Microsoft Teams

Guidebook

for Southern Miss Virtual Events

Student 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.
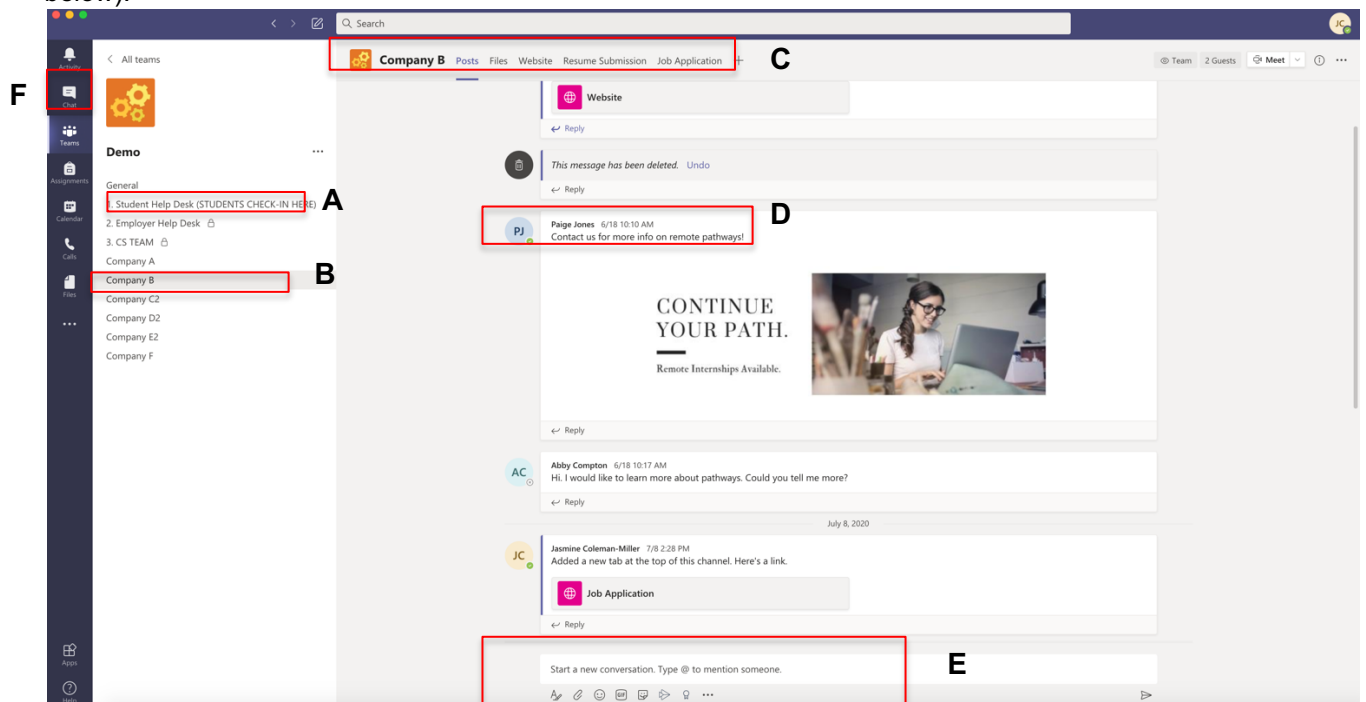
Students

By Participating in the virtual career events, you agree to the following guidelines:

- Messages and comments in the company channel are public. Do NOT share any private or personal information within the channel.
- Messages and video calls in the chat feature are private but can be accessed by staff members.
- 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.
- 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.

TEAMS PLATFORM

This is a screen shot of a virtual event demo site. The real event site will look very similar: (See tips below).

A—Student Help Desk: Go here to ask questions of staff or report issues.
B—Company Channel: Each Company has a channel. Think of the channel as a virtual booth! Students will click into each channel to engage with an employer.
C—Inside the Channel—Tabs: Students can learn more about the company through the "About Us" and "Website" tabs. Additionally, Students can submit their resume through the "Submit Resume" tab. *Students should not upload their resume in the public posts. Only use the secure link. This is for your privacy.*
D—Inside the Channel—Posts: Employers will ask questions and post content to create engagement with students. Students can ask questions and reply to employers.
E—Inside the Channel—Tools: Students can use the tools section to send message to employers, format messages, upload a pitch and share appropriate GIFS.
F—Outside the Channel—Chat: on the left hand, there is a CHAT section. This is where private chats or video calls with employer will show up.

HOW TO ACCESS MICROSOFT TEAMS:

1.Download TEAMS and sign in with your SOAR username and password
- [Download Teams](#) for your desktop, iOS, or Android. Teams does offer a web app, but we recommend using a desktop app for more functionality.
- Sign in with your SOAR username (w123456@usm.edu) and password

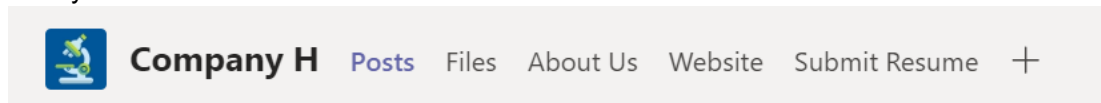2.The Team Code will be emailed 30 minutes before the event.

3.Log into Teams and [Join or create team] click add the Team Code
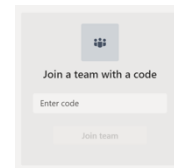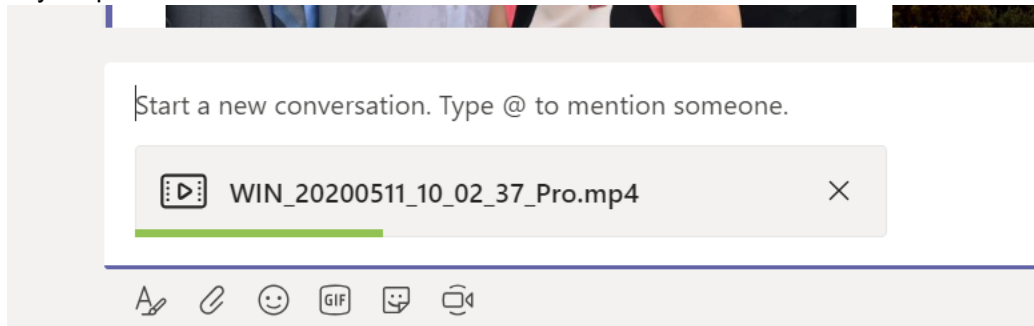
4.Click **[JOIN TEAM]** and you will be taken to the site.

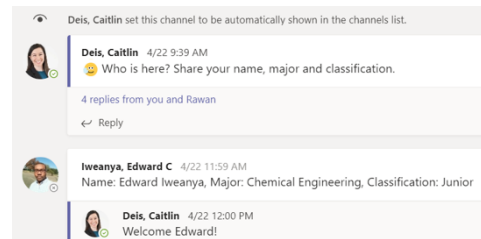## WAYS TO COLLABORATE WITH EMPLOYERS:

- Submit your resume in the channel tab

- Submit your pitch video within the channel

- Ask the employer questions within the channel
- Respond to employer questions within the channel
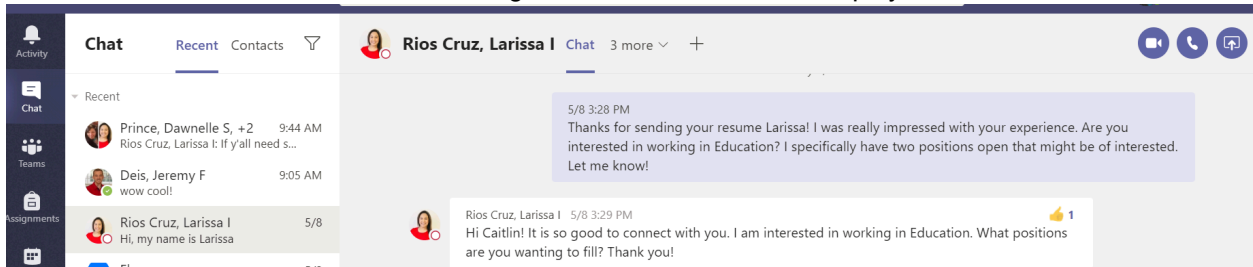- Respond to other student questions, pitch videos or comments

- Participate in public video calls within the channel

Deis, Caitlin   4/22 9:38 AM
Scheduled a meeting

Join us for a video chat!
Wednesday, April 22, 2020 @ 10:00 AM

- Private text chat or video call through the CHAT feature with employers

Chat   Recent Contacts

Recent

Prince, Dawnelle S, +2   9:44 AM
Rios Cruz, Larissa I: If y'all need s...

Deis, Jeremy F   9:05 AM
wow cool!

Rios Cruz, Larissa I   5/8
Hi, my name is Larissa

Flow   5/8

Rios Cruz, Larissa I   Chat   3 more

5/8 3:28 PM
Thanks for sending your resume Larissa! I was really impressed with your experience. Are you interested in working in Education? I specifically have two positions open that might be of interested. Let me know!

Rios Cruz, Larissa I   5/8 3:29 PM   👍 1
Hi Caitlin! It is so good to connect with you. I am interested in working in Education. What positions are you wanting to fill? Thank you!