

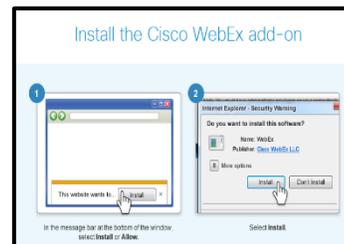
Tips for Logging in: Summer Virtual Career Chat

University Career Center @ BSOS

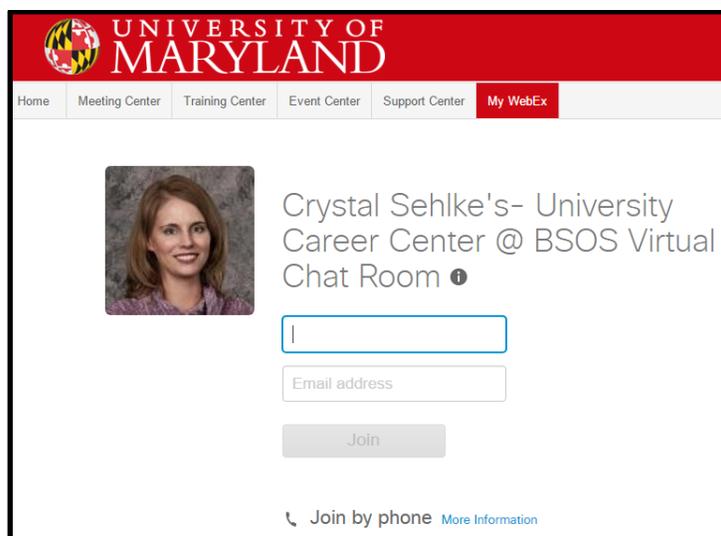
Thank you for your interest in the University Career Center @ BSOS's Virtual Career Chat Hours. We will be using WebEx as the platform, so if you have not used it before, please review the tips below before logging in. If you encounter an issue during the office hours, contact Kristen Frese, GA for the UCC @ BSOS, at kfrese@umd.edu.

What device can I use?

- Computer is preferred, but your phone or tablet will also work.
- You might be prompted to download the WebEx app if you are using a mobile device.
- On your computer, you may be asked to install an add-on (i.e. see picture to the right). You can also “run a temporary application” to gain access to WebEx for one time.
- Check your system compatibility beforehand by clicking: [Join a test meeting](#).



University Career Center @ BSOS Virtual Chat Room



When you enter the chat room, you will see the information above. The space will only be monitored between the advertised times. To get started, type in your first/last name and email address and click “Join”. If you do not already have Cisco WebEx on your computer or mobile device, you will be prompted to add it.

Only current BSOS undergraduate students will be able to log in.

If you see this message:

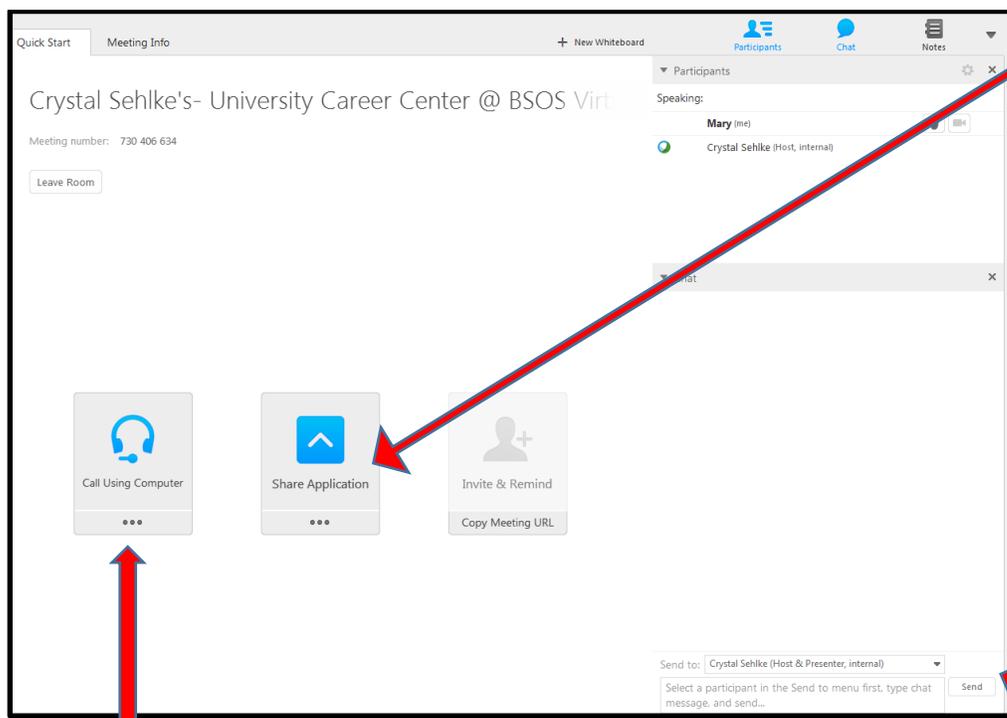
- *Lobby is locked*- the coach is currently chatting with another student. The coach will receive an email that you are waiting in the “lobby” and will be with you shortly!
- *The meeting will start when the host joins*- this means the host has not entered the room yet. Make sure you have the virtual chat hours correct.

University Career Center & The President's Promise

[@UMDCareerCenter](#) | www.Careers.umd.edu | <http://go.umd.edu/UCCBSOS>

CAREER the Turtle...because **SUCCESS** starts here.

Once you log in, your screen will look like this if you are using a computer:



Share Your Screen – allow the career coach to see your screen for resume, resources, etc.
To share your screen, select the “Share Screen” button. The career coach will immediately be able to see your computer screen. A bar will appear at the top of the page that will allow you to stop sharing your screen when your question has been answered.

Calling – good for more specific or complex questions
Press the three dots to reveal an option to “I will call in”. A box with “Audio Connection” information will pop up. Use your phone to dial the number given in part 1. You will then be prompted to answer your access code (from part 2) and your attendee Id (from part 3).

Typing/Chatting – great for quick questions
START HERE: Type in a short greeting followed by your question. Allow a couple of minutes for a reply.

Thank you again for joining our Virtual Career Chat hours!