

Using Microsoft Teams for your Careers or Employability Adviser Appointment

Installing the application

Install the app on your computer, laptop, tablet or mobile device by going to:

<https://www.microsoft.com/en-gb/microsoft-teams/download-app>

Alternatively go to the Apple App Store for iPhones or Google Play for Android mobile devices and search for 'Microsoft Teams'.

Log into the app using your LJMU username and password. Please use the following format:

USERNAME@ljmu.ac.uk

Password

To begin your appointment

Go back into your appointment booking confirmation email and click on the meeting link. This will then launch a chat with the adviser in the Microsoft Teams application.

Important: To begin your meeting at the time specified in your email, either click on the video or telephone icon. This will then call the adviser.

If using a mobile device please ensure that you have enabled the audio and video permissions within your app settings.

If the adviser does not answer your call, this could be because you have either begun the meeting too early or they are still in another appointment. If this is the case then the adviser will be able to call you back shortly. You can also send them a text based message in the chat window if required.