



Royal Conservatoire of Scotland

Microsoft Teams **Walkthrough for Online Matriculation Session**

1. You will receive an email with an invite to the email address you provided on your UCAS Conservatoires application. At the time of your online matriculation session you will need to click: **Join Microsoft Teams Meeting.**

Dear Student,

Online Matriculation Session

To complete matriculation, you need to meet a matriculation officer. This is your calendar invite for your online matriculation session with a matriculation

Prior to attending, please ensure you have completed your online Matriculation form - <https://portal.rcs.ac.uk/matriculation/>

If you have not already emailed your original qualifications on entry (ie transcripts/certificates), please email this to matriculation@rcs.ac.uk as soon as possible.

If you are unable to attend online matriculation, please can you email matriculation@rcs.ac.uk. Please note that failure to matriculate will result in late matriculation for your programme of study.

Finally, I would like to wish you every success and happiness in your time at the Conservatoire.

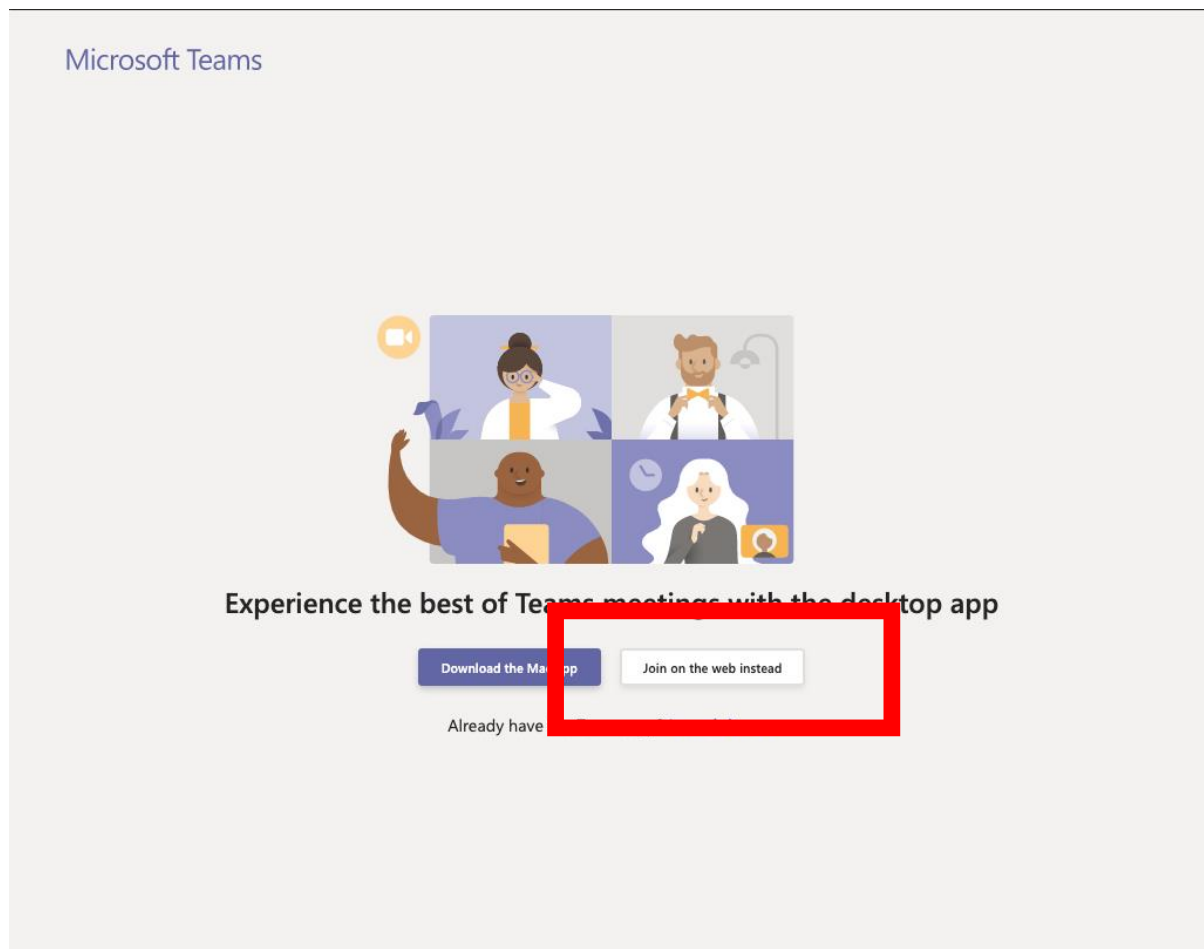
Best Regards,

Susan Lee Kidd
Assistant Registrar (Admissions)

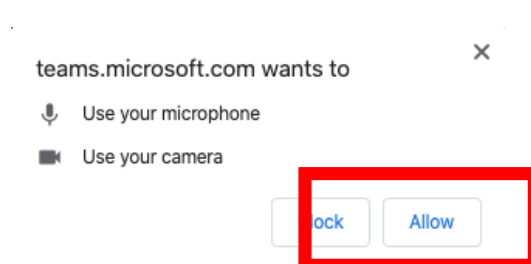
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

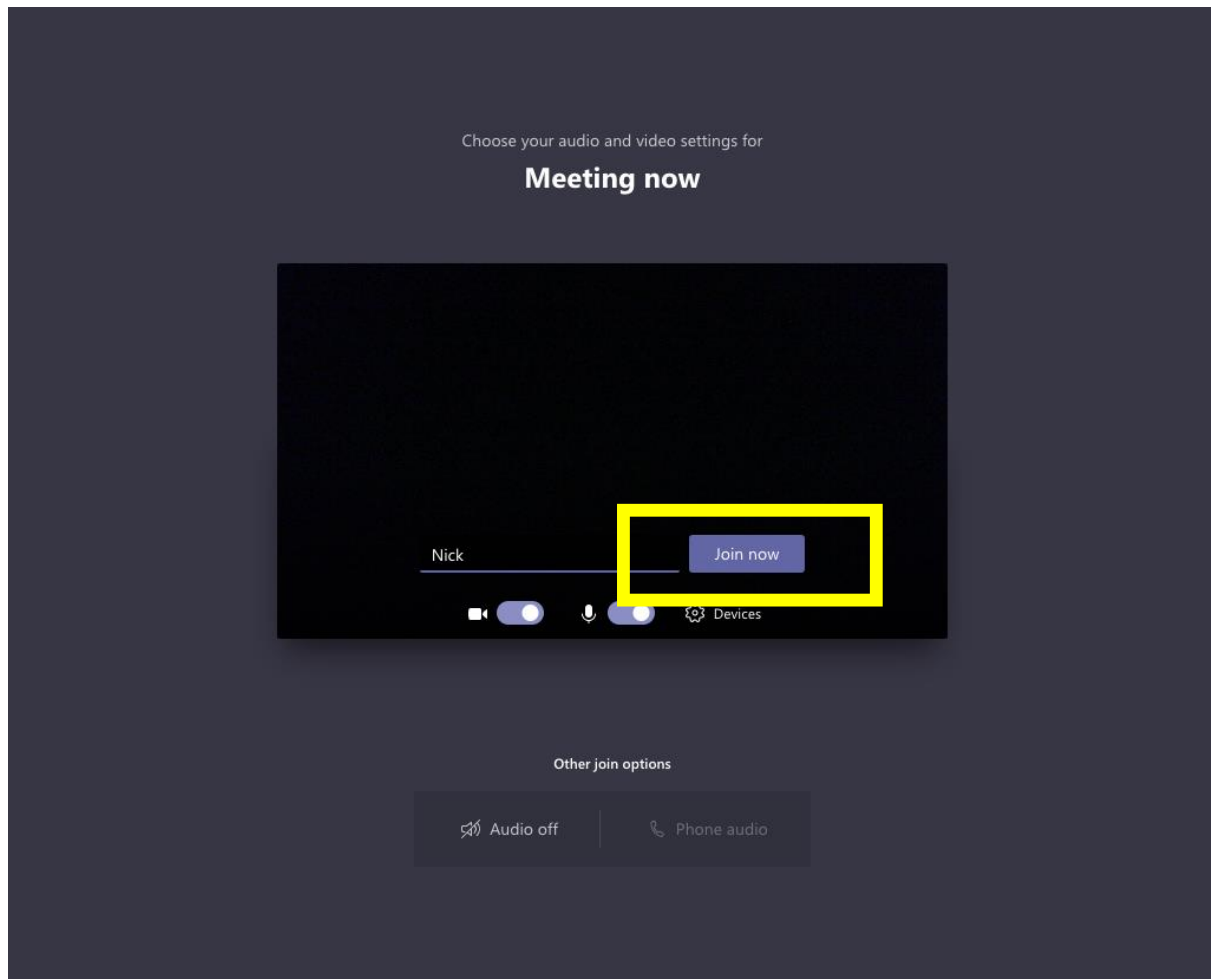
2. This will launch your web browser; the RCS suggests using Google Chrome where possible. From this page, please select – **Join on the web instead**.



3. Your web browser will now prompt you to allow access to your microphone and webcam – please **Allow** this.



4. Please enter your name as you would like the matriculation officer to call you and click **Join now**.



5. That's it – the matriculation officer will join you shortly.