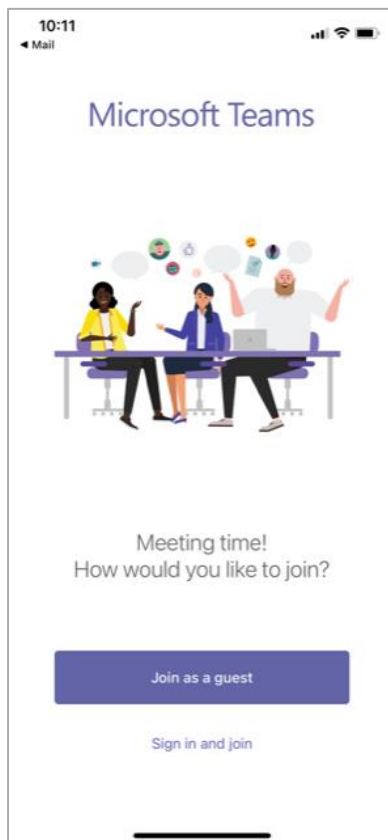
Join Microsoft Teams Meeting

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

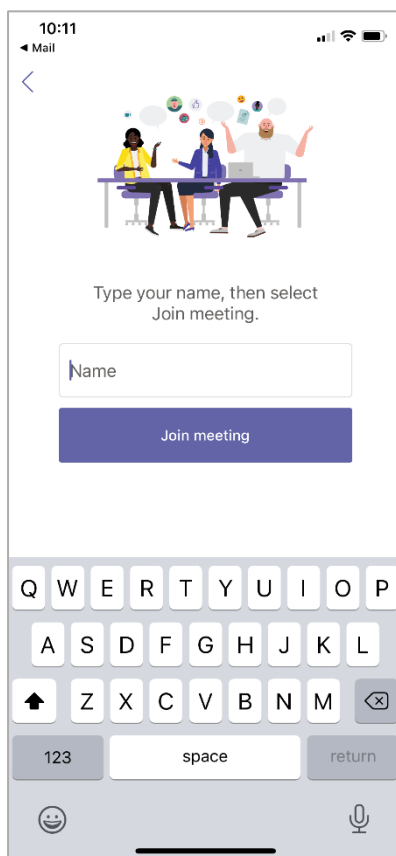


When it's the day and time for your interview, open the email and click on the 'Join Microsoft Teams' link. You may be asked to allow Teams to use your phone/iPad's camera and microphone – click yes.

You will then see this screen:



Click on the blue box that says 'Join as a guest'.



Type in your name and click 'Join Meeting'

You will then join the meeting. If nobody is there please just wait – your interviewer should be along shortly.

If you have any problems please contact us using the contact details in our email.

