



Zoom/Teams Instructions for Video Interviews

Before your scheduled interview, please make sure that you have the right program downloaded to your device. We feel you will be more successful in your interview using a desktop computer or laptop instead of a mobile device. Take time to test the app and understand how to use it. Make sure your camera and speakers work. Below, you will find instructions on downloading and joining a meeting using Zoom and MS Teams.

ZOOM

[Click Here to Download Zoom](#)

[YouTube Instructions for Joining Zoom](#)

TO DOWNLOAD ZOOM DESKTOP CLIENT

1. In your internet browser, enter <https://zoom.us/>.
2. Click **Resources** at the top of the page, then click **Download Zoom Client**.
3. Under **Zoom Client for Meetings**, click the **Download** button.
4. At the bottom left of your screen, the Zoom installer (ZoomInstaller.exe) will automatically start downloading the Zoom desktop client. Double-click the Zoom installer to begin the desktop client install if downloading doesn't start.
Note: After the Zoom desktop client installation is complete, a Zoom icon will appear on your desktop.
5. Complete the installation process.
6. Double-click the Zoom desktop icon to begin using Zoom.

TO DOWNLOAD ZOOM MOBILE APP

Download the Zoom mobile app from the [iOS App Store](#) or [Google Play Store](#)

MICROSOFT TEAMS

[Click Here to download MS Teams](#)

[YouTube Instructions for Joining Teams](#)

TO DOWNLOAD MS TEAMS DESKTOP CLIENT

1. In your internet browser, enter <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Click on **Download for desktop**.
3. Select **Teams for home or small business** to initiate download.
4. At the bottom left of your screen, the MS Teams installer (MSTeamsSetup_c_l_.exe) will automatically start downloading the Teams desktop client. Double-click the Teams installer to begin the desktop client install if downloading doesn't start.
5. After the download, open and run the file.
6. The welcome screen will prompt you to enter your login credentials. If you do not have one, complete the following:
 - Click on **Use another account** or **sign up** at the bottom of the window
 - Click **Create one!** and follow the prompts to create a new account
 - Once you've created your new login credentials, sign in on the welcome screen
7. Verify how you would like to appear on Teams and click **Continue**.
8. You are now ready to begin using Teams! Navigate to the link in your interview confirmation email to launch the meeting.

TO DOWNLOAD MS TEAMS MOBILE APP

Download the Teams mobile app, from the [iOS App Store](#) or [Google Play Store](#).

We are here to help! If you have any questions, please call our office at 831-423-8888.