

# Conduct your best interviews with Microsoft Teams

Teams is here to help you gather insights from anyone in the world. Try out these pro tips on your next interview.



## Before the call

Schedule calls with just a couple clicks



### From Outlook

In your calendar, click **New Teams Meeting** in the Home top ribbon. Boom — a link to your call automatically pops up in the invite!



### From Teams

Click **Meetings** on the left side bar, then **Schedule a meeting**. Done.



Send an invite to any email, even if it's outside your organization. Attendees with an Office 365 subscription may connect through their own Teams app. Those without Office 365 or Teams will get an email invite to be a guest through their web browser.

# During the call



## Blur your background

Not in the most professional environment? Hide your surroundings in an instant with background blur.



## Screenshare

Share your screen without giving up privacy. Pick exactly what window, application, or screen to show participants.



## Chat

Seamlessly send messages within the call. Drop a note, share briefing materials, or send a link – simply click the meeting Chat icon in the upper right-hand corner.



## Translate

Chat in any language with one-click translation under the ellipses ... at the top of each message.



## Record and transcribe

Record the whole call\* so you never miss a detail. Just click “Start Recording” under the ellipses ... at the bottom of your screen. Your Teams call – audio & visuals – saves to Microsoft Stream and is accessible through the meeting chat history. Just click on the Chat tab in the far left navigation to find it.

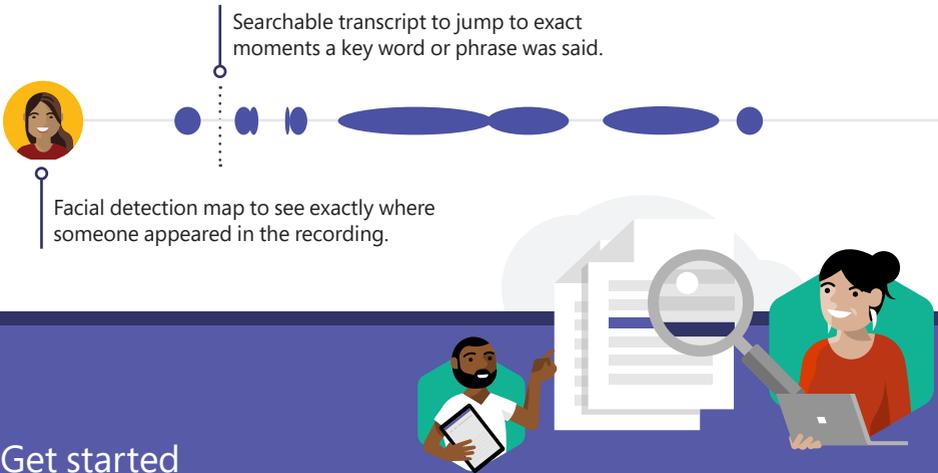
*\* Only available with an Office 365 subscription*



# After the call

## Capture every word with automatic transcription\*

Tired of digging through hours of recordings to find that one quote? When you record a Teams interview, it's saved to Microsoft Stream. Here you'll get these game-changing AI features:



Get started

# with Microsoft Teams

Microsoft Teams is a part of Office 365 and accessible with an Office 365 Business or Enterprise account. Download the app for desktop or mobile at <https://teams.microsoft.com/downloads>

Not an Office 365 subscriber? No problem. Access a free version of Teams at <https://products.office.com/en-us/microsoft-teams/free>

*\* Only available with an Office 365 subscription*

## Microsoft Teams

A digital workspace in Office 365 that brings together everything your team needs – chat, meetings, calling, file sharing, Microsoft Office and 3rd party applications – into the ultimate hub for teamwork.



## Office 365

A cloud-based subscription service that brings together the best tools for the way people work today. By combining best-in-class apps like Excel and Outlook with powerful cloud services like OneDrive and Microsoft Teams, Office 365 lets anyone create and share anywhere on any device.

