

Practical Information for the Remote Interview Sessions for applicants

Some of the interview sessions will take place over the internet with the selection committee in Bruges and/or Natolin.

You will receive an invite to connect to a specific website linked to your interview room for these sessions.

The system used for the interviews is Webex.

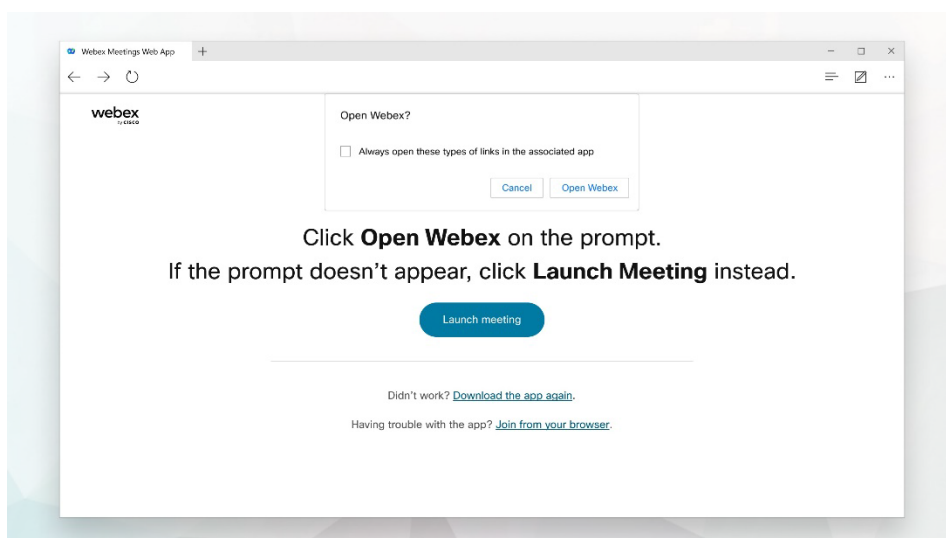
How to connect to the interview session?

In this example, we will guide you step by step to connect to the interview room using WebEx.

Before you connect to the interview session, make sure you have tested your equipment by joining a test session as described in [the FAQ](#).

NB. The interview room in this example is *Interview Room 1*. Make sure you connect to the room mentioned in your invitation.

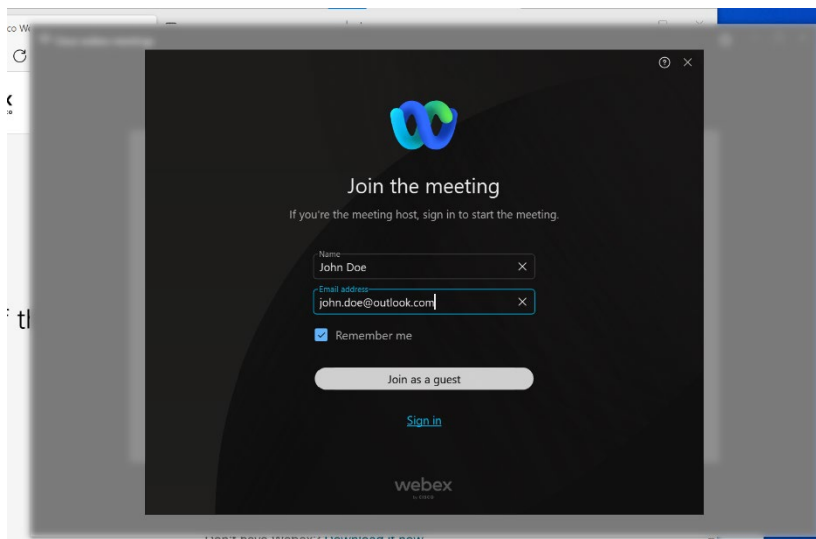
1. Go to the link defined in your invitation form.



3. Once the download has finished, run webex.exe to install the app.

NB.: if you receive an error during the installation or if you are not authorized to install applications on your device, please proceed to [Option 2: connect via web browser](#)

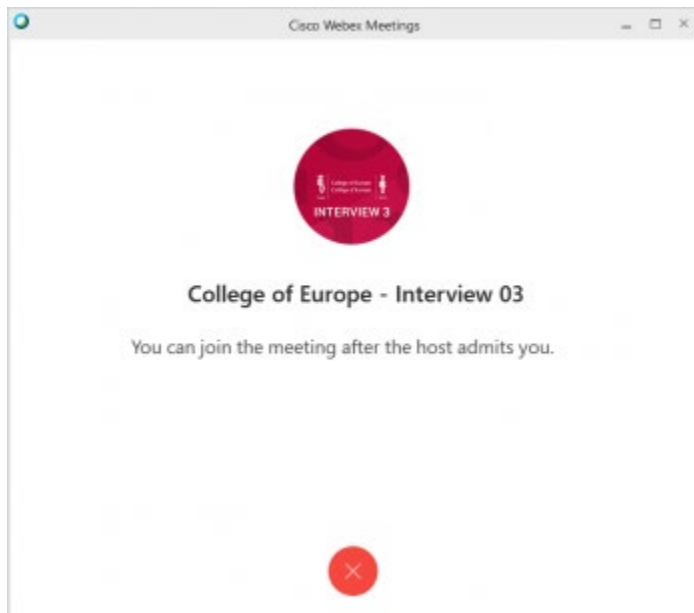
- Once finished, you can enter your name + email and choose **next**.
NB. use the name and email address you used for your application.



- Connect your webcam & audio and choose **Join meeting**
NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



- You're now in the lobby, and please wait till the host, the interview committee from the College of Europe, admits you.

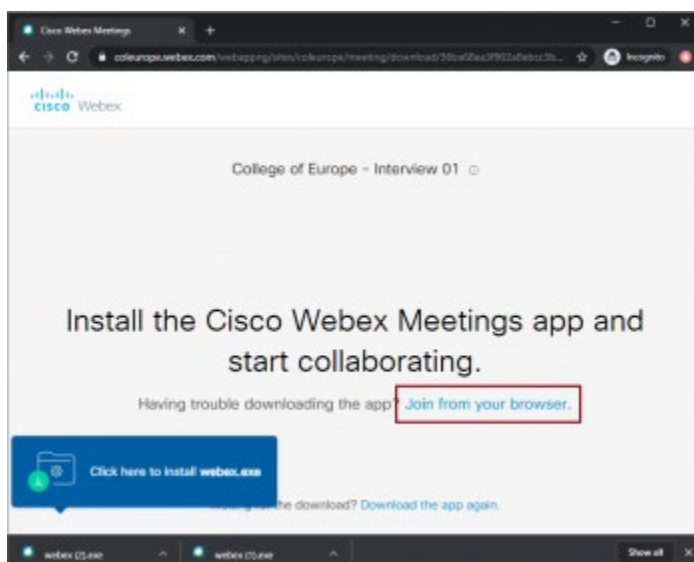


7. Once the interview is finished, disconnect or wait until the interview committee disconnects you.

Option 2 connect via web browser:

If you cannot install the webex client software or have no administrator privileges, you can also join the meeting via web browser (preferably Google Chrome). Please follow these steps:

1. Go to the link defined in your invitation form.



3. Enter your information and click **Next**
NB. use the name and email address you used for your application.

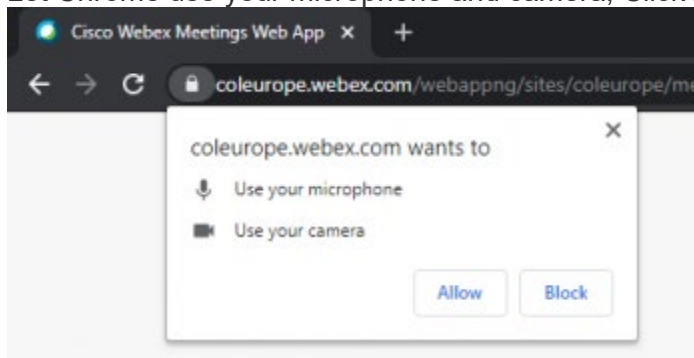
College of Europe - Interview 03

Enter your information

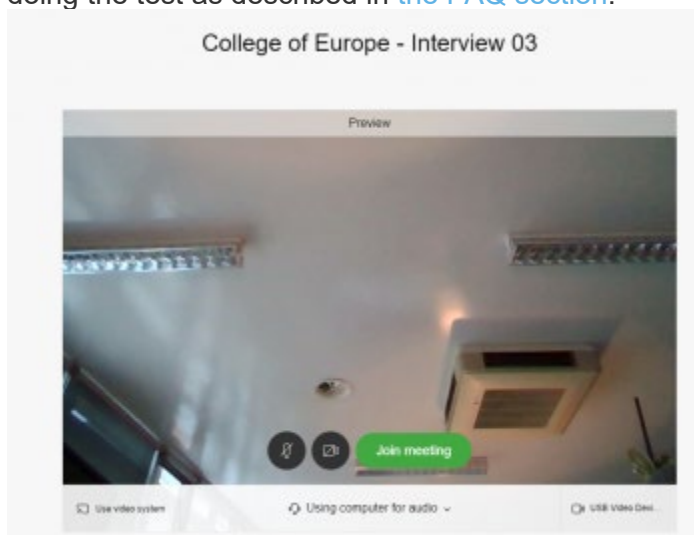
Next

Already have an account? [Sign in](#)

4. Let Chrome use your microphone and camera, Click **Allow**



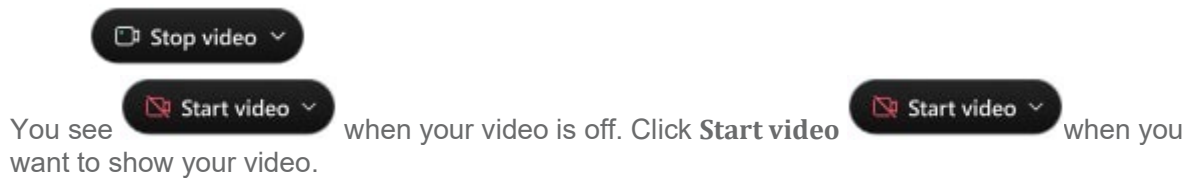
5. Check the audio & video settings and choose **Join meeting**
 NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



6. You're now in the lobby, and please wait till the host, the interview committee from the College of Europe, admits you.

7. Once the interview is finished, the interview committee will disconnect you. You do not have to disconnect yourself.

Connect your video



Connect your audio

When you enter a WebEx session, you can select "Call using Computer" to share audio using your computer's microphone or an external microphone connected to your computer or headset. We strongly advise you to use a headset for the best audio quality during the session.

WebEx will ask for permission to access your computer's microphone. Select "Allow" to share your audio with the meeting.

Click the "Connect Audio and Start Video" button to connect to the WebEx meeting using the audio and video options you selected.

NB. The "I will call in" option is unavailable for the interviews. Make sure you have a properly configured audio device.

FAQ

- **How should I test my computer before the interview session?**
The easiest way to test your computer with audio and video is by going to <https://www.webex.com/test-meeting.html>. Please check the other FAQs below to troubleshoot if this is not working.
- **What should I do if the connection gets interrupted?**
Just start again from the beginning and wait until the interview committee allows you in the room.
- **Do I need specific software to join a WebEx meeting?**

No, you can join a WebEx meeting as long as you have internet, audio, and video capabilities.

An up-to-date version of any browser should work.

As a participant, you also do not need to have a WebEx account.

- **Is my internet browser (Chrome, Firefox, Safari, Edge, ...) supported for WebEx?**

If you have a recent version of your browser, there should be no issues.

- **How do I send or receive video in the WebEx Web App?**

Detailed instructions on how to configure your video can be found at <https://collaborationhelp.cisco.com/article/en-us/WBX88146>

- **How do I connect to Audio and Video in WebEx meetings?**

See more information at <https://collaborationhelp.cisco.com/article/en-us/cjr7xq>

- **What if I already have a WebEx account and/or have the full WebEx client installed?**

That should work even better. Just connect to the meeting by typing in the full URL of the meeting room as specified in the invitation email

- **What if all fails during the test?**

Please check the WebEx support pages

at <https://collaborationhelp.cisco.com/article/en-us/nq0gfcqb>