



Microsoft Teams

Guidebook

for Southern Miss Virtual Events

Employer Edition

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.

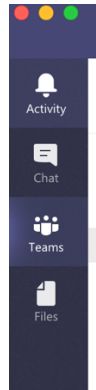
Employers

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.

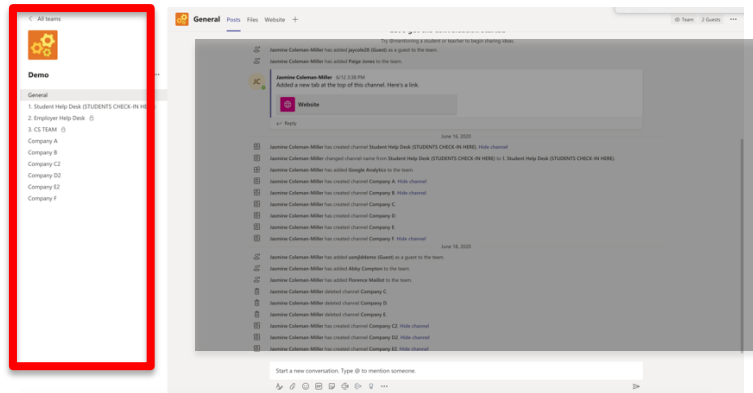
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What is Microsoft Teams?

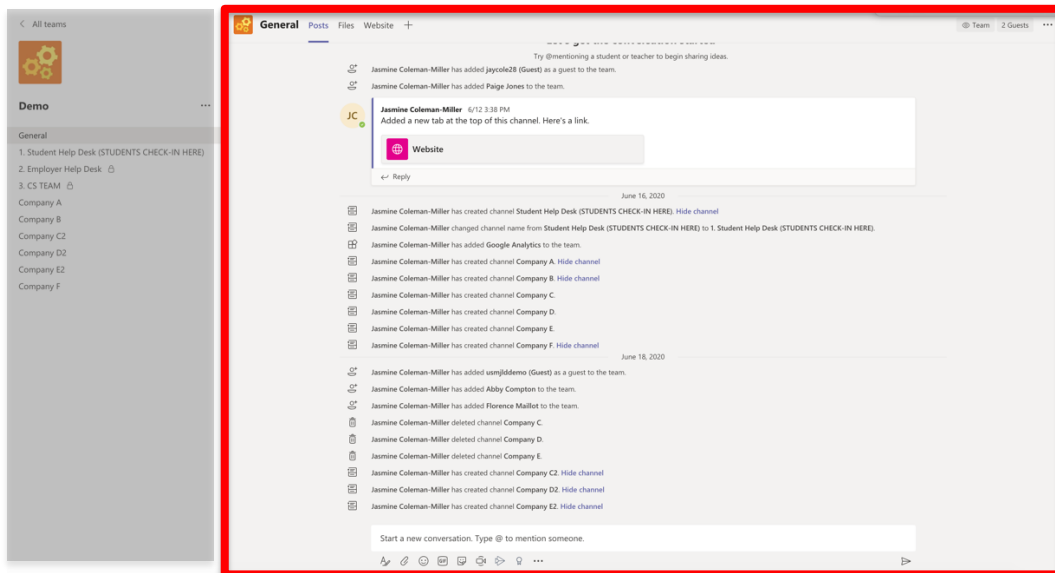
Microsoft Teams is an innovative **collaboration** tool within Microsoft Office 365 suite
We have discovered how to adapt this platform to host virtual networking and recruiting events



Navigation Pane



Channel List



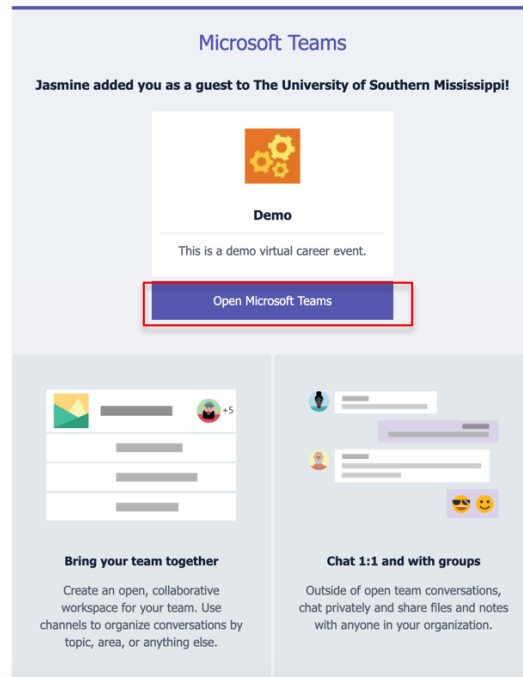
Your Channel Site

I have a Microsoft Account- Log in Instructions

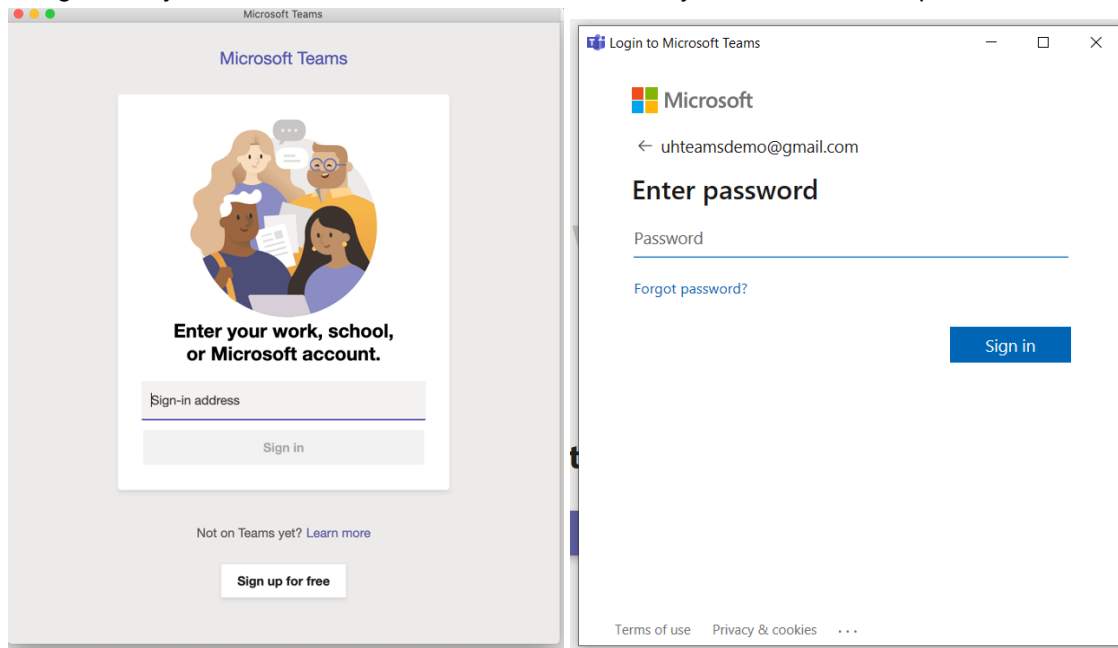
1. Registered employers will receive a **Welcome email** that they have been added as a guest to the University of Southern Mississippi Teams:

Microsoft 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

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

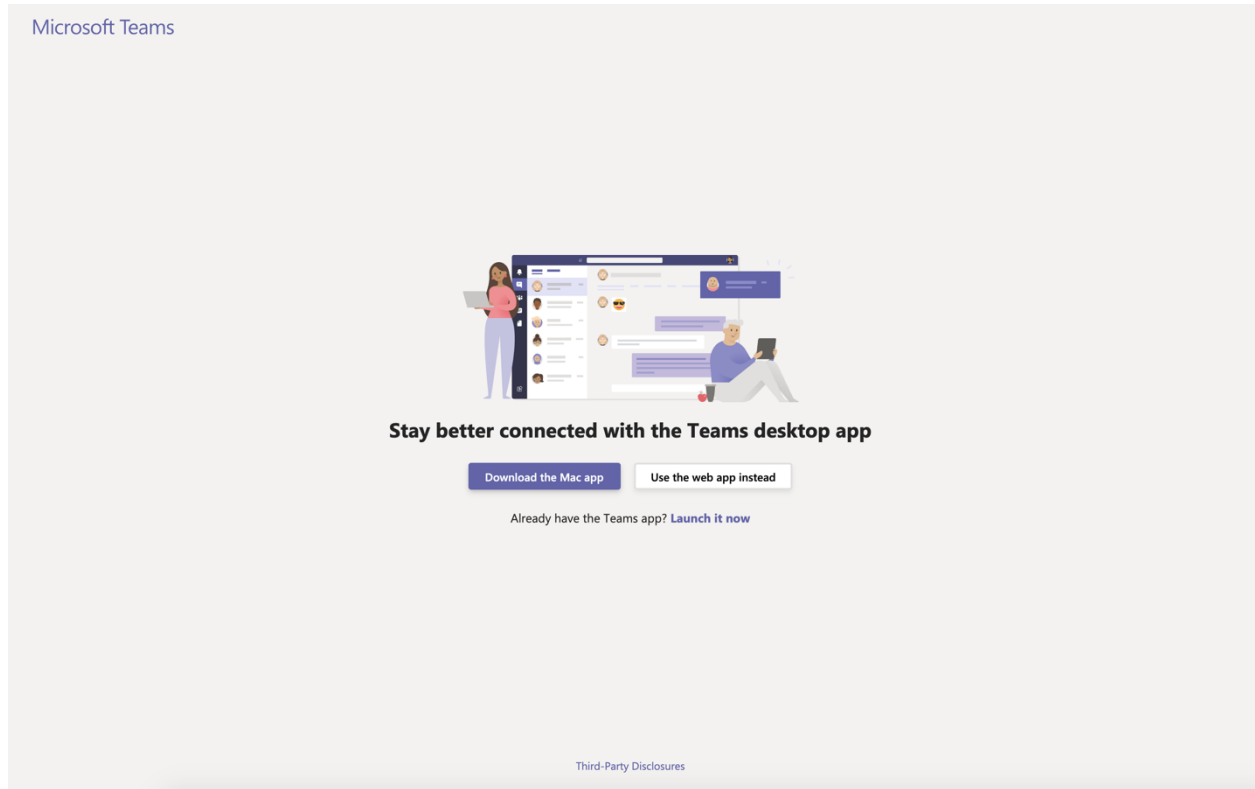


3. Log in with your Microsoft Account information. You may see two different options.

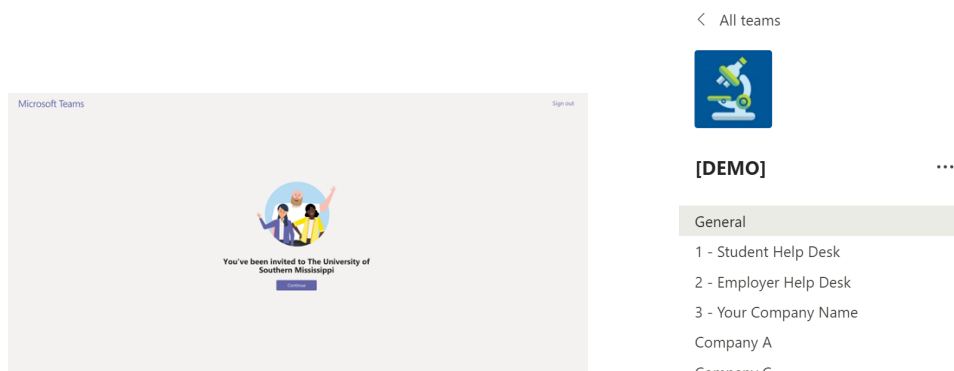


4. Follow the commands and you will be directed to use the desktop (Windows or Mac) app or web version. (We recommend the desktop version for more accessibility)

Download here: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app?irgwc=1&OCID=AID2000142_aff_7806_1246483&tduid=%28ir_xhbob3u39skftxorkk0sohznxf2xisc2l2fgtw600%29%287806%29%281246483%29%28%287feaa50f1296373c8155020ed4b18b6e%29%2881561%29%28686431%29%28at106140_a107739_m12_p12460_cUS%29%28%29%29%287feaa50f1296373c8155020ed4b18b6e%29&irclickid=xhbob3u39skftxorkk0sohznxf2xisc2l2fgtw600



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).

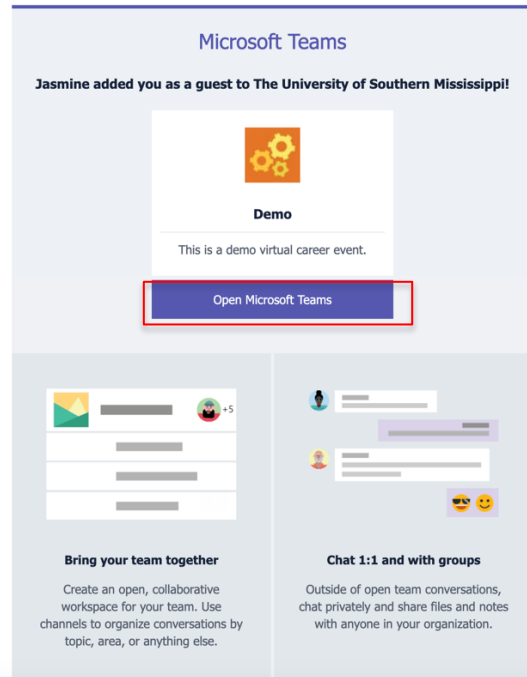


I DON'T have a Microsoft Account- Log in Instructions

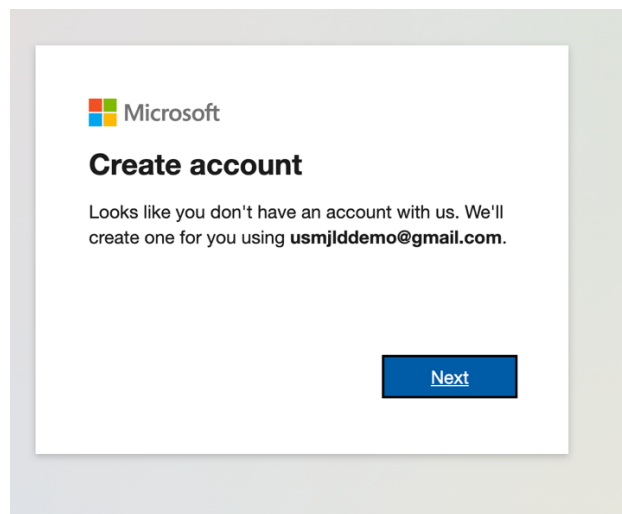
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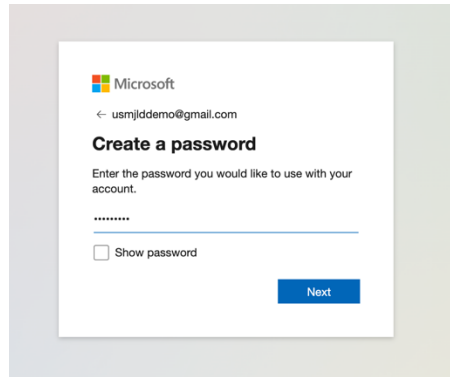
Open the email and click **[OPEN MICROSOFT TEAMS]**



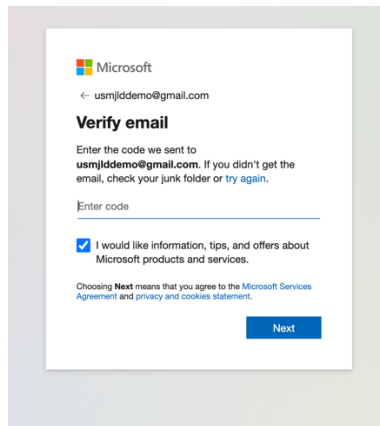
3. You will be prompted to create an account. Click **NEXT**



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



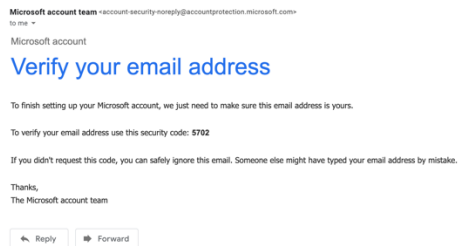
5. You will be asked to verify your email and enter code.



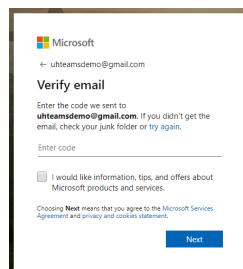
6. Log into your email and search for the email, like the one below.

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

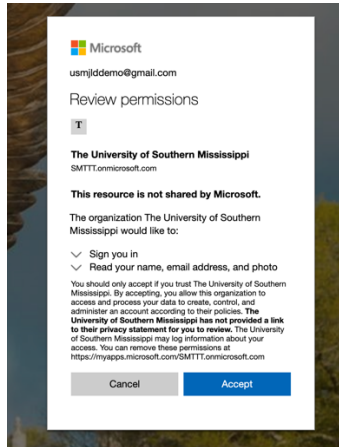
7. The verification email will look like the image below and you will see the code in the middle of the email.



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.

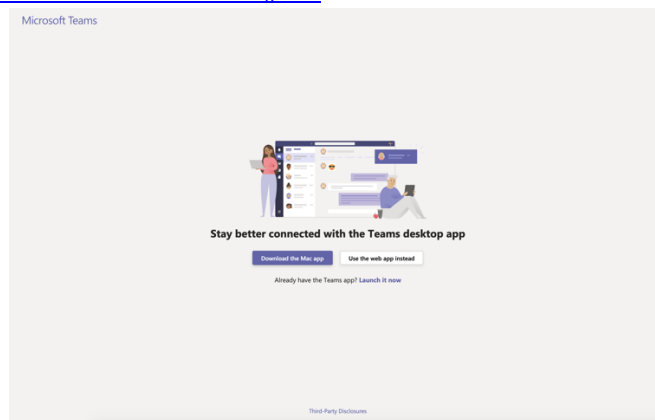


9. You may be asked to verify one more time- complete captcha. Click **NEXT**.
10. Review USM permissions and click **ACCEPT**.

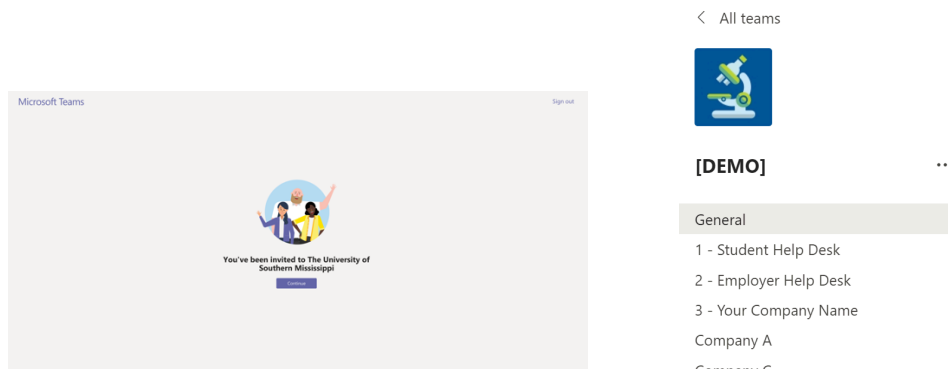


11. Follow the commands and you will be directed to use the desktop (Windows or Mac) app or web version. (We recommend the desktop version for more accessibility)

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%287feaa50f1296373c8155020ed4b18b6e%29%2881561%29%28686431%29%28at106140_a107739_m12_p12460_cUS%29%28%29%29%287feaa50f1296373c8155020ed4b18b6e%29&irclickid=_xhbob3u39skftxorkk0sohznxf2xisic2l2fgtw600



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.*

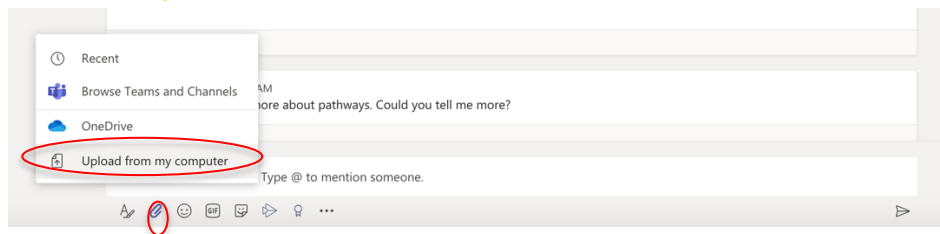
How to brand your channel

What you can/should include

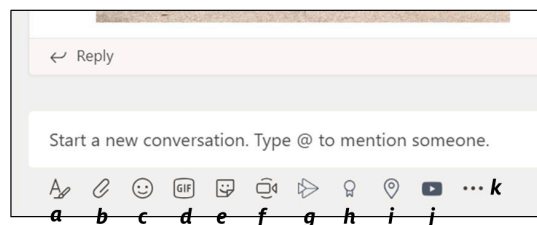
- Logo
- Photos of your team, your office, services or projects
- Job board links
- Add ice break questions
- Add tips for network/your industry

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

How to add photos, PDFs, etc.



How to Engage with Students

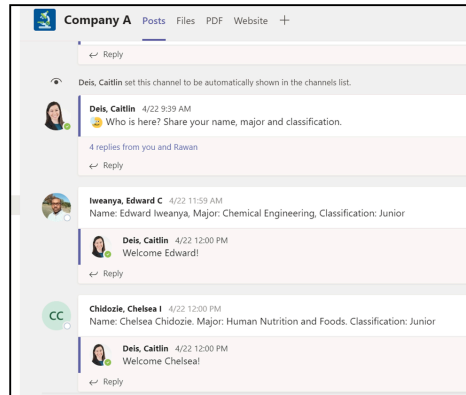


Features within Channel: Each Channel is equipped with a number of tools and apps

- 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

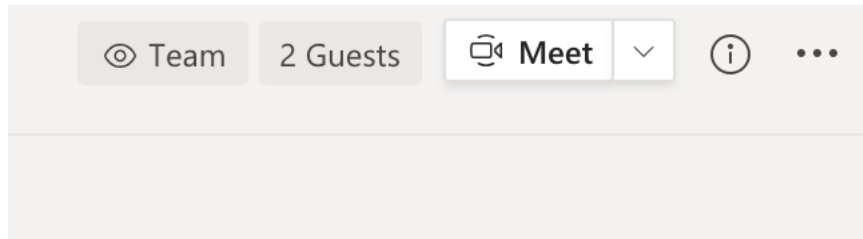
- Who is here? Share your name, major and classification.
- What did you pick your major?
- What was your favorite class?
- What is your favorite animal? (include emojis for bonus points)



Public Video Call

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

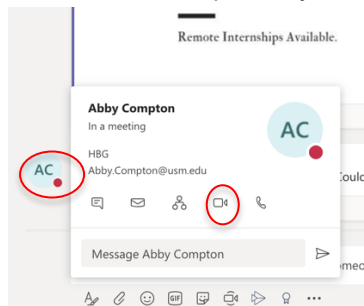
- This is a public video call and any student in the channel can join
- Employers will be able to “meet now” via the toolbar in the top right of Teams to start the video call



- 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.



- 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