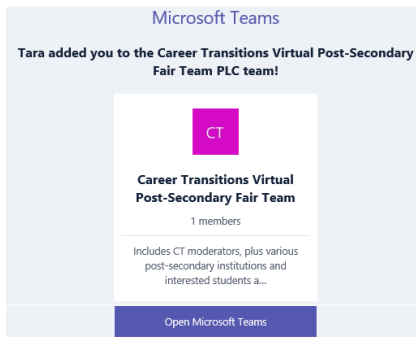


Virtual Post-Secondary Fair – User Guide

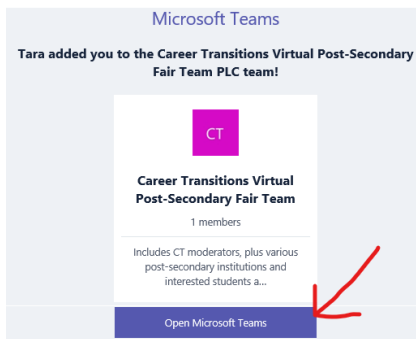
Thank you for registering for Career Transitions' Virtual Post-Secondary Fair. This is a brief guide to help you move around the virtual fair.

ASSUMPTION: It is assumed that prior to opening this document you have created a Microsoft Account and have the Teams App downloaded

You will receive an email invitation from Career Transitions indicating you have been added to the Career Transitions Virtual Post-Secondary Fair Team PLC Team. The invitation will look like this:



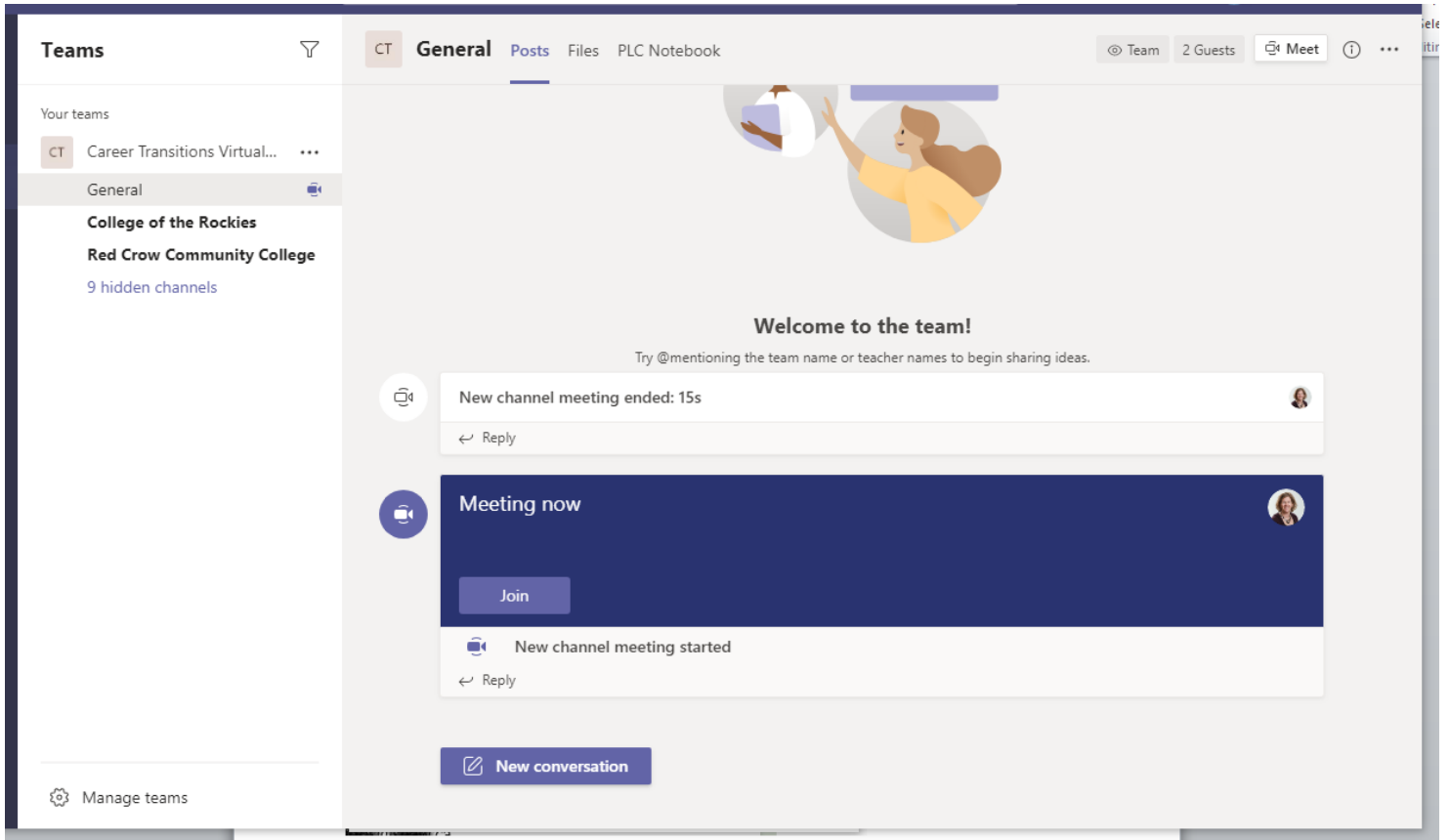
Select ***Open Microsoft Teams***



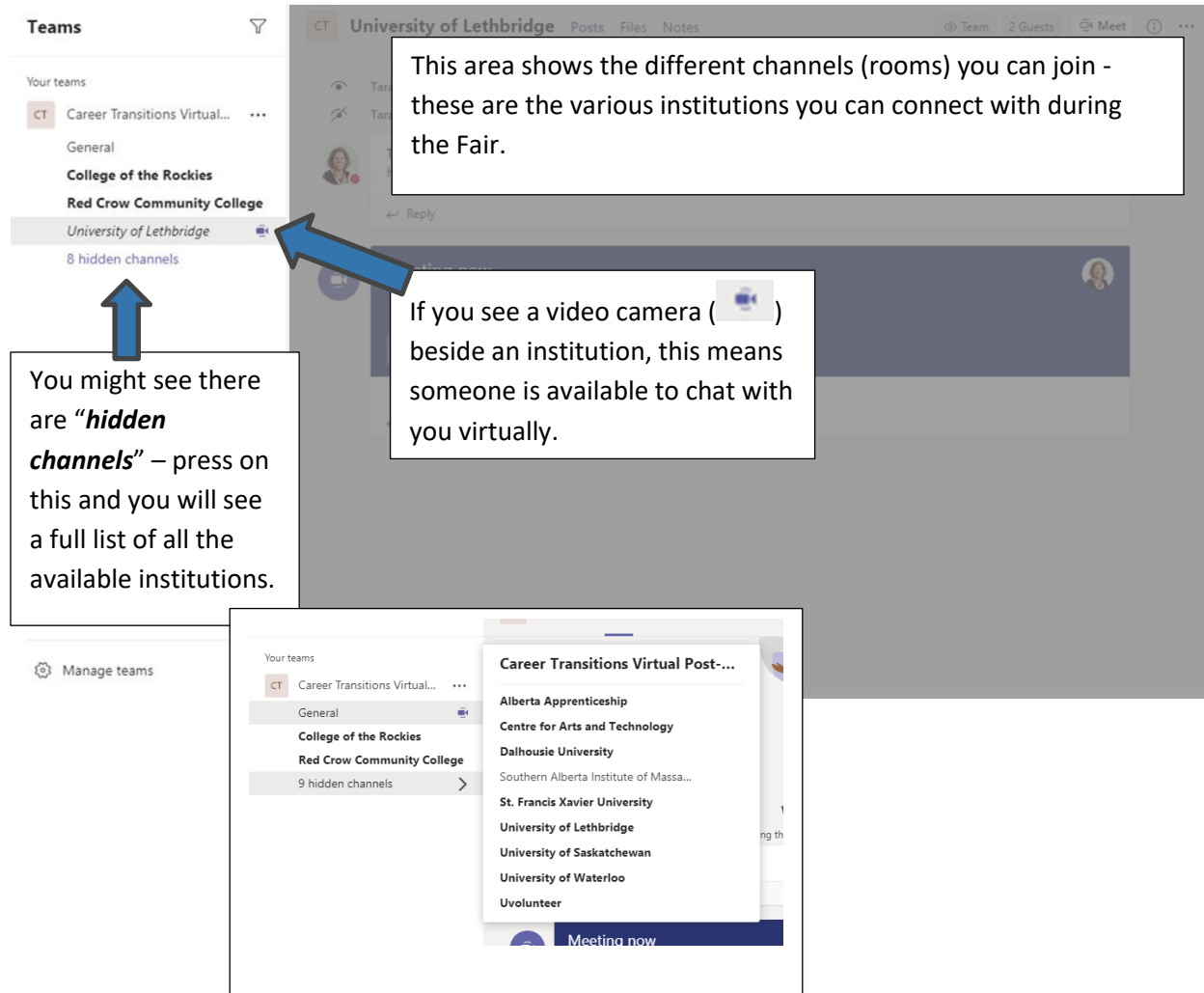
Follow the login instructions to get into Teams.

REMINDER - ASSUMPTION: It is assumed that prior to opening this document you have created a Microsoft Account and have the Teams App downloaded

This is what your first screen should look like... or something close to this:




Let's take a closer look at the screen:



The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar lists 'Your teams' including 'Career Transitions Virtual...', 'General', 'College of the Rockies', 'Red Crow Community College', 'University of Lethbridge', and '8 hidden channels'. A blue arrow points from the '8 hidden channels' text to a callout box. Another blue arrow points from the 'University of Lethbridge' team name to a callout box. A third callout box points to a video camera icon next to the 'University of Lethbridge' team name. A fourth callout box points to a dropdown menu that is open, showing a list of institutions.

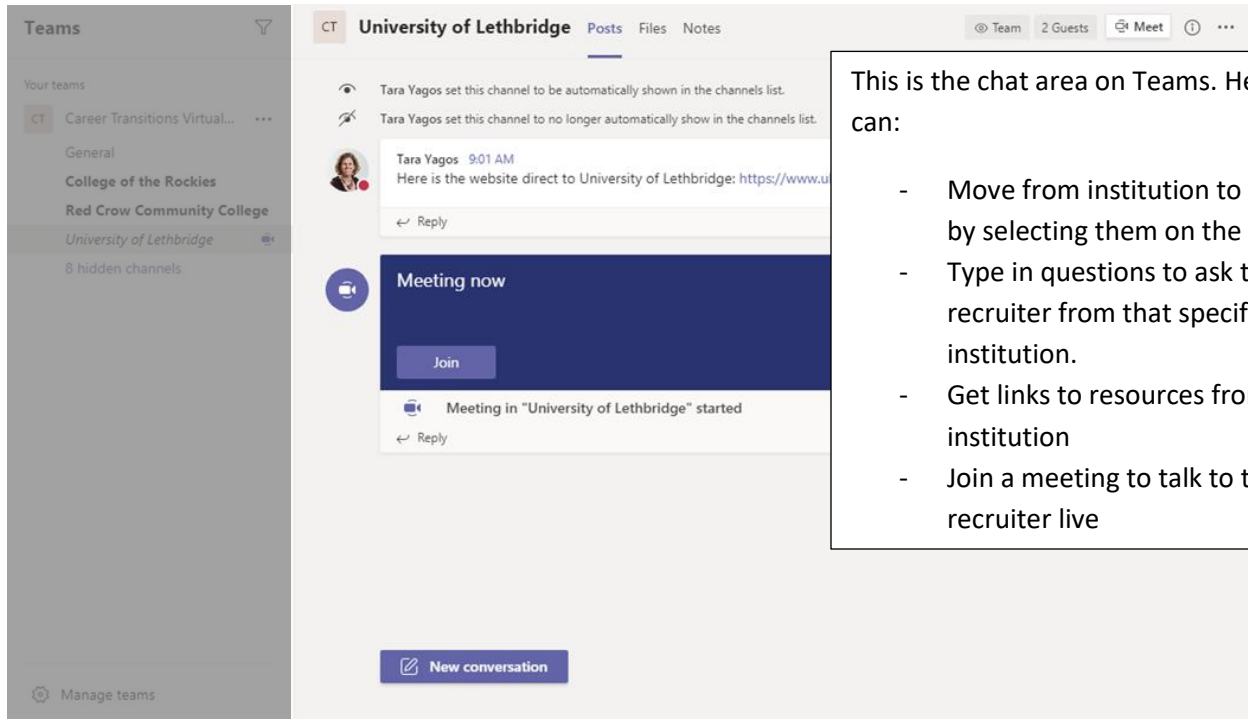
This area shows the different channels (rooms) you can join - these are the various institutions you can connect with during the Fair.

You might see there are **"hidden channels"** – press on this and you will see a full list of all the available institutions.

If you see a video camera () beside an institution, this means someone is available to chat with you virtually.

Career Transitions Virtual Post-...

- Alberta Apprenticeship
- Centre for Arts and Technology
- Dalhousie University
- Southern Alberta Institute of Massa...
- St. Francis Xavier University
- University of Lethbridge
- University of Saskatchewan
- University of Waterloo
- Uvolunteer



Teams

CT University of Lethbridge Posts Files Notes

Team 2 Guests Meet

Tara Yagos set this channel to be automatically shown in the channels list.

Tara Yagos set this channel to no longer automatically show in the channels list.

Tara Yagos 9:01 AM
Here is the website direct to University of Lethbridge: <https://www.u...>

Reply

Meeting now

Join

Meeting in "University of Lethbridge" started

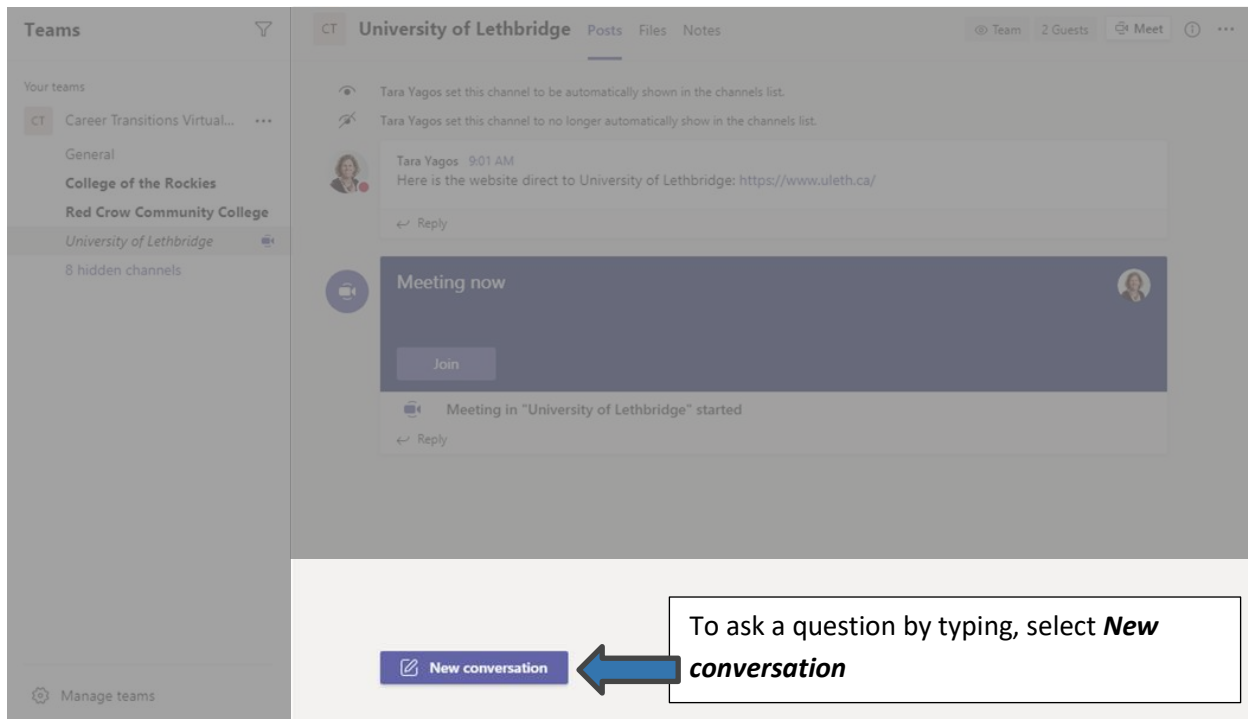
Reply

New conversation

Manage teams

This is the chat area on Teams. Here you can:

- Move from institution to institution by selecting them on the left side
- Type in questions to ask the recruiter from that specific institution.
- Get links to resources from the institution
- Join a meeting to talk to the recruiter live



Teams

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Tara Yagos 9:01 AM
Here is the website direct to University of Lethbridge: <https://www.uleth.ca/>

Reply

Meeting now

Join

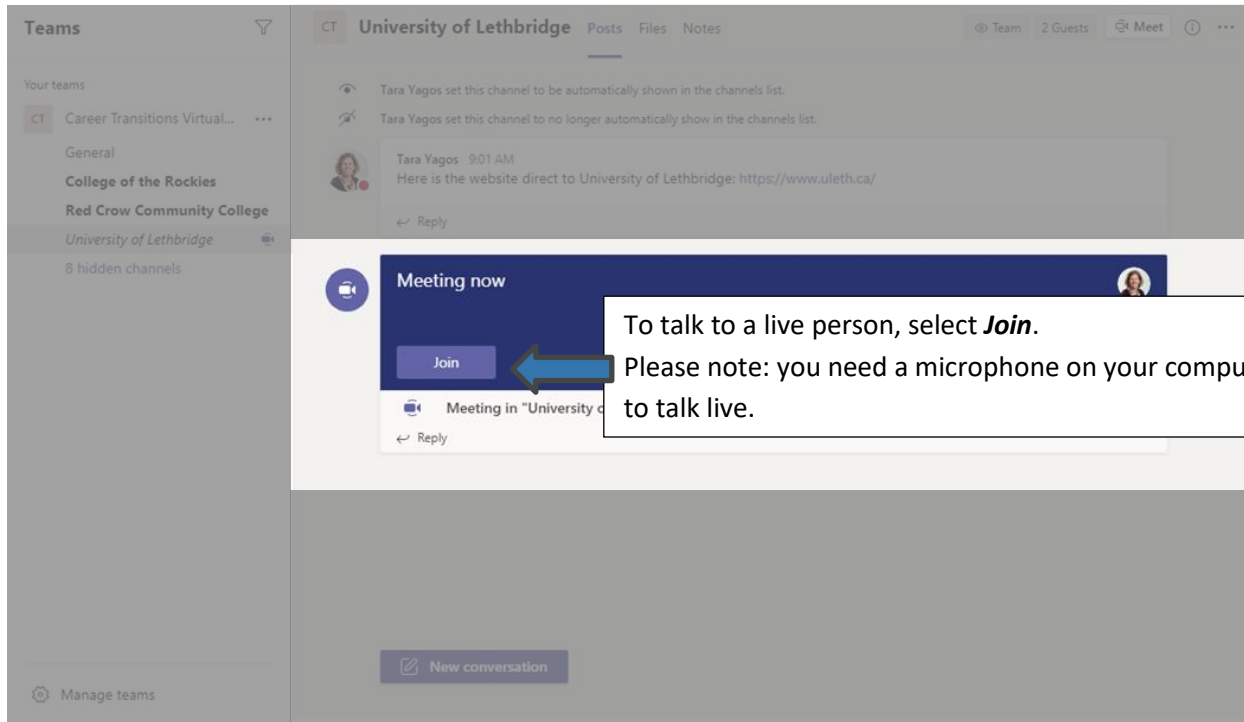
Meeting in "University of Lethbridge" started

Reply

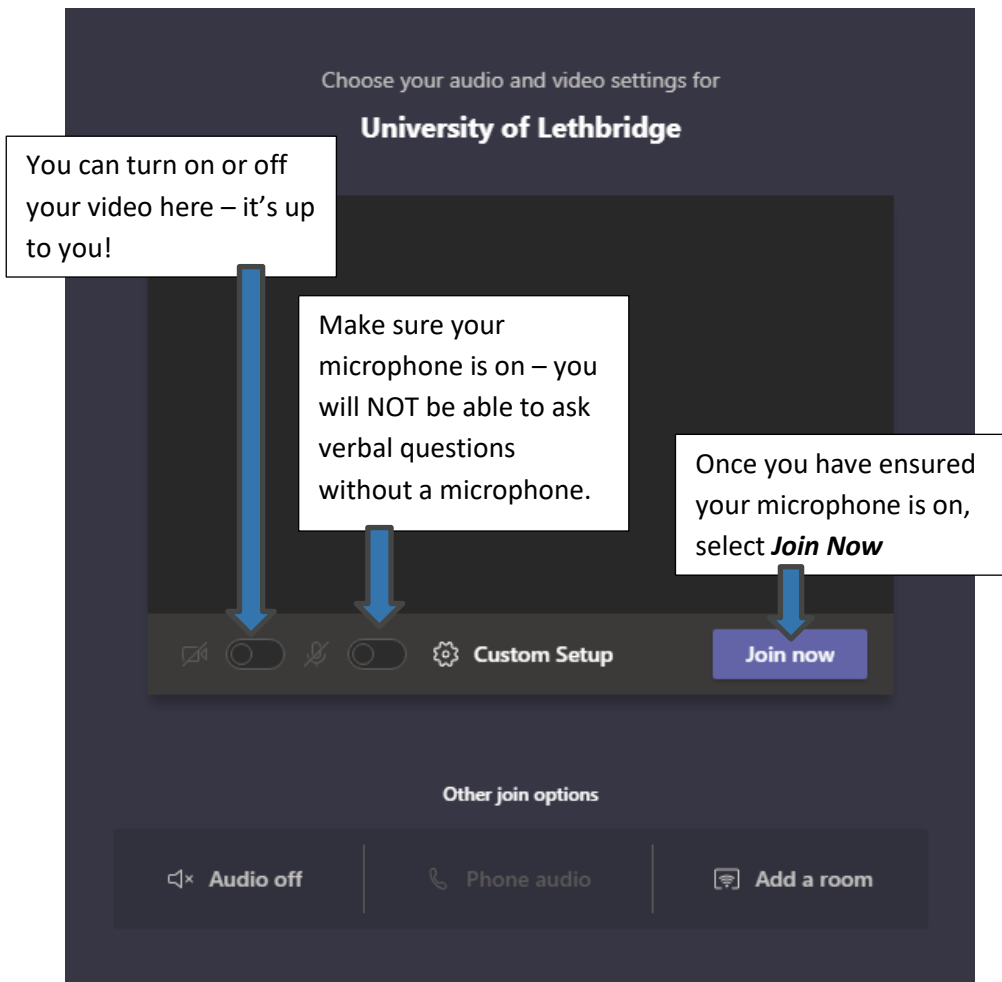
New conversation

Manage teams

To ask a question by typing, select **New conversation**



To talk to a live person, select **Join**.
Please note: you need a microphone on your computer to talk live.

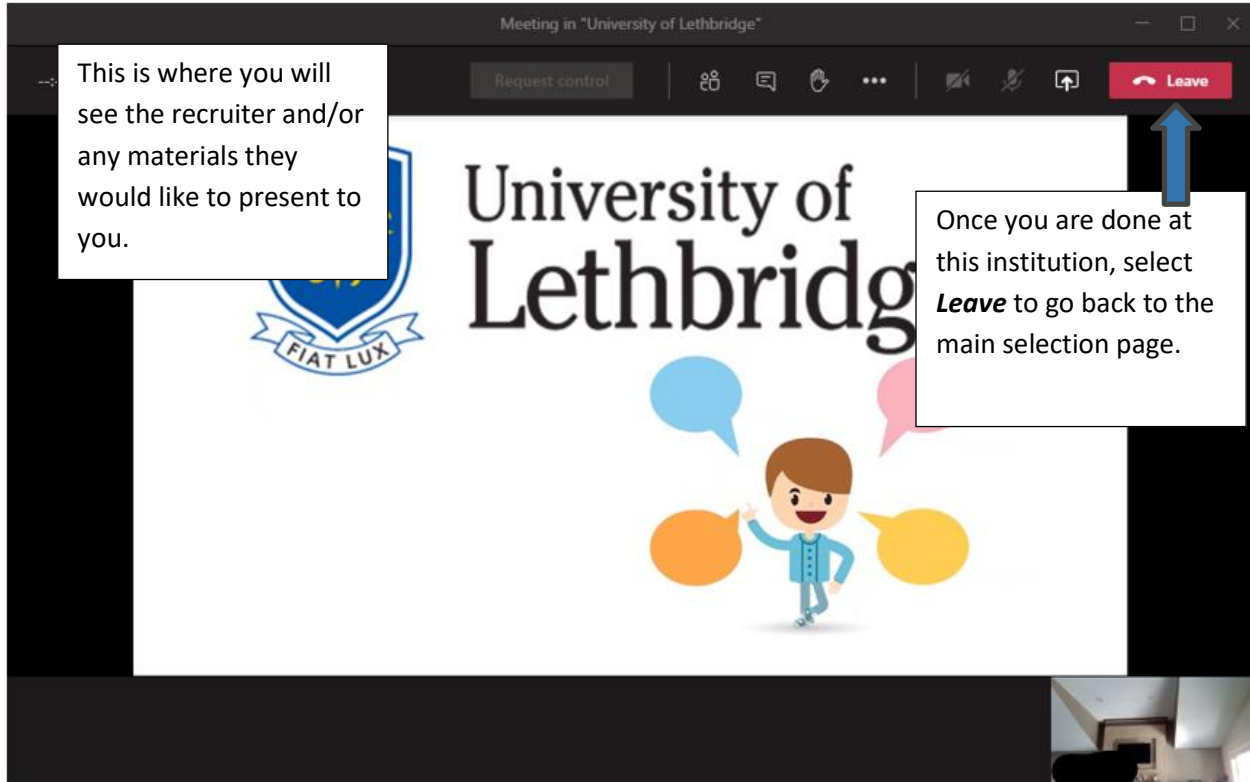


You can turn on or off your video here – it's up to you!

Make sure your microphone is on – you will NOT be able to ask verbal questions without a microphone.

Once you have ensured your microphone is on, select **Join Now**

- Other join options
- Audio off
 - Phone audio
 - Add a room



Meeting in "University of Lethbridge"

Request control

Leave

This is where you will see the recruiter and/or any materials they would like to present to you.

University of Lethbridge

Once you are done at this institution, select **Leave** to go back to the main selection page.

FIAT LUX

ENJOY YOUR TOUR!