

# User Guide: Downloading Microsoft Teams on Laptop/Desktop



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## Download Microsoft Teams for Windows

Communicate and collaborate with anyone, anytime, with Teams.

Download Microsoft Teams for Windows

Click to  
download and  
install

Go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

# User Guide: Joining Video Call Interview (VCI) on Laptop/Desktop

Dear Mr Ang Wei Jun  
[Survey Serial Number: 10001]

Thank you for agreeing to participate in the **Video Call Interview (VCI) for the Retirement and Health Study (RHS) 2024/25**. Your appointment has been scheduled on 15 OCT 2024 at 4:30 PM.

Here is some information to help you prepare for the VCI:

1. What do I need to do before the VCI?

[Click here to join the meeting](#)

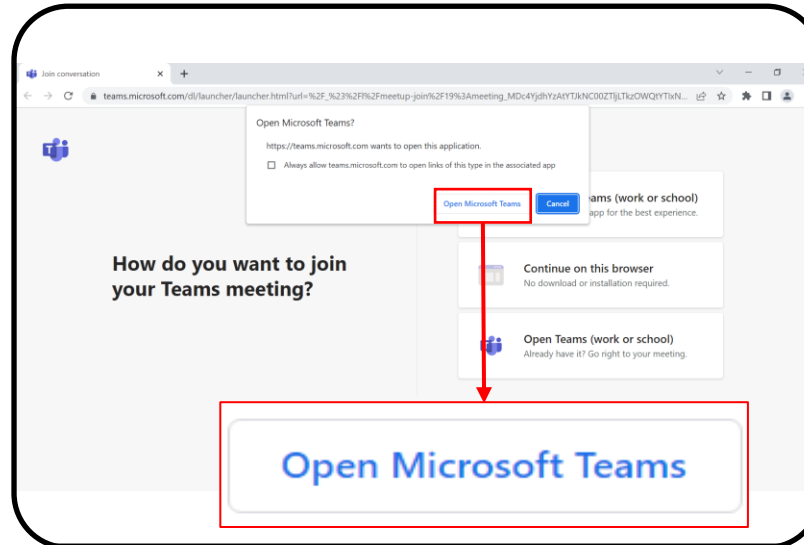
Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Go to your email inbox on your device and locate the email sent by the interviewer titled – **“Appointment: Video Call Interview for the RHS 2024/25”**

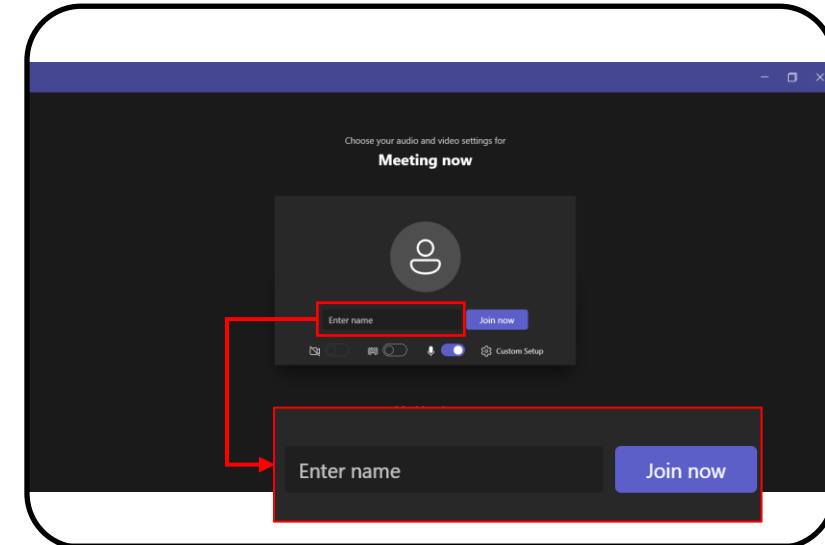
Scroll down to the end of the email and click **“Click here to join the meeting”**

**1**



Click  
**“Microsoft Teams”**

**2**

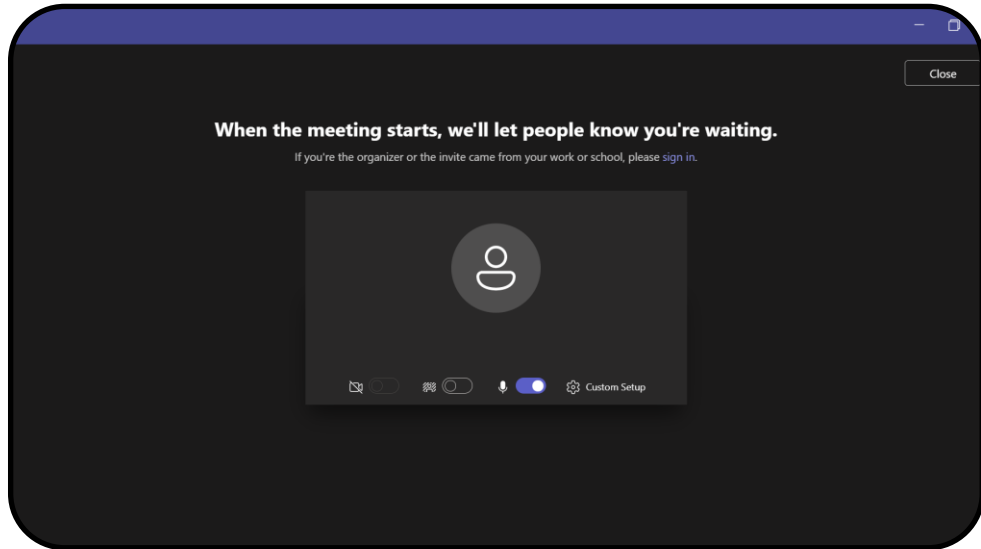


The Microsoft Teams app will launch

Enter your name and click **“Join now”**

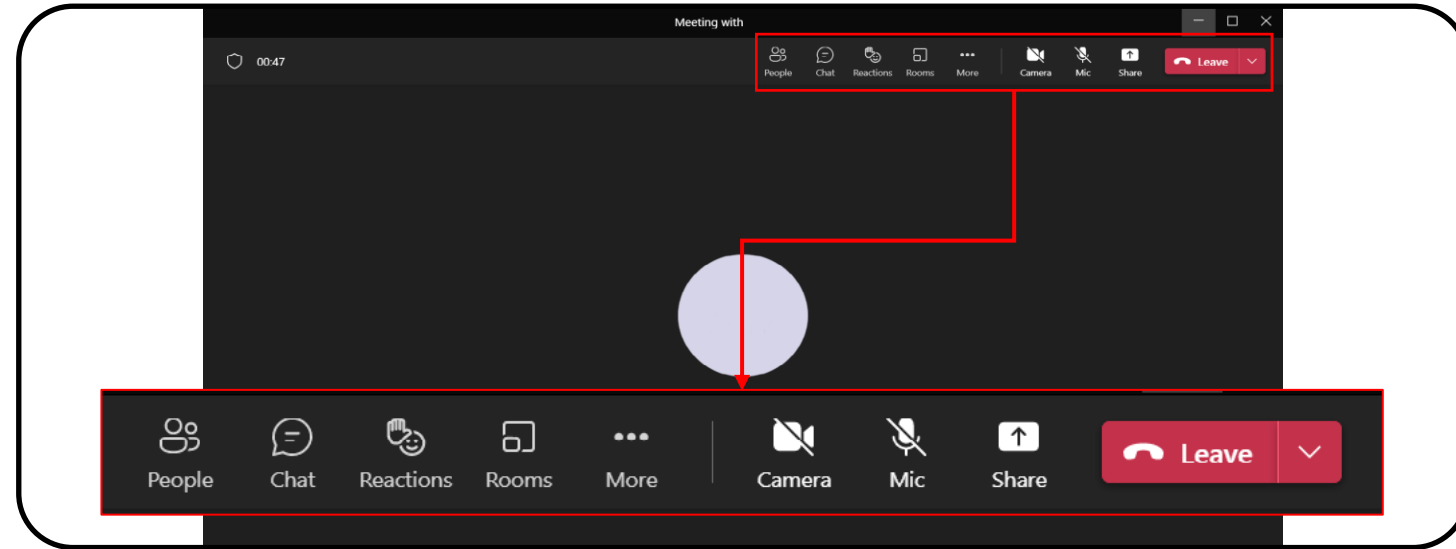
**3**

# User Guide: Joining Video Call Interview (VCI) on Laptop/Desktop



Once you have entered the virtual meeting room, wait for the interviewer to start the VCI

**4**

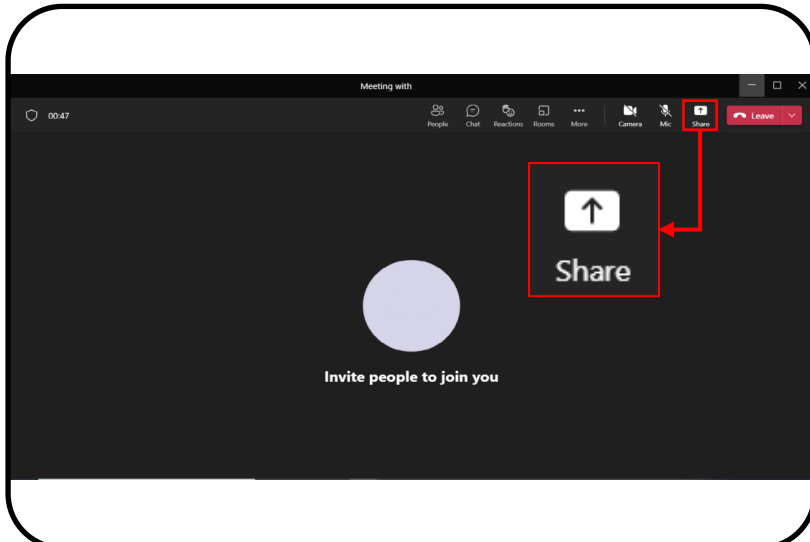


Click  to Turn on/off camera.

Click  to Mute/unmute microphone.

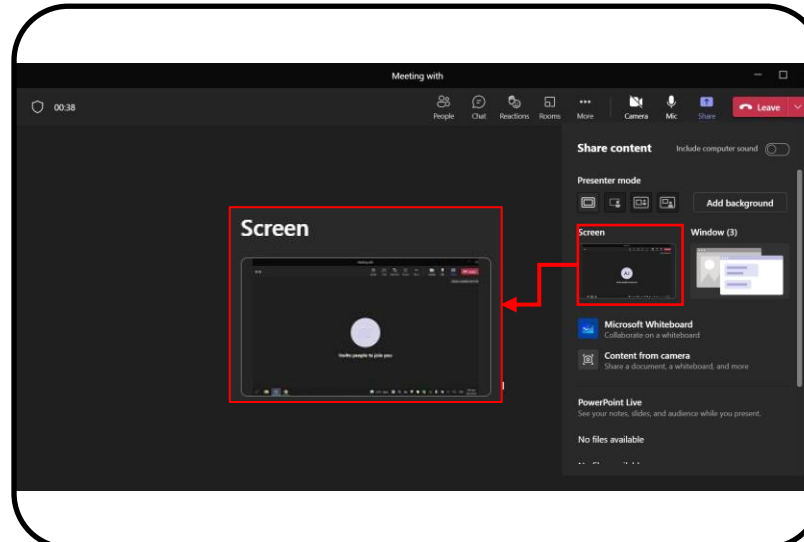
**Navigation**

# User Guide: Screen Sharing on Laptop/Desktop Microsoft Teams



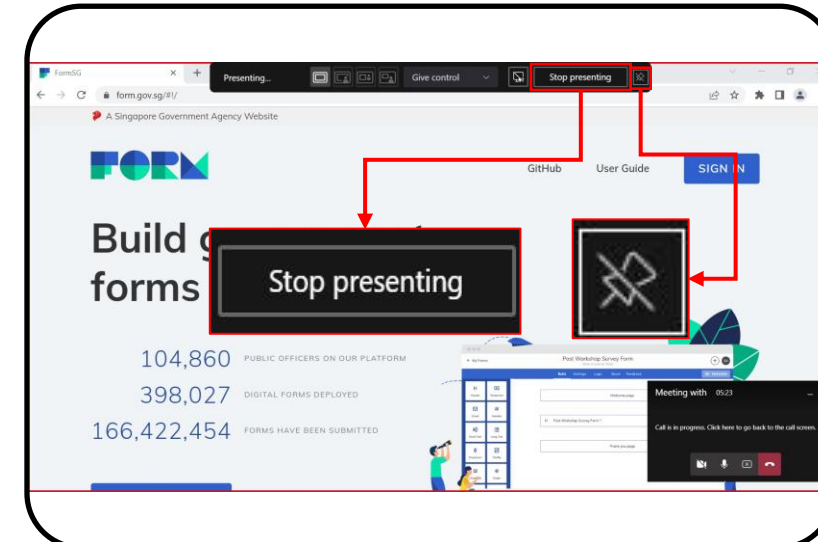
Click **“Share”** for more Controls

**1**



Click **“Screen”**

**2**



Click  to pin the Controls  
To end Screen Share, Click **“Stop presenting”**

**3**