

# Guidebook

# for Southern Miss Virtual Events

Employer Edition

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# Southern Miss Guide to Using Microsoft Teams for Virtual Career Events

Note: This guide was produced from a webinar hosted by University of Houston.

#### Privacy and Participation Guidelines

#### **Privacy Notice to All Participants**

Microsoft Teams is a public platform hosted by University of Southern Mississippi. All Public conversations and videos are visible to ALL participants (students, staff, and employers All private conversations and videos are private to participants (students and other employers) but they can be accessed by our team and/or iTECH staff.

#### Students

By participating in this event, students will be provided the opportunity to virtually network with employers. If at any time, a student is uncomfortable or feels like the conversation is not professionally oriented, we ask that the student report the conversation through the "Student Help Desk and stop the conversation immediately.

By participation in this event, students agree to keep conversations professional and career oriented. If at any time, a student does not maintain professionalism within the site, they will be removed by a staff member.

#### Employers

By participating in this event, employers are provided the opportunity to virtually networking with students. If at any time, an employer uncomfortable or feels like the conversation is not professionally oriented, we ask that the employer report the conversation through the "Employer Help Desk" and stop the conversation immediately.

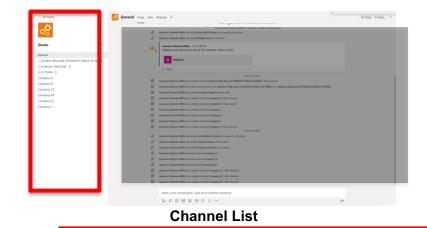
By participating in this event, employers agree to keep conversation professional and career oriented. If any time, an employer does not maintain professionalism within the site, they will be removed by a staff member.

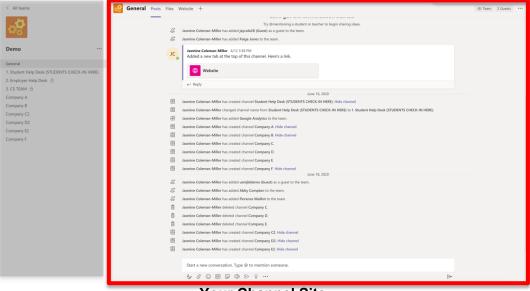
#### What is Microsoft Teams?

Microsoft Teams is an innovative **collaboration** tool within Microsoft Office 365 suite We have discovered how to adapt this platform to host virtual networking and recruiting events



**Navigation Pane** 





Your Channel Site

## I have a Microsoft Account- Log in Instructions

You have been added as a guest to The University of Southern Mississippi in Microsoft Teams - Microsoft Teams Jasmine added you as a guest to The University of Southern Mississippi! Demo

1.Registered employers will receive a **Welcome email** that they have been added as a guest to the University of Southern Mississippi Teams:

2.Open the email and click [OPEN MICROSOFT TEAMS]

Microsoft Teams

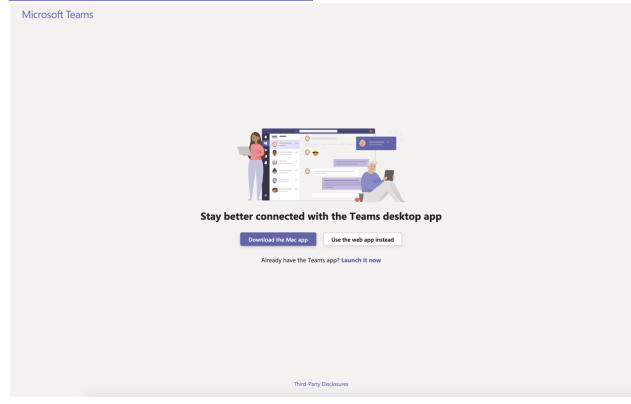
Microsof	t Teams
Jasmine added you as a guest to The	e University of Southern Mississippi!
d	<b>P</b>
De	mo
This is a demo vir	tual career event.
Open Micro	soft Teams
	1 = 1
=	1
Bring your team together	Chat 1:1 and with groups
Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.	Outside of open team conversations, chat privately and share files and notes with anyone in your organization.

3.Log in with your Microsoft Account information. You may see two different options.

•••	Microsoft realitia			
	Microsoft Teams	📫 Login to Microsoft Teams —		×
	Enter your work, school, or Microsoft account.	<ul> <li>Microsoft</li> <li>← uhteamsdemo@gmail.com</li> <li>Enter password</li> <li>Password</li> <li>Forgot password?</li> </ul>	gn in	
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	Sign in	t		
	Not on Teams yet? Learn more Sign up for free			
		Terms of use Privacy & cookies ••••		

4. Follow the commands and you will be directed to use the desktop (Windows or Mac) app or web version. (We recommend the desktop version for more accessibility)

Download here: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app?irgwc=1&OCID=AID2000142 aff 7806 1246483&tduid=%28ir xhbob3u39skftxorkk0sohznxf2xisic2l2fgtw600%29%287806%29%281246483%29%28%287 feaa50f1296373c8155020ed4b18b6e%29%2881561%29%28686431%29%28at106140 a107739 m12 p12460 cUS%29%28%29%28%29%287feaa50f1296373c81 55020ed4b18b6e%29&irclickid= xhbob3u39skftxorkk0sohznxf2xisic2l2fgtw600



5. Then you will see a screen directing you to the event site, like below. Follow the Commands. You will land on the General channel (Proceed to branding if first time on platform).



< All teams	
[DEMO]	
General	
1 - Student Help Desk	
2 - Employer Help Desk	
3 - Your Company Name	
Company A	
Company C	

# I DON'T have a Microsoft Account- Log in Instructions

1.Registered employers will receive a **Welcome email** that they have been added as a guest to the University of Southern Mississippi Teams:

You have been added as a guest to The University of Southern Mississippi in Microsoft Teams - Microsoft Teams Jasmine added you as a guest to The University of Southern Mississippi! Demo

#### Open the email and click [OPEN MICROSOFT TEAMS]

Microsoft Teams

Microsof	ft Teams
Jasmine added you as a guest to The	e University of Southern Mississippi!
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De	mo
This is a demo vir	tual career event.
Open Micro	psoft Teams
	• •
Bring your team together	Chat 1:1 and with groups
Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.	Outside of open team conversations, chat privately and share files and notes with anyone in your organization.

3. You will be prompted to create an account. Click NEXT

Microsoft	
Create acco	ount
	t have an account with us. We'll using <b>usmjlddemo@gmail.com</b> .
	Next

4. You will be prompted to create a password. Click **NEXT.** 

Microsoft	
$\leftarrow$ usmjlddemo@gmail	l.com
Create a pass	word
Enter the password you account.	a would like to use with your
Show password	

5. You will be asked to verify your email and ender code.

	Microsoft
←	usmjlddemo@gmail.com
Ve	erify email
usr	er the code we sent to njiddemo@gmail.com. If you didn't get the ail, check your junk folder or try again.
En	ter code
~	I would like information, tips, and offers about Microsoft products and services.
	osing Next means that you agree to the Microsoft Services eement and privacy and cookies statement.
	Next

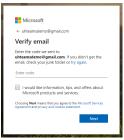
6. Log into your email and search for the email, like the one below.

🔲 ☆ Microsoft account t.

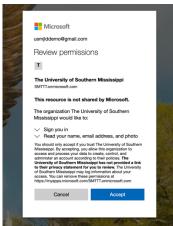
Verify your email address - Microsoft account Verify your email address To finish settin...

7. The verification email will look like the image below and you will see the code in the middle of the email.

8. Note the code and go back to the verification screen. Enter the code and click **NEXT.** Your code will be different than the one shown.



9. You may be asked to verify one more time- complete captcha. Click NEXT.
 10. Review USM permissions and click ACCEPT.



11.Follow the commands and you will be directed to use the desktop (Windows or Mac) app or web version. (We recommend the desktop version for more accessibility)



12. Then you will see a screen directing you to the event site, like below. Follow the Commands. You will land on the General channel (Proceed to branding if first time on platform).



## How to Brand Your Channel

#### Pre-Branding- Done for you!

- About Us
- Website
- Submit Resume

\*Resume Submission: When a student submits their resume through the Submit Resume Tab, it will be emailed to you in real time.

#### How to brand your channel

#### What you can/should include

- Logo
- Photos of your team, your office, services or projects
- Job board links
- Add ice break questions
- Add tips for network/your industry

What would you love to show new hires? What makes your company unique?

#### How to add photos, PDFs, etc.

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	۲	OneDrive		
<	4	Upload from my computer	Type @ to mention someone.	
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## How to Engage with Students



Features within Channel: Each Channel is equipped with a number of tools and apps

- a. "Format" format messages or announcements
- b. "Attach" attach photos or pdfs
- c. "Emoji"- make your messages more fun with emojis
- d. "GIF" add a GIF (moving image)
- e. "Sticker" add a sticker or image
- f. "Meet now" start a video or meeting (Public video call with all students in the channel)
- g. "Stream" App
- h. "Praise" Send Praise compliments
- i. "Places" app- must be signed in
- j. "YouTube" attached YouTube videos into the channel

#### Ask questions / respond

- Who is here? Share your name, major and classification.
- What did you pick your major?
- What was your favorite class?
- What is your favorite animal? (include emojis for bonus points)

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	← Reply
۲	Deis, Caitlin set this channel to be automatically shown in the channels list.
<b>Q</b> .	Deis, Caltlin 4/22 9:39 AM Who is here? Share your name, major and classification.
	4 replies from you and Rawan ← Reply
	Iweanya, Edward C 4/22 11:59 AM Name: Edward Iweanya, Major: Chemical Engineering, Classification: Junior
	Deis, Caitlin 4/22 12:00 PM     Welcome Edward!     entry
cc	Chidozie, Chelsea I. 4/22 12:00 PM Name: Chelsea Chidozie, Major: Human Nutrition and Foods. Classification: Junior
	Deis, Caitlin 4/22 12:00 PM           Welcome Chelsea!
	← Reply

#### Public Video Call

Employers are able to "go live" with students who are within their channel (virtual booth).

- This is a public video call and any student in the channel can join
- Employers will be able to "meet now" via the toolbar in the top right of Teams to start the video call

⊚ Team	2 Guests	⊇ d Meet	~	î	•••

- As students video enter the channel, they will see an invite to join the video call to interact with employers face to face (virtually)
- Employers could use this feature to host an after-event "happy hour" for students

#### Private Text Chat/video

Employers have the option to also speak with students privately via the chat option.

	Remote Internships Available.
AC.	Abby Compton In a meeting HBG Abby:Compton@usm.edu Abby:Compton@usm.edu
	Message Abby Compton
	Ay 0 (11)

- These messages are private. Only iTECH would have access if they needed it.
- The Employer would click on the student's picture or circle icon if the student doesn't have a headshot uploaded.
- They can click the message icon to *privately* text chat the student or the video icon to privately video chat