

Quick Guide:
Online admission interview
via Microsoft Teams
Guide for applicants

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1 Introduction

Due to the COVID-19 situation, an online admission interview will be conducted using the tool Microsoft Teams.

2 Preparation

2.1 Technical equipment

Online conference tool

The online admission interview is conducted using Microsoft Teams. You can use

- the Microsoft Teams desktop client on your computer or
- a web client to access the tool via a browser.

Camera

- Use the camera already attached to or integrated with your computer or notebook.
- The image for the online interview should be sharp and not pixelated.
- Try to look directly into the camera.

Audio

- Use either your PC speakerphone or a headset.
- Make sure that your speaker is working.

Light

- Place the light source in front and slightly below you.
- Favourable: natural daylight and indirect lighting.
- Please avoid: dim lighting and light from behind.

2.2 Setting

Surroundings

- Ensure that everything within the camera's field of view looks orderly and structured.
- Remove any inappropriate photos.
- Check that your background is neutral and clutter-free.

Appearance

- You could wear a shirt or blouse, as you might dress for an in-person application interview.

No disturbance

- Ensure that the interview cannot be disturbed.
- Close the door and all windows in order to shut out any noise from outside.

2.3 Rehearsal

- Rehearse the interview several times, while also taking into consideration the technical implementation and the setting.
- Try out different camera angles before the interview.

3 Procedure

- You will receive an email with a link ahead of your interview.
- Enter the virtual waiting room (lobby).
 - Ensure that you are in the virtual lobby five minutes before the interview starts.
 - The interview will definitely take place.
 - You must wait in the lobby until you are admitted.
 - The organisational processes involved may lead to longer waiting times.
- Online admission interview.
 - The online admission interview will be attended by you and the members of the admissions committee.
 - The interview will NOT be recorded.
 - The interview lasts around 20 – 40 minutes.
- You must provide proof of identity
 - by presenting photo identification and
 - the signed academic honesty declaration form (Declaration) to the camera.

4 Receive and confirm appointment for online admission interview

1. Check your inbox regularly. You will receive an email from FH JOANNEUM which includes the appointment and a link to your online admission interview.
 - a. The subject of the email/appointment is: "Your first and last name – FH JOANNEUM online admission interview".
 - b. The link is "Join Microsoft Teams Meeting" ("*An Microsoft Teams-Besprechung teilnehmen*").

[An Microsoft Teams-Besprechung teilnehmen](#)

[Weitere Informationen zu Teams](#) | [Besprechungsoptionen](#)

- c. The location of the appointment is: "Microsoft Teams Meeting" ("*Microsoft Teams-Besprechung*").
2. You need to accept the appointment. You need not write an "acceptance text". If your email program does not provide an accept function or an integrated calendar, respond to the email directly confirming that you will participate in the online admission interview.

Tip: You should also check your junk email folder.

Important: By accepting the appointment you confirm your participation in the online admission interview in a binding manner.

5 Enter the virtual lobby for the online admission interview

- Ensure that you are in the virtual lobby five minutes before the interview starts.
- The interview will definitely take place.
- You must wait in the lobby until you are admitted.
- The organisational processes involved may lead to longer waiting times.

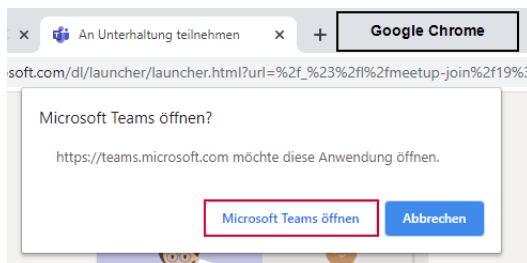
To enter the virtual lobby, proceed as follows:

1. Open the email or calendar invite for your online admission interview. We recommend that you use the latest versions of Google Chrome or Microsoft Edge as a browser.
2. Click on the link "Join Microsoft Teams Meeting" ("*An Microsoft Teams-Besprechung teilnehmen*").

[An Microsoft Teams-Besprechung teilnehmen](#)

[Weitere Informationen zu Teams](#) | [Besprechungsoptionen](#)

3. You will now be prompted to open Microsoft Teams. There are different ways to do this:
 - a. using the Microsoft Teams desktop client installed on your computer



- b. using a web client to access the tool via a browser. For this, click on "Join on the Web instead" ("*Stattdessen im Web teilnehmen*").



Important: If you had an FH JOANNEUM account in the past, the university login window may open at this point. If your account details are no longer valid, please clear the browser history, cookies and cache in the browser settings. Then open the browser window again, click on the link and proceed as described below.

4. This will open the window for entering the virtual lobby.
5. Enter your name – this is only necessary when using a web client.
The camera and the microphone are automatically turned on.
6. Click on "Join now" ("Jetzt teilnehmen"). The screen will show "Connecting" ("Verbinden...").



7. You are now in the virtual lobby. Please wait until you are admitted.

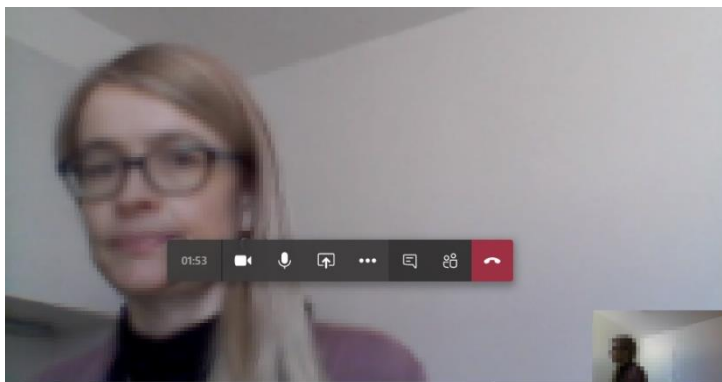


6 The online admission interview

1. Once you are admitted by FH JOANNEUM, your screen will show "Connect" ("Verbinden").



2. You are now in the online admission interview.



3. The head of degree programme will open the interview.
4. You will be requested to present photo identification to the camera in order to provide proof of identity.
5. You will be requested to present the signed academic honesty declaration form (Declaration) to the camera.
6. You will be requested to confirm:
 - a. that you are not using any unauthorised aids and
 - b. that no one else is present to provide assistance.
7. Take the online admission interview.
8. Once the interview has been completed click on "Hang up" ("Auflegen").

Important: Keep your mobile phone at hand for any unforeseeable situations.

6.1 Online admission interview is interrupted by the applicant

If the online admission interview is interrupted by you, please proceed as follows:

1. Click again on "Join Microsoft Teams Meeting" ("An Microsoft Teams-Besprechung teilnehmen").

An Microsoft Teams-Besprechung teilnehmen

[Weitere Informationen zu Teams](#) | [Besprechungsoptionen](#)

2. You may find yourself again in the virtual lobby.
3. In this case you will be "admitted" again.

Tip: The link "Join Microsoft Teams Meeting" ("An Microsoft Teams-Besprechung teilnehmen") will still work, even when the time window for the online admission interview has expired.

6.2 Online admission interview is interrupted by FH JOANNEUM

If the online admission interview is interrupted by FH JOANNEUM, please proceed as follows:

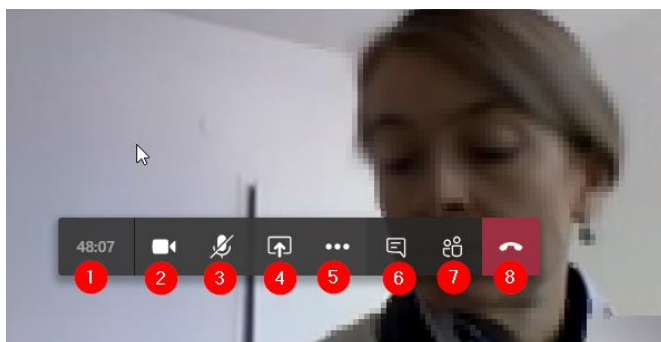
1. Stay in the video call and do NOT close it.
2. FH JOANNEUM will reconnect and will shortly rejoin the video call.

6.3 Online admission interview cannot be conducted due to technical or organisational reasons attributable to the applicant

In this case, the reason why the interview could not be conducted must be clarified by FH JOANNEUM. If the reasons are justifiable or not your fault, you will be offered a new interview date on a one-off basis.

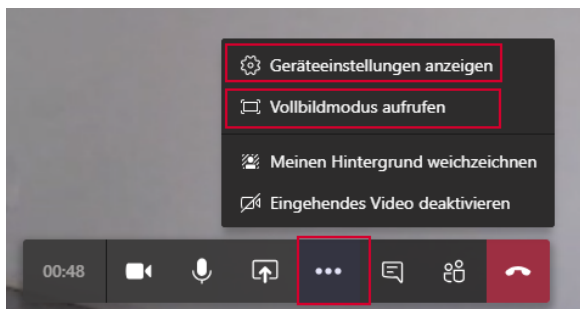
6.4 Buttons and options for the online admission interview

The Microsoft Teams video conferencing system offers the following buttons/options:



1. The duration of the online admission interview is displayed on the left hand side.
2. Click on the video camera icon to turn on or turn off the camera.
We recommend that you turn on the camera for the entire duration of the online admission interview.
3. Click on the microphone icon to mute and unmute audio.
4. Use the arrow icon to share content with other participants of the video call. However, you need the approval of FH JOANNEUM to do so (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

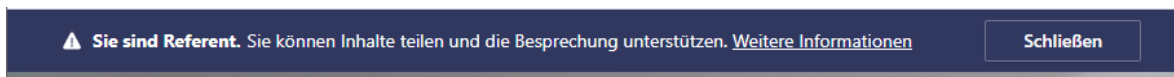
5. "More actions" ("*Weitere Aktionen*") offers the following features:



- a. The device settings allow you to change your PC microphone, camera and speaker settings.
 - b. You can change to full-screen mode.
6. Click on the icon "Show conversation" ("*Unterhaltung anzeigen*") to display the meeting chat (see **Fehler! Verweisquelle konnte nicht gefunden werden.**)
 7. By clicking on the icon "Show participants" ("*Teilnehmer einblenden*") you can view the persons participating in the video call (see **Fehler! Verweisquelle konnte nicht gefunden werden..**)
 8. Click on the phone icon to end the video call.

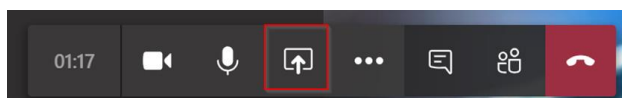
6.5 Share content with participants

You must be given the role of "Presenter" to be able to share your screen during the online admission interview. You will see the following message:



Proceed as follows to share content:

1. Click on the icon "Share desktop" ("*Desktop freigeben*").



2. Select the appropriate desktop, a specific open window, a proposed PowerPoint file etc.
3. To stop screen sharing, click on "Stop sharing" ("*Teilen beenden*").

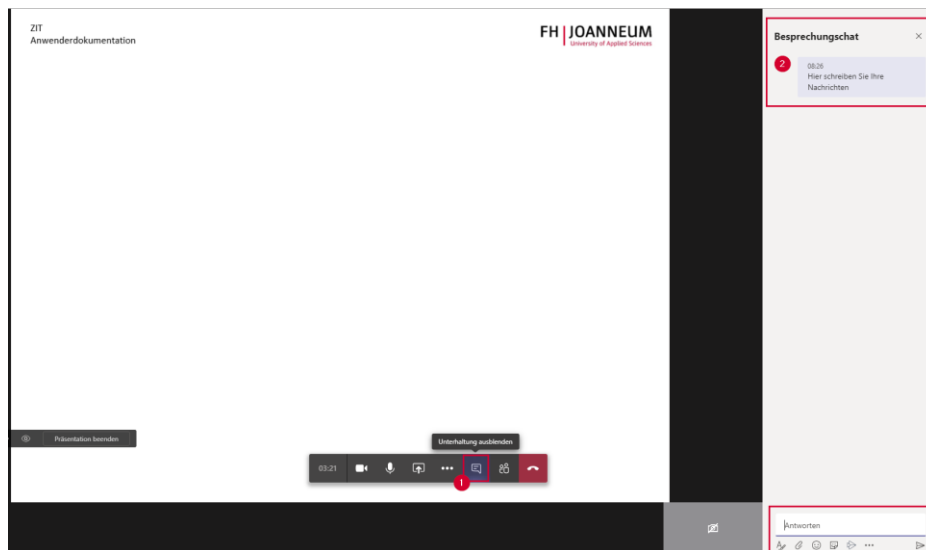


6.6 Use chat and video in parallel

The chat function is ideally designed for exchanging information with FH JOANNEUM during the video call. To do this, proceed as follows:

1. Click on the icon "Show conversation" ("*Unterhaltung anzeigen*").

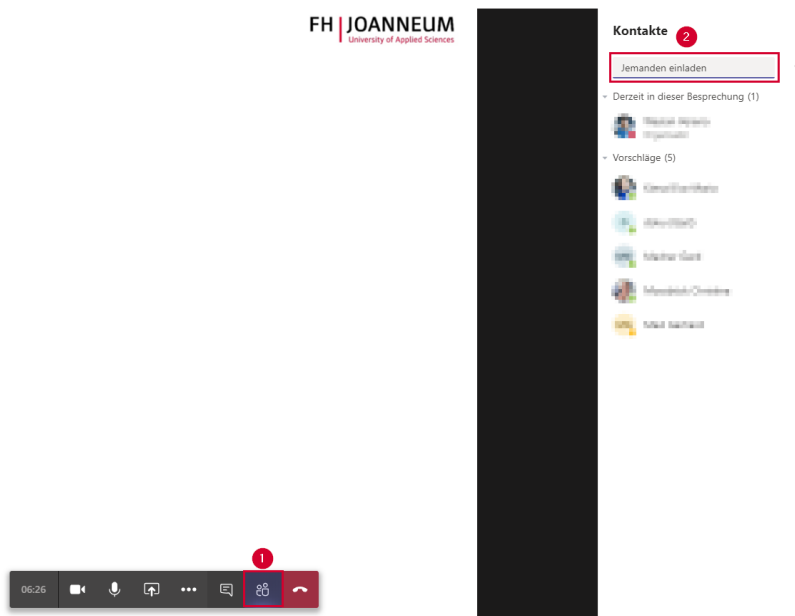
2. The Meeting chat ("*Besprechungschat*") will open. Type your message and click on "Enter".
Please note: You will not be able to upload files.



6.7 Display participants

You can display the list of participants. To do this proceed as follows:

1. Click on the icon "Show participants" ("*Teilnehmer einblenden*").
2. This will open the "People" ("*Kontakte*") panel and you will see all those attending the meeting under "Currently in this meeting" ("*Derzeit in dieser Besprechung*").



7 Help

Our Helpdesk will be available to answer any technical questions you may have. Please send your questions to helpdesk@fh-joanneum.at. If you have questions regarding organisation, please contact

the office of the degree programme for which you have applied or other persons who have dealt with you in the course of the admissions procedure.

The following pages provide comprehensive tutorials and videos on Microsoft Teams:

- <https://download.fh-JOANNEUM.at>
- <https://support.office.com/de-de/office-training-center/teams-tips>
- <https://support.office.com/de-de/teams>