

VIRTUAL CAREER SERVICES

Tips and Etiquette for Attendees



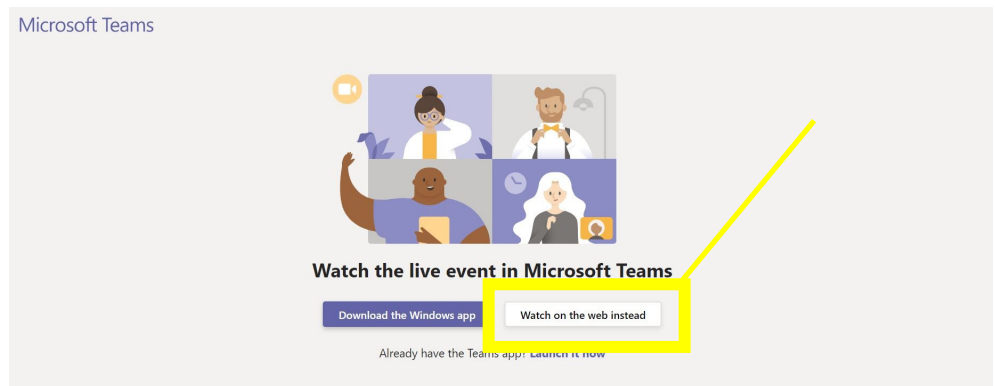
Thank you for your interest in the Vermont Department of Labor . Virtual career services will take place through Microsoft TEAMS, with the ability to join through a computer or mobile device (iOS or Android).

STEPS FOR JOINING: COMPUTER/WEB BROWSER

By pre-registering for the event, you will be provided a direct link to view the event. Links may also be found at <https://labor.vermont.gov/calendar>. After clicking the link, you will arrive at **SCREEN 1**, shown below. Be sure to click on 'WATCH ON THE WEB INSTEAD', rather than downloading the TEAMS desktop app.

SCREEN 1

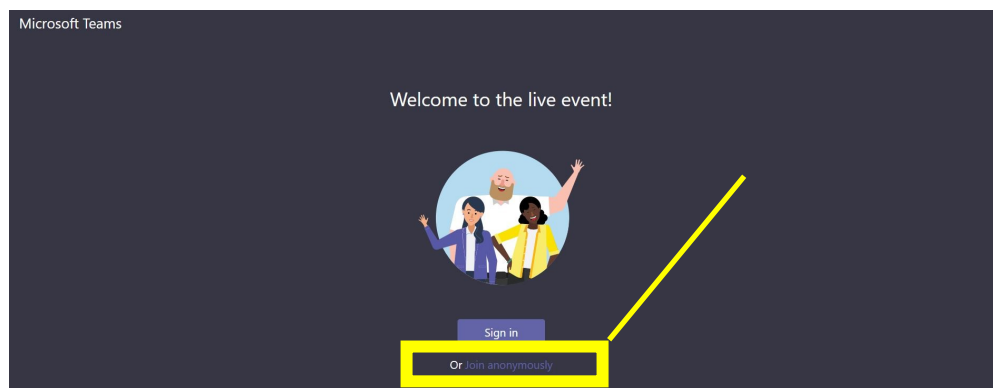
Watch on Web



On **SCREEN 2**, you will be asked how you want to join the event. If you have an Outlook or Microsoft account, you may log-in with that info. However, you may choose to 'JOIN ANONYMOUSLY' which will not require you to sign-in.

SCREEN 2

Join the Event

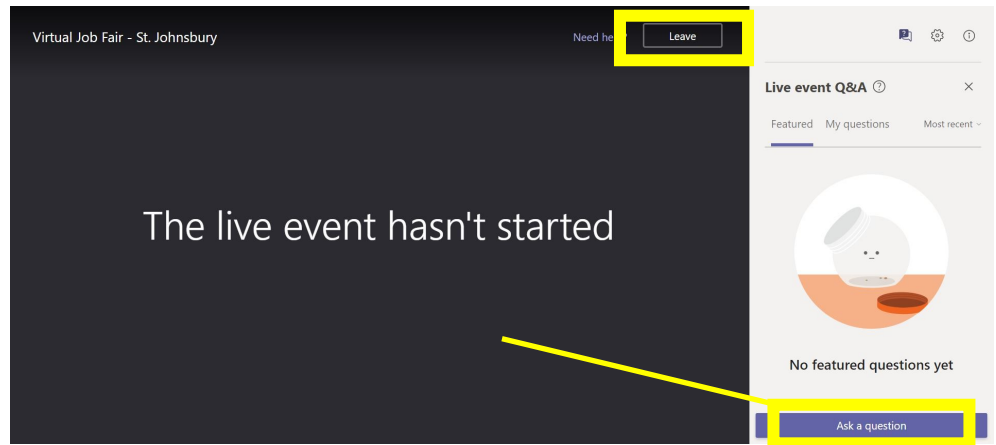


If you have reached **SCREEN 3** congratulations! You have successfully joined the event. If you are encountering errors, please close the page and start from the beginning. The screen will show 'THE LIVE EVENT HASN'T STARTED' until the event begins.

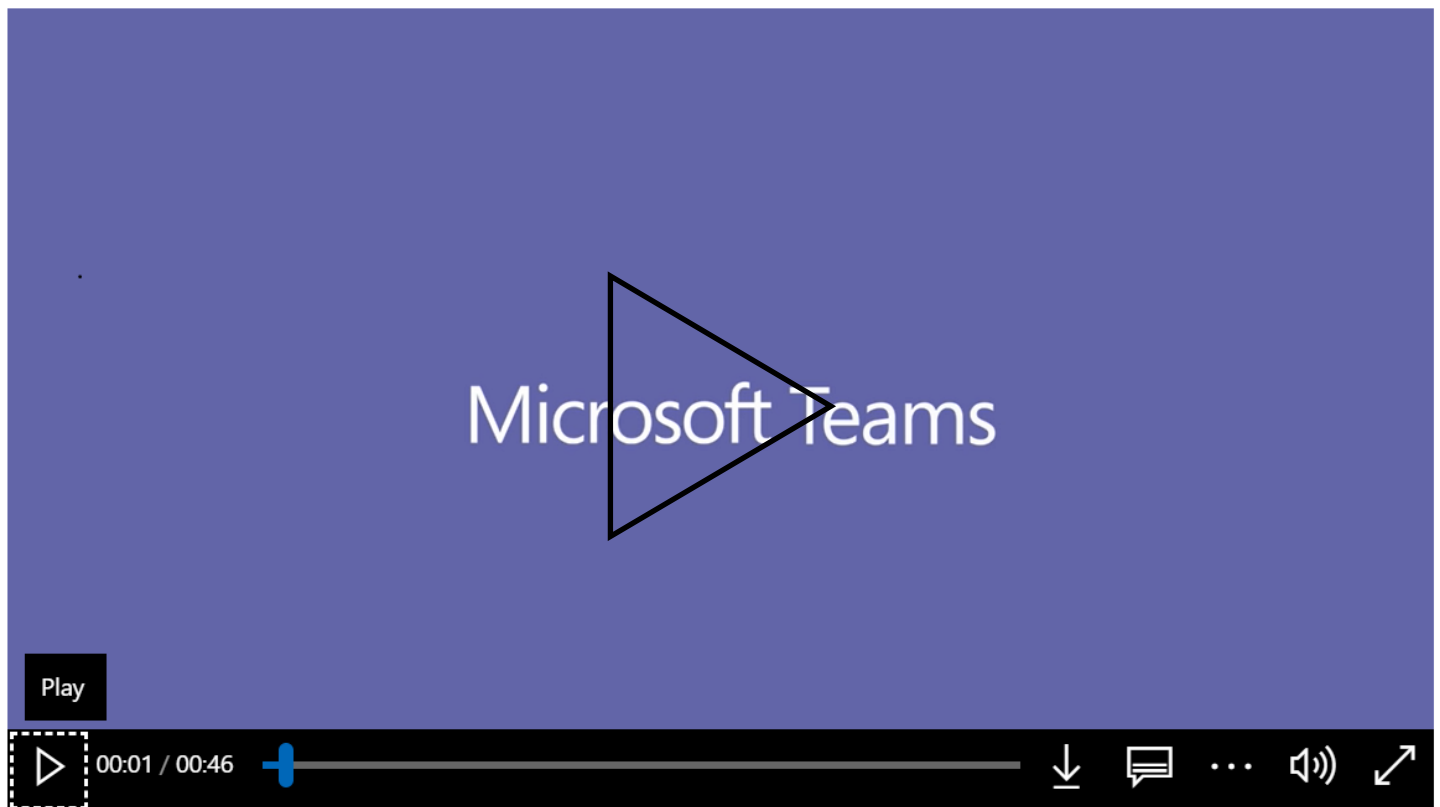
During the event, you have the opportunity to post questions in the chat (shown below) for participating employers. When you wish to leave the event, simply click 'LEAVE'.

SCREEN 3

Viewing the Event

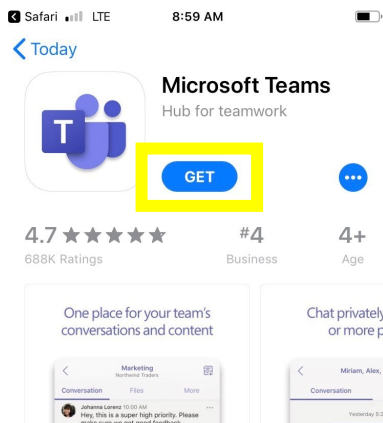


STILL HAVING TROUBLE? LET'S TRY A VIDEO



STEPS FOR JOINING: MOBILE DEVICE (iOS/APPLE)

To join the event from your iOS mobile device, the best first step is to download the FREE Microsoft TEAMS app from the App Store (**SCREEN 1**). If you choose not to download the app, you may encounter some errors upon joining the event. Once downloaded, **you are set to navigate to LABOR.VERMONT.GOV/CALENDAR** and find your event (**SCREEN 2**). Once you have found the event, **click the link to join**, found in the description of the event. As you have already downloaded the app, click the 'Open it' link (**SCREEN 3**).



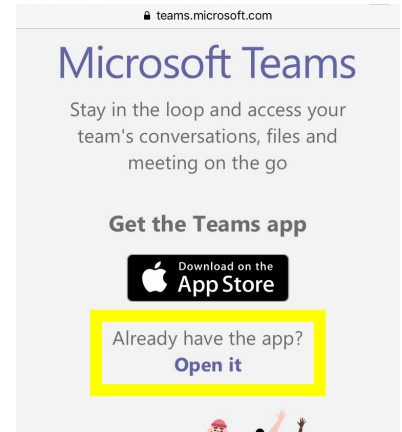
SCREEN 1

DOWNLOAD THE APP



SCREEN 2

EVENT PAGE

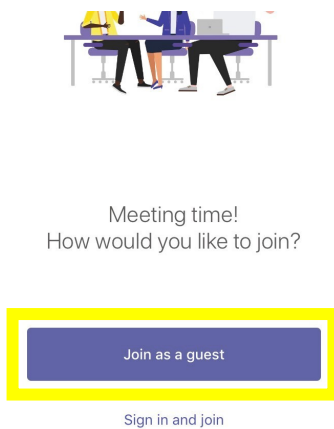


SCREEN 3

JOIN BY APP

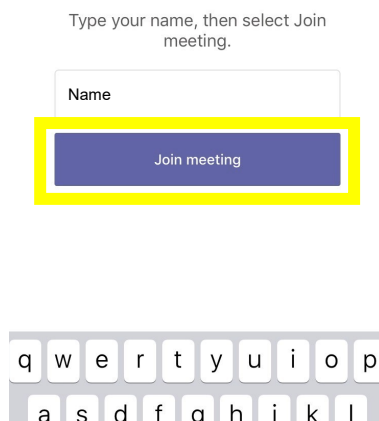
Now that you have opened the event through the app, you can now join the event. Select 'Join as a guest' and type in your name (**SCREEN 5**). If **SCREEN 6** appears, congratulations, you have successfully joined the event. You may now submit questions to employers and view the event.

*If you encounter errors during this process, try repeating steps from **SCREEN 2**, or try joining the event from another device.*



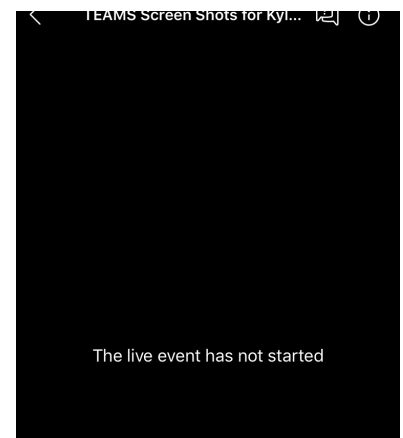
SCREEN 4

JOIN THE EVENT



SCREEN 5

TYPE YOUR NAME



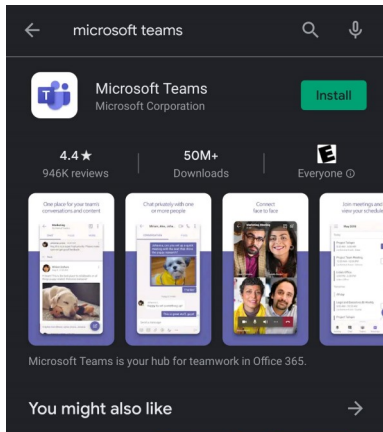
SCREEN 6

VIEWING THE EVENT

STEPS FOR JOINING: MOBILE DEVICE (ANDROID)

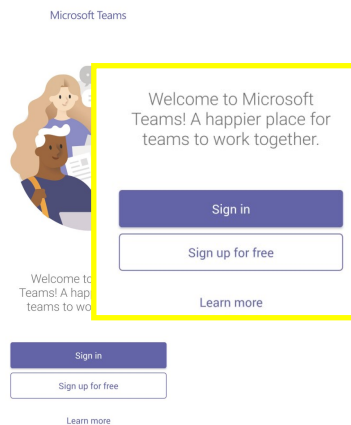
To join the event from your Android mobile device, the best first step is to download the FREE Microsoft TEAMS app from the Play Store (**SCREEN 1**). If you choose not to download the app, skip to **SCREEN 3**. Once downloaded to your phone, **SCREEN 2** shows your first screen. You may choose to create a free account, but this is optional.

When looking to access the event, go to LABOR.VERMONT.GOV/CALENDAR and find your event (**SCREEN 3**).



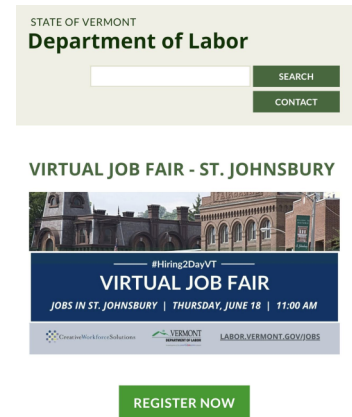
SCREEN 1

DOWNLOAD THE APP



SCREEN 2

SIGN-IN SCREEN

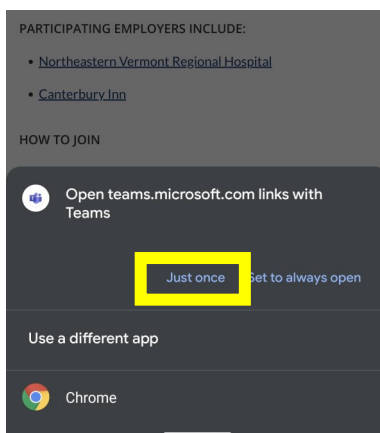


SCREEN 3

EVENT PAGE

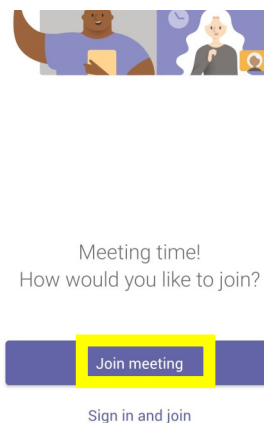
Once you have found the event in **SCREEN 3**, **click the link to join**, found in the description of the event. When you click on the link, **SCREEN 4** will appear, giving you the option to open the event. If you have downloaded the app, you may choose to open with the app (**SCREEN 5**), or you may join online.

Upon opening the app, select 'JOIN MEETING' and type in your name. If **SCREEN 6** appears, congratulations, you have successfully joined the event! You may not submit questions to employers and view the event.



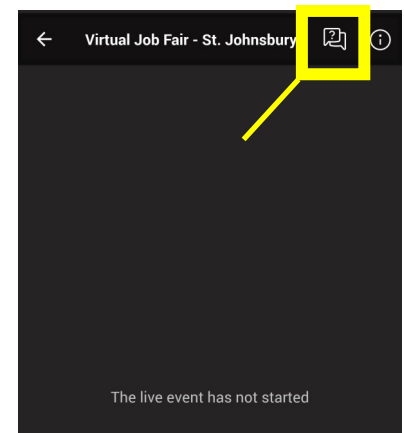
SCREEN 4

DOWNLOAD THE APP



SCREEN 5

JOIN THE EVENT



SCREEN 6

VIEWING THE EVENT

OTHER TIPS FOR VIRTUAL SERVICES

PREPARE

Some virtual career service events will be broadcasted for your viewing, while others may also be provided allowing you to be seen and heard by employers. Here are some ways to prepare for both:

VIRTUAL JOB FAIRS AND OTHER EVENTS

- After registering, create a Calendar Event with the link to participate and practice joining
- Set a Calendar Reminder for the day before and two hours before the event
- Review the business websites in advance and come up with a few questions for Q&A (Job Fairs)
- Identify a space where you can focus

ADDITIONAL FOR VIRTUAL BREAKOUT ROOMS AND OTHER EVENTS

- Check what your webcam is seeing
 - Ensure you have a clean, work-appropriate background
 - Be sure your face is well lit
 - Dress to impress, as you would for an interview (Job Fairs)
 - Mute your microphone to prevent background noise
-

PARTICIPATE

VIRTUAL JOB FAIRS AND OTHER EVENTS

- Join the meeting early
- Listen for instructions from the presenter, including those for asking questions of presenters
- Use the chat function to submit questions
- Select END to leave the meeting

ADDITIONAL FOR VIRTUAL BREAKOUT ROOMS AND OTHER EVENTS

- Be aware of your audio and video settings
- Be mindful of your video presence and try not to look at yourself, if possible
- Smile and be attentive to the presenter