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.
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:

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?fr=1&OCID=AID2000142_eff_7806_1246483&tid=%28_..._xhbob3u38skftxorkk0sohznx2xiajic22fgyw600%29%287806%29%281246483%29%287806D%29...xhrobou39skftxorkk0sohznx2xiajic22fgyw600

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

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

   Open the email and click [OPEN MICROSOFT TEAMS]

2. 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 ender code.

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

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?ocid=AID2000142_aff_7806_1246483%29%287feaa50f1296373c8155020ed4b188e%29%287feaa50f1296373c8155020ed4b188e%29%287feaa50f1296373c8155020ed4b188e%29&irclickid=_xhobo339skfxxorlk0oshzmx2xiscic22tgw600

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
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