

Microsoft Teams Guide for Video Interviews

Thank you for your interest in working at Fannie Mae. We have temporally shifted all interviews from in-person to virtual. We primarily use Microsoft Teams to allow our hiring managers and candidates to have as close to an in-person experience as possible. The following instructions outline how to access your interview from your personal computer, phone, or tablet using Microsoft Teams.

Instructions for accessing Teams by Computer (Recommended)

- Click the **Join Microsoft Teams Meeting** link in your email confirmation.



Hi XXX,

Your video interview is confirmed for **XXX at ET**. ****Please confirm and acknowledge receipt of this email by responding back to me.**

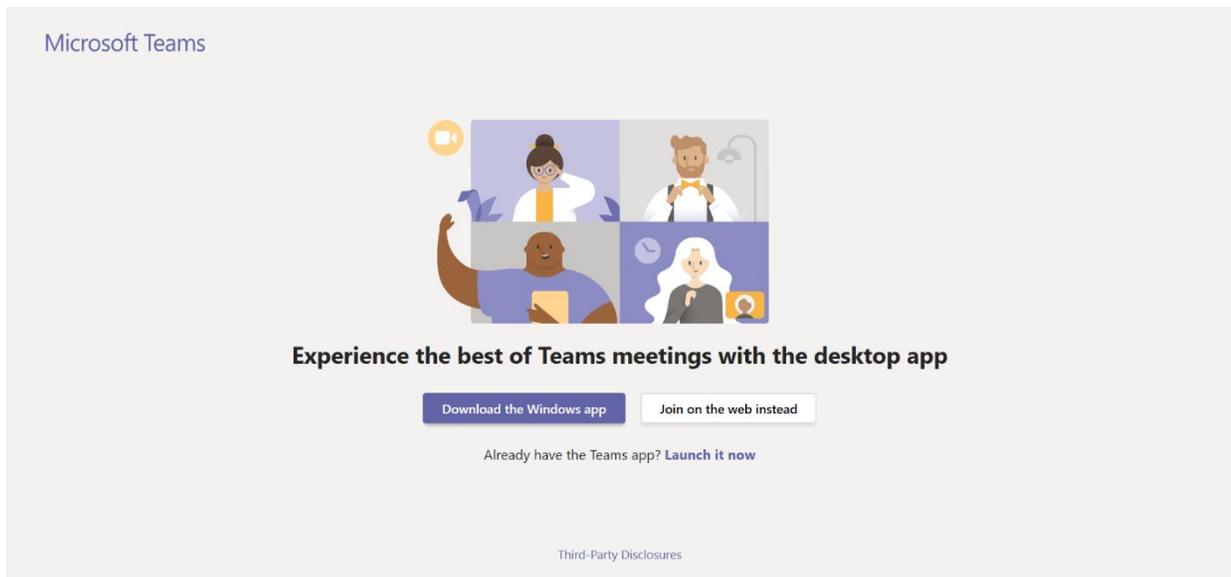
Interview Schedule:

[Join Microsoft Teams Meeting](#)

+1 443-529-0385 United States, Baltimore (Toll)

Conference ID: 995 297 469#

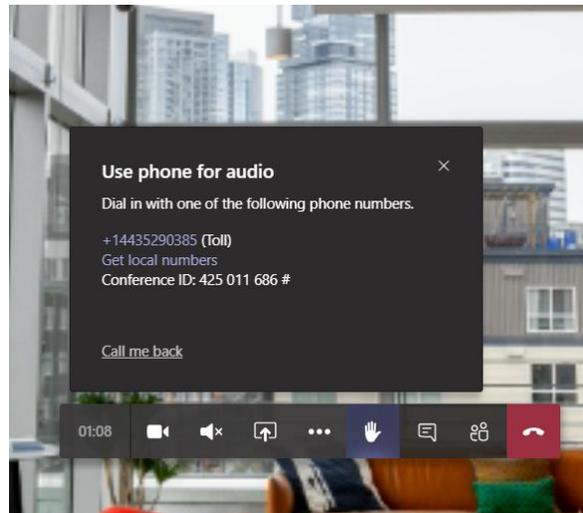
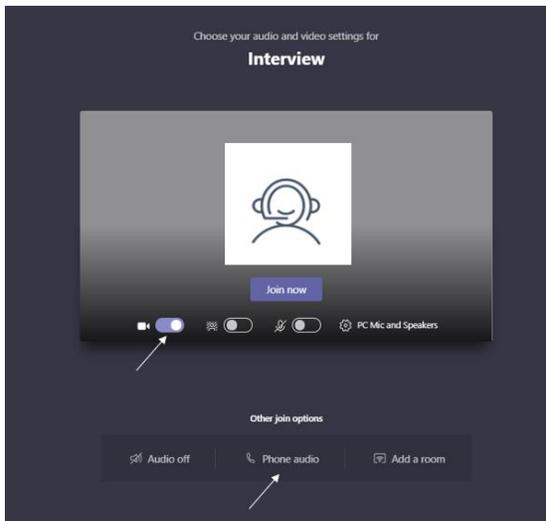
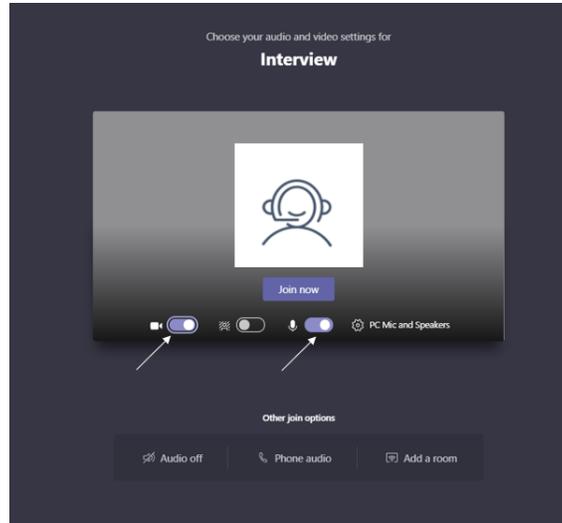
- Choose **Join on the web instead** OR **Download the desktop app** (based on your preference). If you already have the Teams app, the meeting will open there automatically.



- Click **Yes** to give Teams access to your camera and microphone that is required for your interview.



- On the next window, enable your video camera and then click **Join Now**. This will automatically connect using your computer audio. If you would like to join using your phone, click **Phone Audio** instead of **Join Now** and dial-in with the given number and then enter in your **Conference ID** once prompted **OR** enter in your phone number and Teams will call you directly.



Instructions for accessing Teams by Smartphone or Tablet

- Download the App to your smartphone or tablet. Once downloaded, click the **Join Microsoft Teams Meeting** link from your confirmation email.



Fannie Mae

Hi XXX,

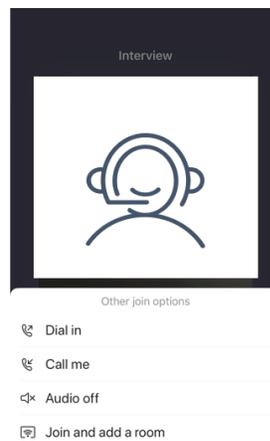
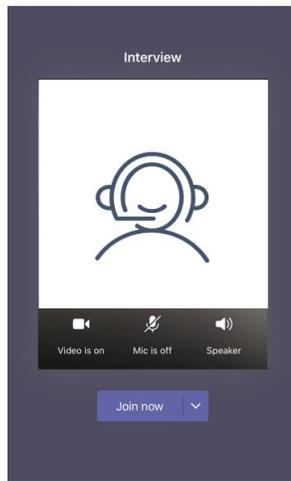
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Interview Schedule:

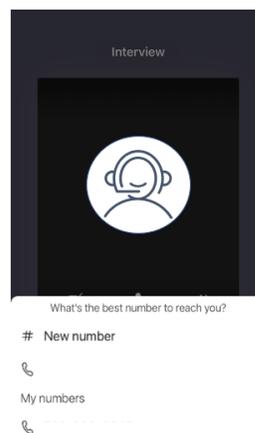
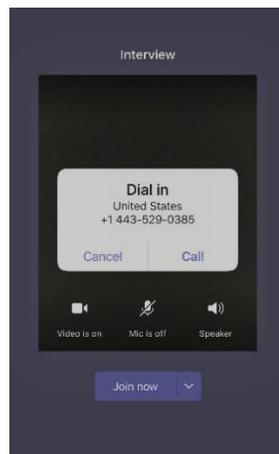
Join Microsoft Teams Meeting

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Conference ID: 995 297 469#

- Click **Yes** to give Teams access to your camera and microphone required for the interview. Turn video on and click **Join Now**. Hit either **Dial in** OR **Call me** to enable audio.



- If you choose **Dial in**, the first screen below will appear and prompt you to dial-in using the number provided. If you choose **Call me**, the second screen below will prompt you to enter in your phone number and then the system will call you. Once you are dialed in and video is on, you are ready to begin your interview.



For any further questions about video interviewing through Microsoft Teams, please talk to your coordinator or recruiter.

Fannie Mae is committed to providing reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship to the company. If you need assistance using our



online system and/or you need a reasonable accommodation related to the hiring/application process, you may contact us at: <http://www.fanniemae.com/portal/jsp/contact-us-form.html?emailID=two>