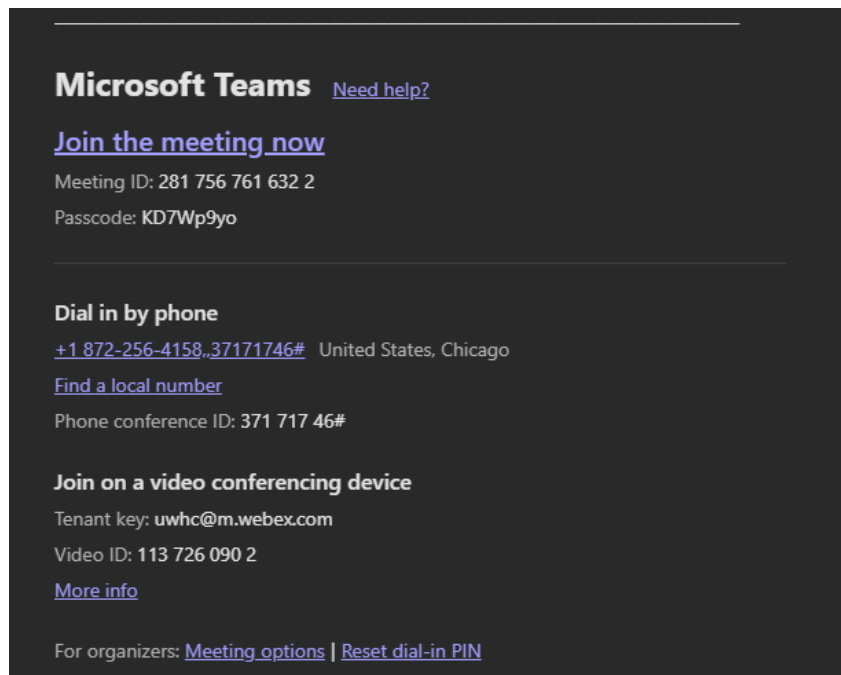


**VIRTUAL ONBOARDING MEETING**  
**INSTRUCTIONS FOR UW Health MICROSOFT TEAMS**

**To Join the Call:** Connect to the link from your computer/mobile device

1. Click on the “Join the meeting now” link within the email.
2. Your appointment can open in different ways:
  - a. If you have the Teams app, your appointment opens there.
  - b. If you don’t have the app, your appointment opens in a web browser.
  - c. If you’re on your mobile device, join the appointment right from your web browser.
3. Enter your full name and email address in the Meeting Information page. Click **join** button. You will now enter the virtual onboarding meeting. Follow remaining steps if you need to troubleshoot camera, sound, or select a virtual background for the meeting.



The image is a screenshot of a Microsoft Teams meeting join page. It features a dark background with white text. At the top, it says "Microsoft Teams" with a "Need help?" link. Below that is a large blue link "Join the meeting now". Underneath, it displays the Meeting ID: 281 756 761 632 2 and the Passcode: KD7Wp9yo. A horizontal line separates this section from the "Dial in by phone" section, which includes a phone number (+1 872-256-4158,37171746#) for Chicago, a "Find a local number" link, and a phone conference ID (371 717 46#). Another horizontal line separates this from the "Join on a video conferencing device" section, which lists a tenant key (uwhc@m.webex.com), a video ID (113 726 090 2), and a "More info" link. At the bottom, it provides links for organizers: "Meeting options" and "Reset dial-in PIN".

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 281 756 761 632 2  
Passcode: KD7Wp9yo

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**Dial in by phone**

[+1 872-256-4158,37171746#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 371 717 46#

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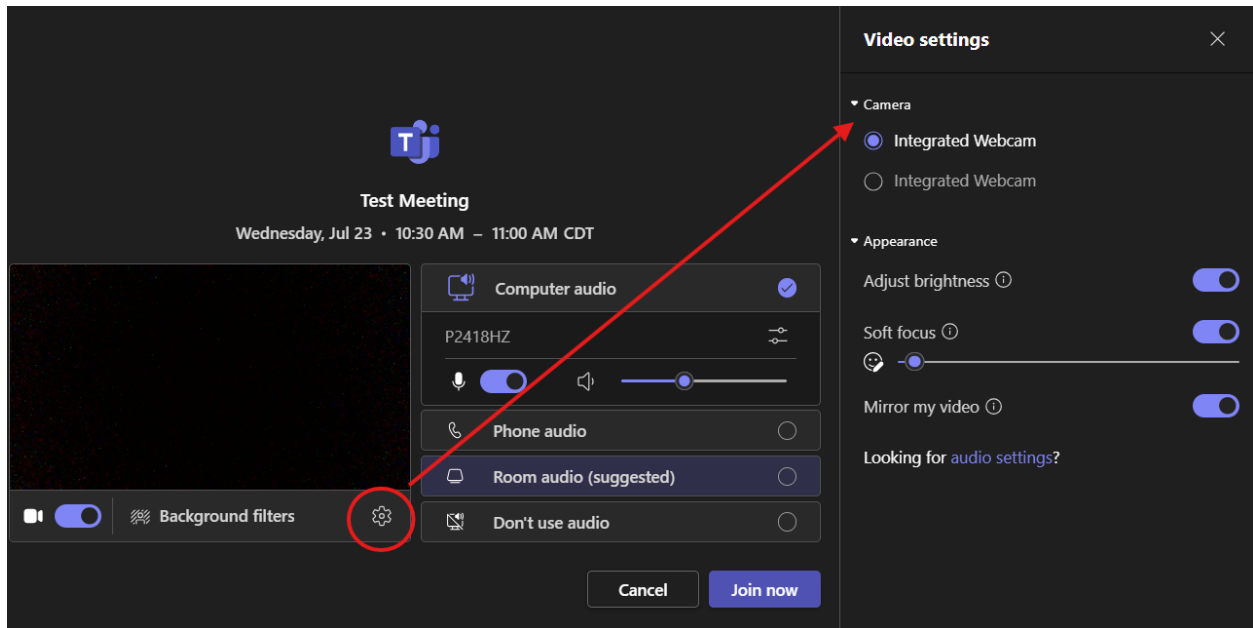
**Join on a video conferencing device**

Tenant key: uwhc@m.webex.com  
Video ID: 113 726 090 2

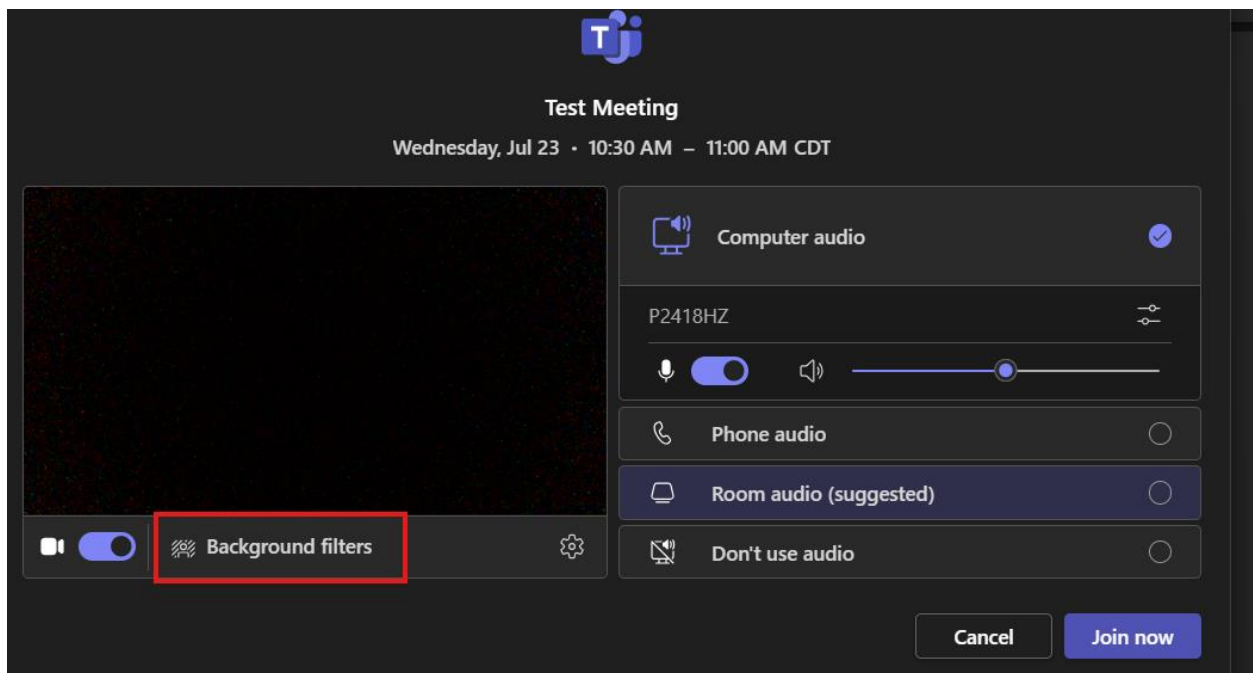
[More info](#)


For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

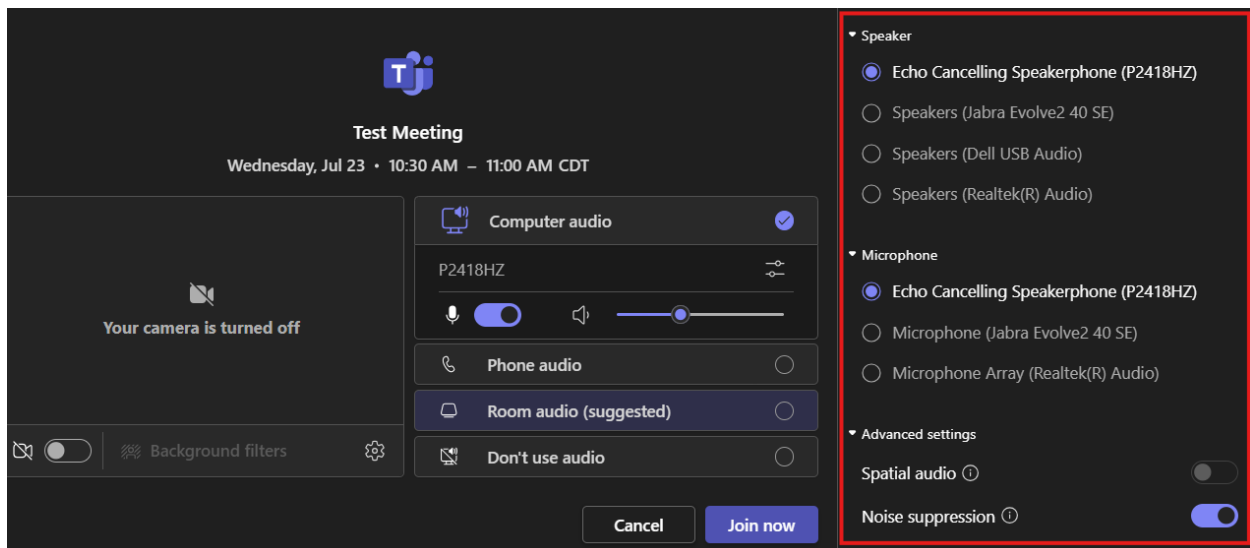
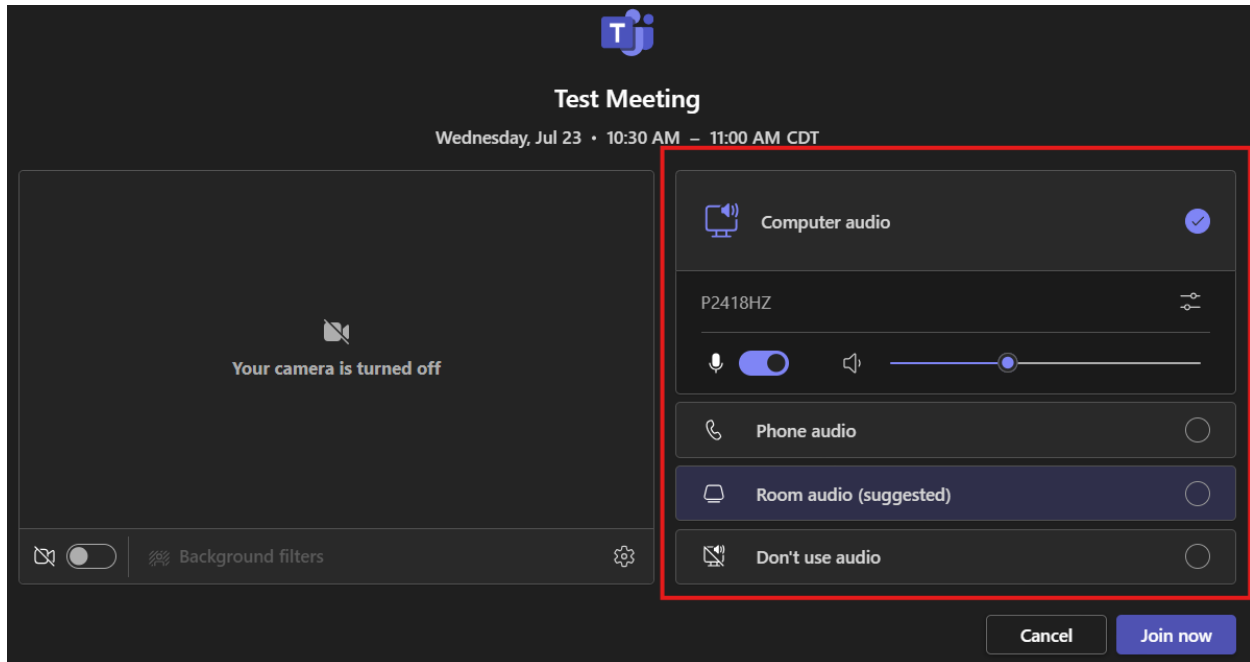
4. If video is not showing, click on the setting gear and chose the correct camera you want to use for the interview.



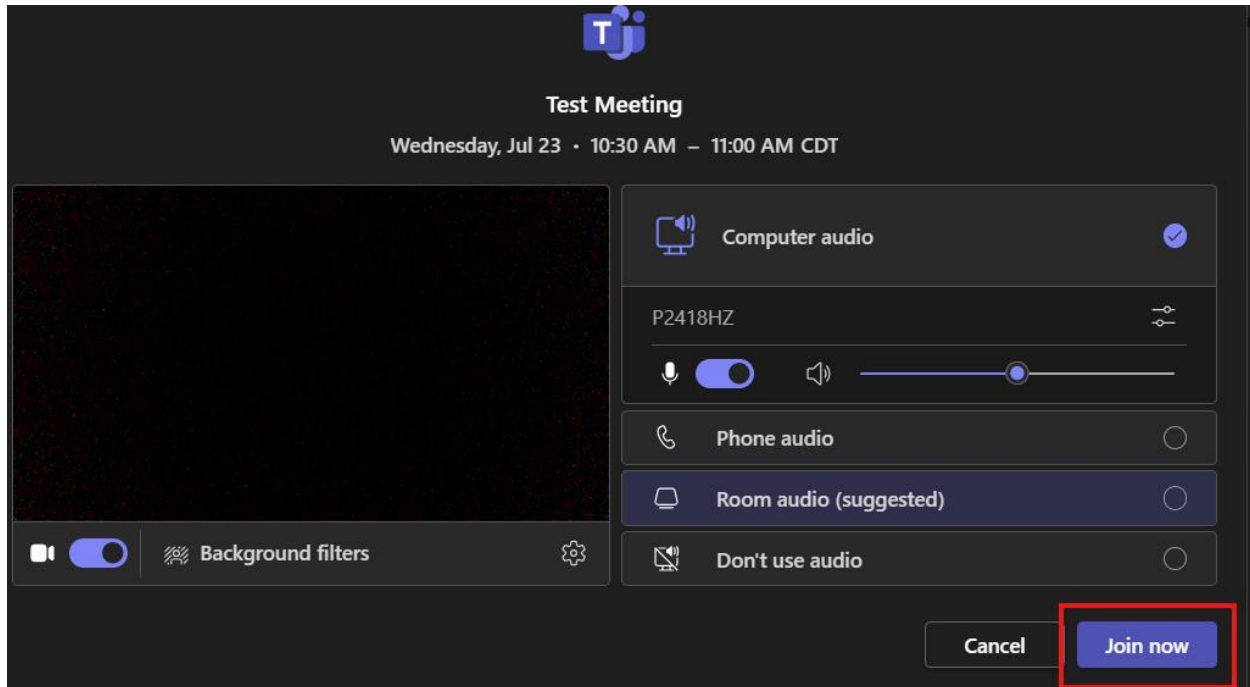
5. Select background filters, if desired.



6. Select desired audio option; you will need to have a headset connected to your computer. Or your computer/mobile device has built-in microphone and speakers. You can click the setting button  to select from the different speaker and microphone options.

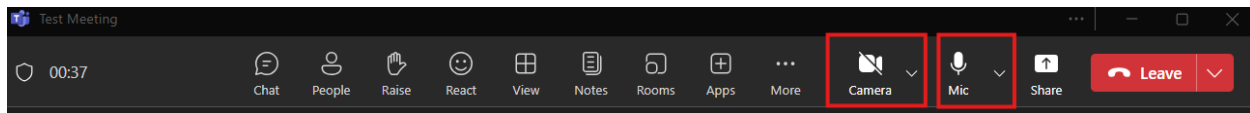


7. Click on “Join now”



### During the call:

The top tool bar is where you will find different video call options and capabilities. You can turn your camera on and off, and audio on and off.



### To End the Call:

In the top tool bar click on the red leave button:

