

Oral online interview in in Microsoft Teams program

Technical requirements

In order to participate in the oral interview you need:

- **Device** with access to the Internet (computer, tablet, smartfon).
- **Good internet connection** – sound and screen image should be of good quality,
- **Webcam**– examiners have to check your identity and if you participate on your own,
- **Microphone, loudspeakers or headphones,**
- **Identity card (passport)** – you have to present your identity card/passport with your current photo at the beginning of the interview.

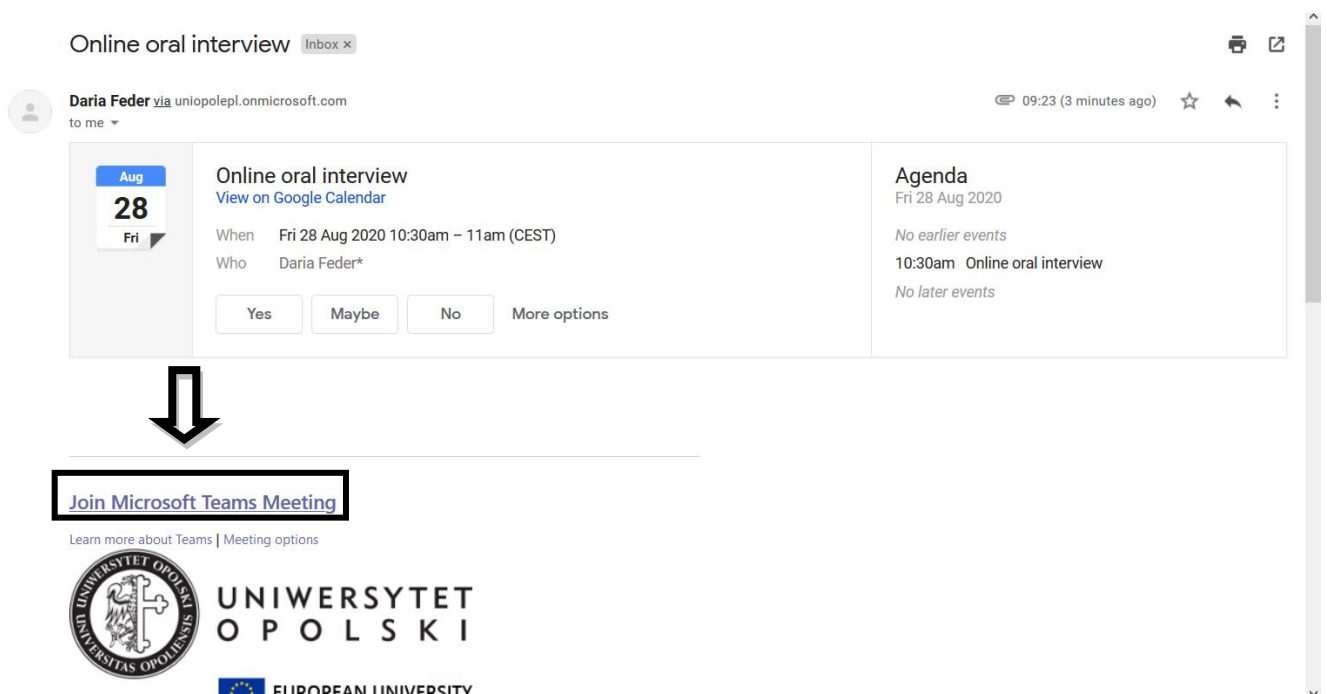
If you do not have an access to a computer with webcam or there are problems with connection quality, you can use smartfon with Teams application installed in advance.

In the room there cannot be any other person except you. Please, make sure that there are not any unpermitted educational materials or crib notes.

Invitation to the interview

You will receive Invitation to the interview to your **e-mail address**.

E-mail will look similarly to the one below (printscreens comes from Gmail box):



The screenshot shows an email titled "Online oral interview" from Daria Feder via unlopoolepl.onmicrosoft.com. The email content includes a calendar entry for August 28th, 2020, at 10:30am CEST, and an agenda for the same day. Below the email content, there is a large downward-pointing arrow leading to a "Join Microsoft Teams Meeting" button. At the bottom of the page, there are logos for Uniwersytet Opolski and European University.

Online oral interview Inbox x

Daria Feder via unlopoolepl.onmicrosoft.com
to me

09:23 (3 minutes ago)

Aug 28
Fri

Online oral interview
[View on Google Calendar](#)

When Fri 28 Aug 2020 10:30am – 11am (CEST)
Who Daria Feder*


Yes Maybe No More options


Agenda
Fri 28 Aug 2020

No earlier events
10:30am Online oral interview
No later events

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

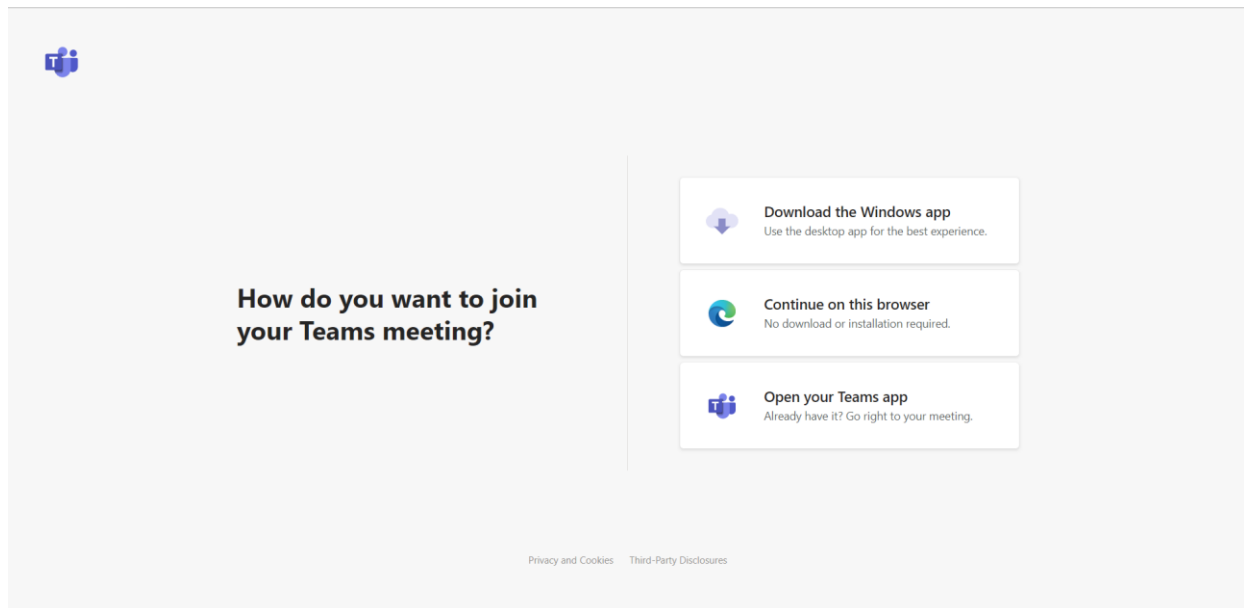
 **UNIWERSYTET
O P O L S K I**

 **EUROPEAN UNIVERSITY**

In the scheduled day of the interview, exactly at the scheduled time, **please click : “Join Microsoft Teams Meeting”**.

It is better to be five minutes earlier than five minutes later: if you are late, examiners may start to interview the next participant.

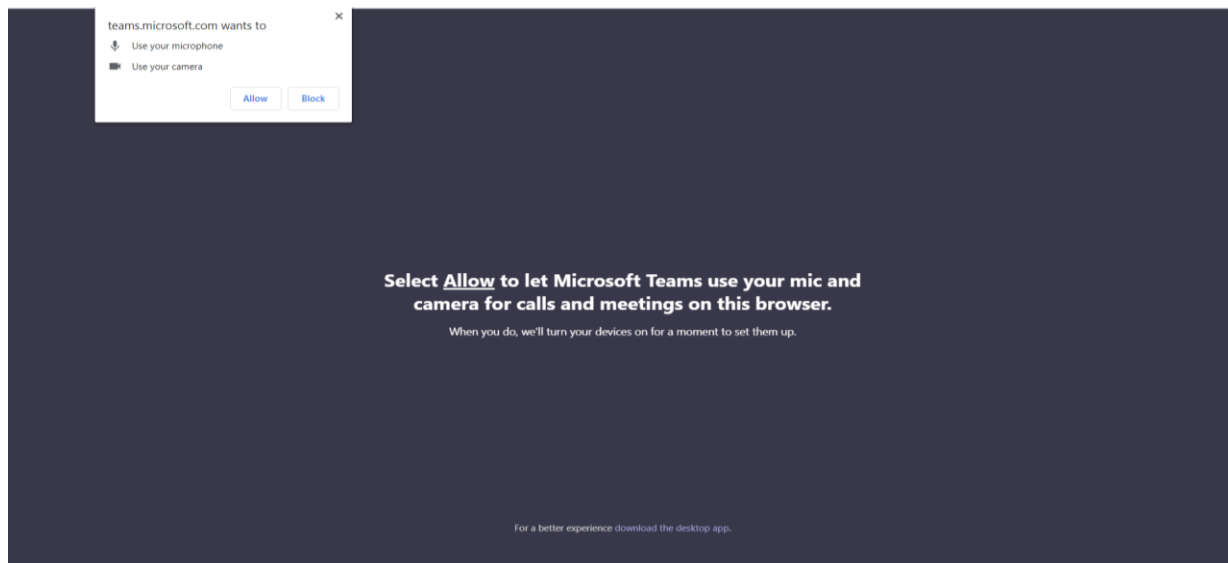
The website will open and you are be asked how do you want to join the Teams meeting:



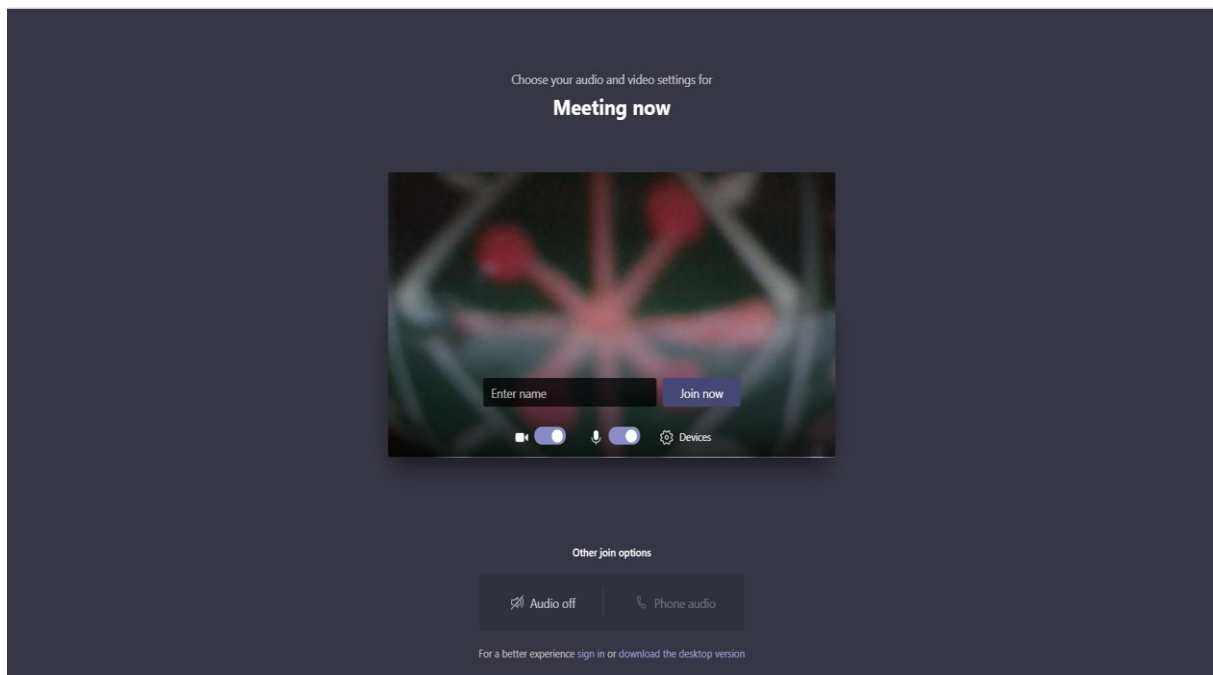
Choose the option: Continue on the browser.

Attention: if you use browser other than Chrome or Edge you may not be able to open the meeting in the browser. Then, you will be asked to download and install Teams program (Windows app). After installation, click one more time in the link “Join Microsoft Teams Meeting” in your e-mail- meeting will open in the application, and not in the browser.

The website will ask for your agreement to use your microphone and camera.

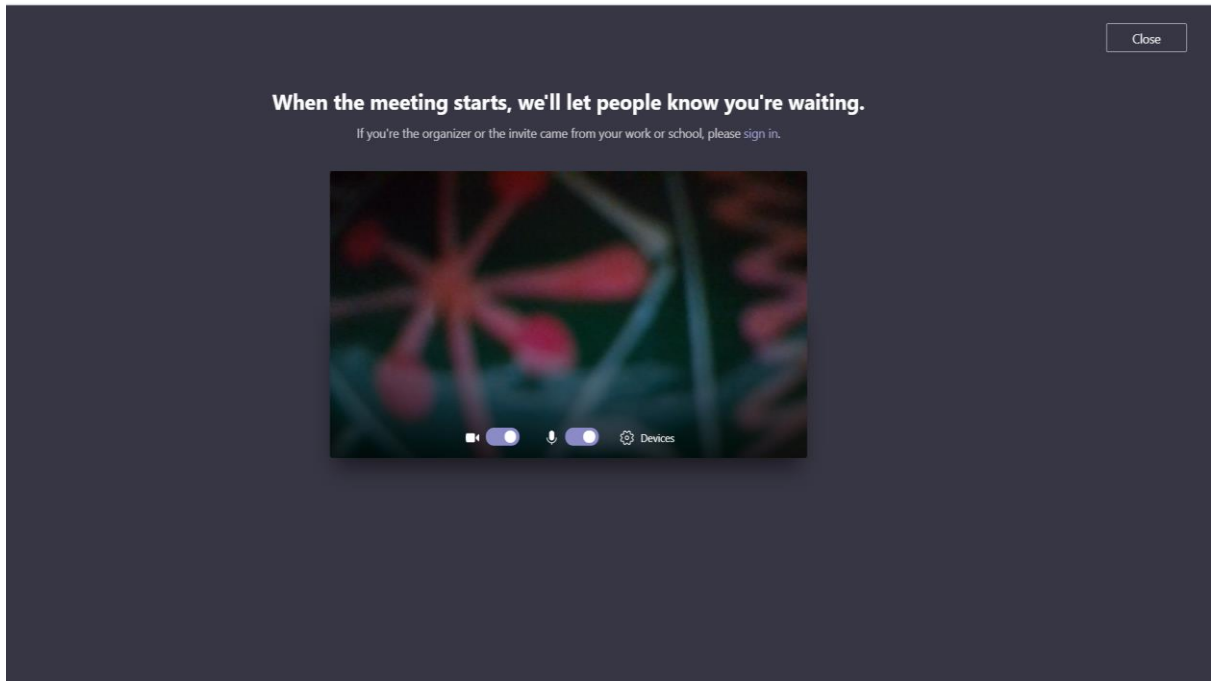


Choose „Allow” (or similar word depending on the browser).

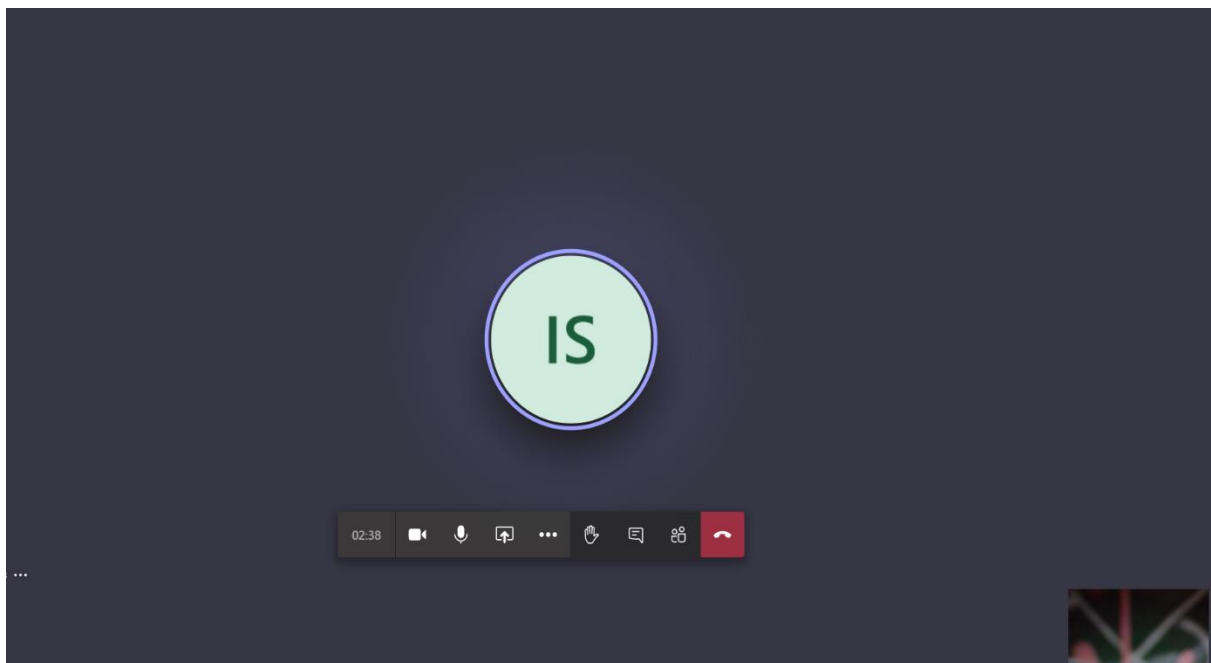


On the second screen, you will see preview of settings for your camera and microphone. Please, make sure that camera and microphone are on and that you are visible on the preview. In „Enter name”, please enter your name and surname. When you are ready, click „Join now.”

It may happen that after you join the meeting, you will have to wait until examiner will let you in for the interview. Then, you will see the information „When the meeting starts, we'll let people know you're waiting”:

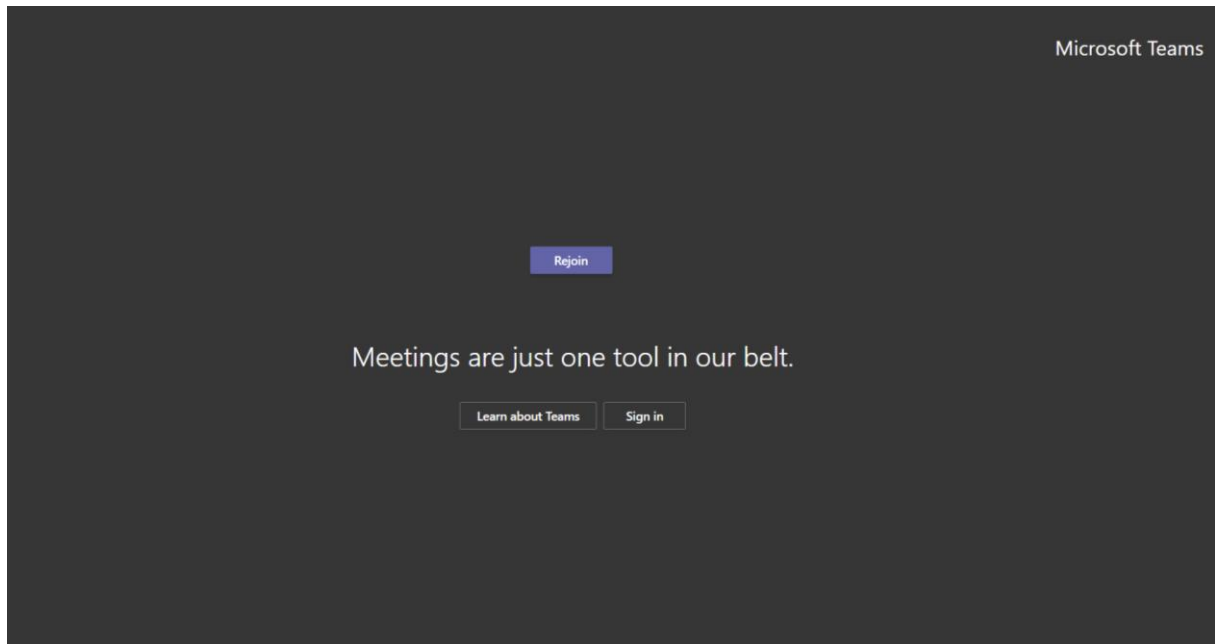


Do not close the window of the browser and go away from the computer! When examiner will let you in to the interview, the screen will look as follows:



In the middle of the screen (blue circle) you will see examiners or their avatars. Preview from your camera will be in the right bottom corner. You can make sure that your camera and microphone are on, checking it on the bar which appears after you move your computer mouse within the field of meeting screen. When the interview is over, please leave the meeting by clicking in red button.

If you do it too fast, you may come back to the meeting by mistake:



In order to participate in the interview via mobile device (tablet, smartfon), you have install Teams application on your device.

After installation, please click **“Join Microsoft Teams Meeting”** link from your e-mail which will open in the application. You do not have to log in– join the meeting as guest and follow the instructions on the screen of your device.

Good luck!