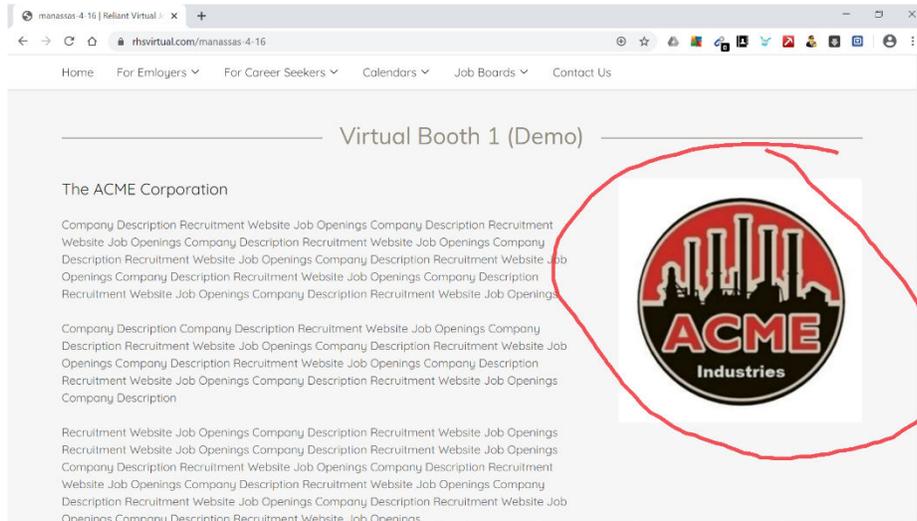


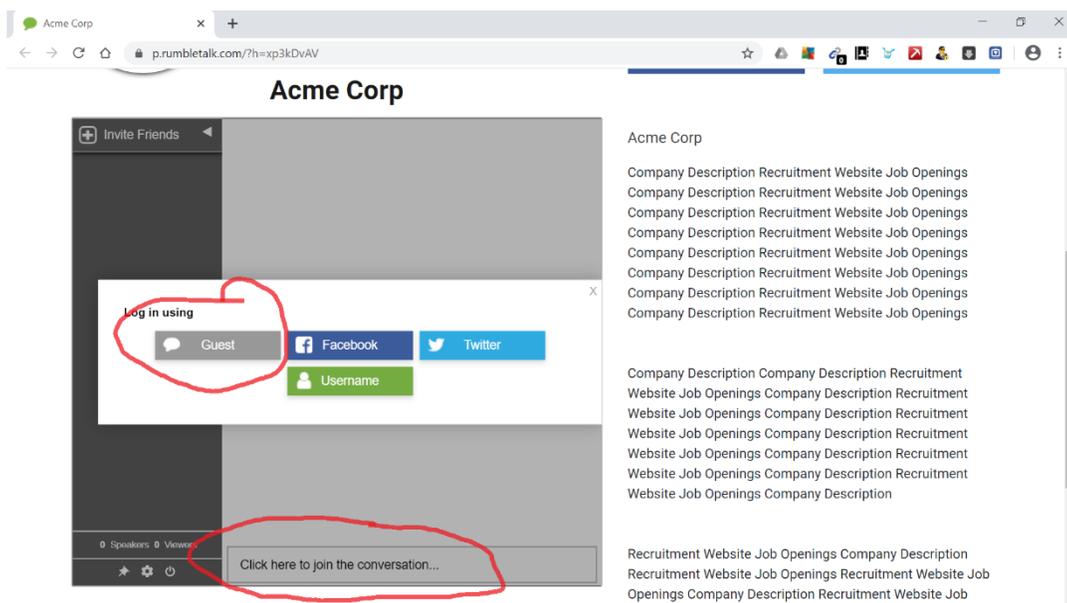
# Virtual Job Fair Instructions- Job Seeker

## Logging In

1. **Navigate to the Virtual Job Fair Landing Main Page-** You will be provided a direct link to the virtual job fair main landing page ahead of the event.
2. **Navigating the Main Landing Page-** The main landing page is where you'll navigate the various virtual booths of the job fair. You can see each booth as you scroll down. You'll see a preview of company, job openings etc.
3. **Navigating to a specific virtual booth-** You can enter given company's virtual booth by clicking their logo to the right of the screen. This will open a new browser with the chat room. **Return to the main landing page to navigate to and sign into a different booth.**

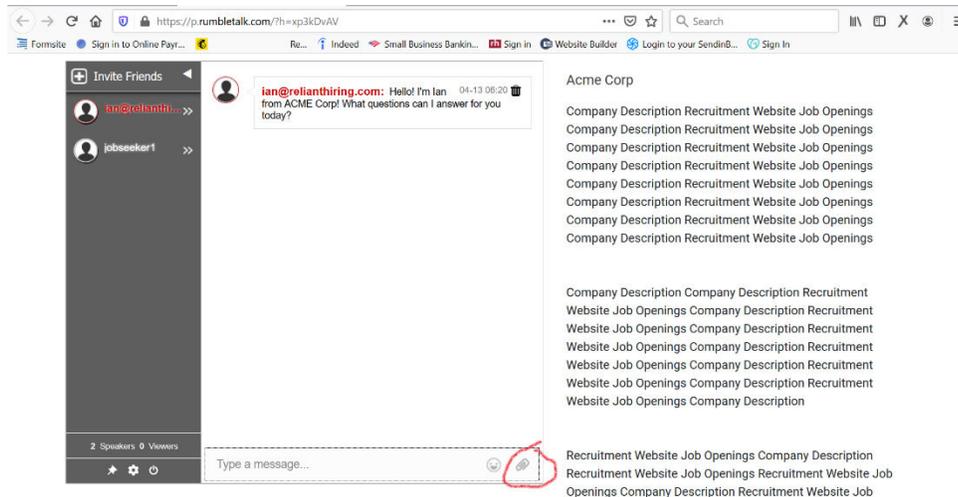


4. **Virtual booth log in-** Once navigated to a virtual booth of your choice, enter its chat room by typing in the "click here to join conversation" to trigger the log in window. We suggest using "guest" feature. Come up with any screen name you want to enter the chat. **Return to the main landing page to navigate to and sign into a different booth.**

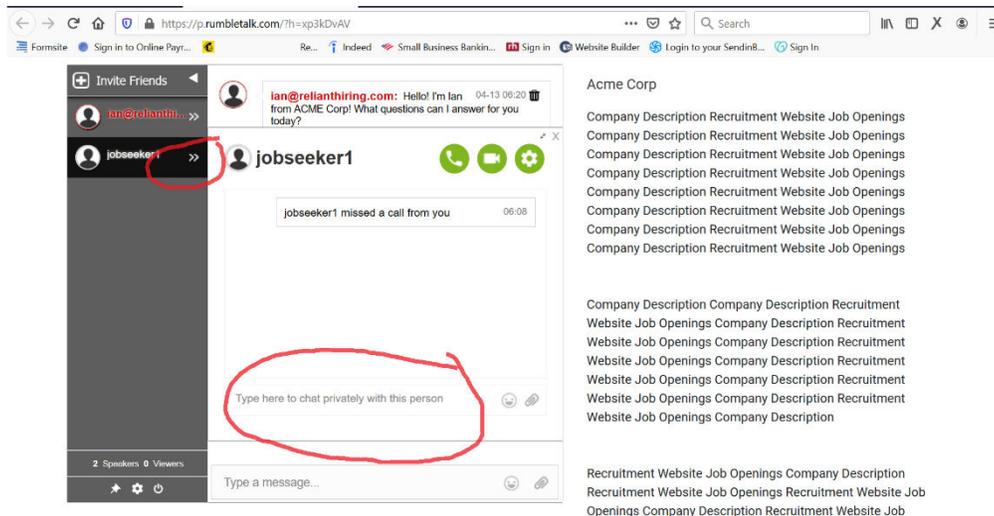


## Basics- Chatting, File Share and Private Chat

1. **Communicating within a group-** The chatroom default is set to text chat and you will be chatting with the recruiter and other job seekers. You may question, listen to answers etc.
2. **Sharing Files-** You can share files with the group by clicking the paperclip in the lower right of the chat box.



3. **Private Chat-** You may engage the recruiter in a private chat to ask specific questions, upload a resumé etc. The chat must be initiated by the moderator however, so please request a private chat through the main group chat. You can navigate between your private chat and the group chat using the >> emblem.



## Virtual Job Fair Instructions- Advanced

1. **Video/Audio Chat-** The recruiter may engage you in a private video/audio chat at their discretion