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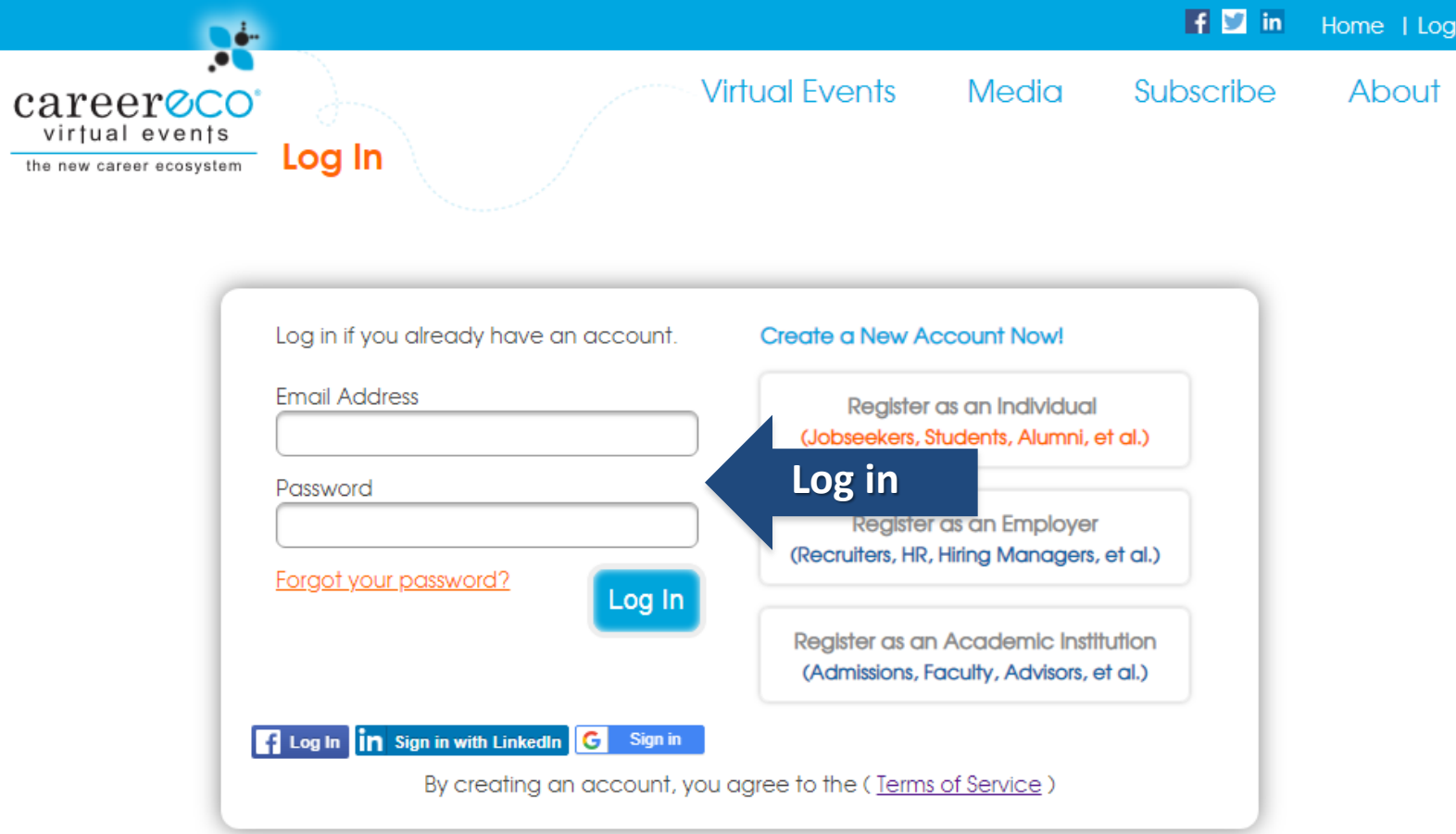

IMPORTANT :

Chat is available on multiple browsers and mobile devices.

Video chat and event-related broadcasts are **only** available from a desktop or laptop using the latest version of **Google Chrome, Firefox, or Edge**.

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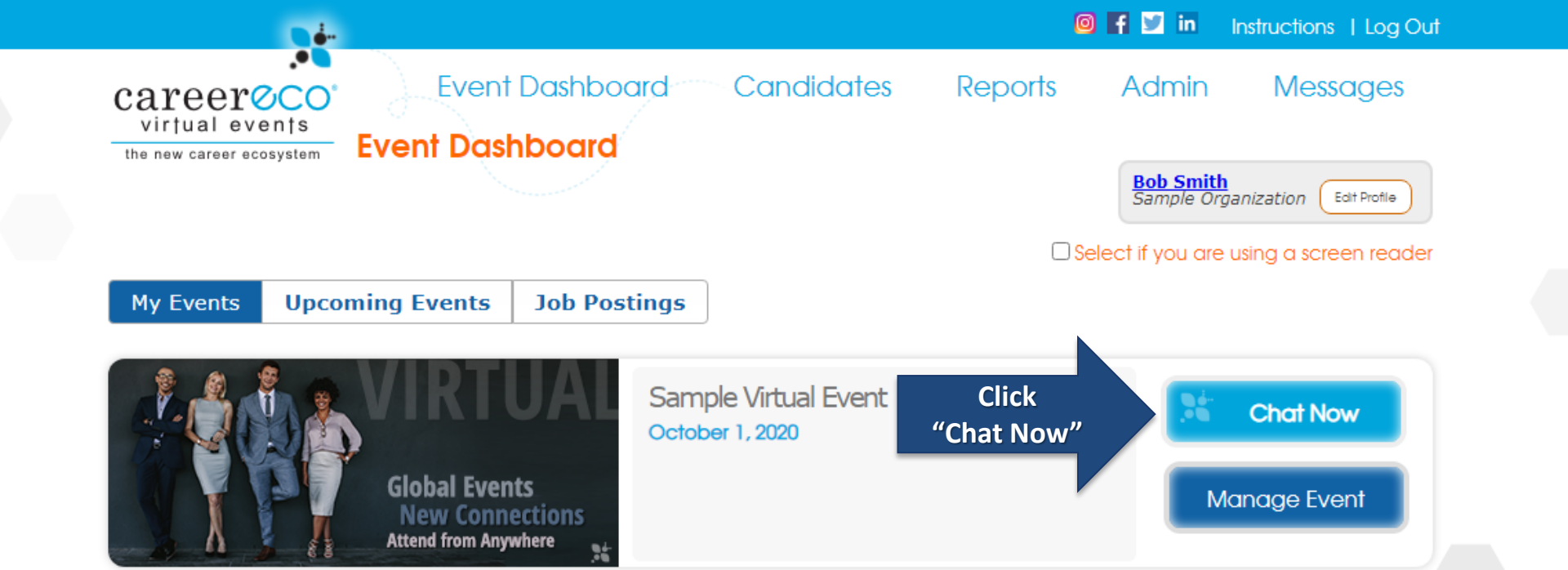

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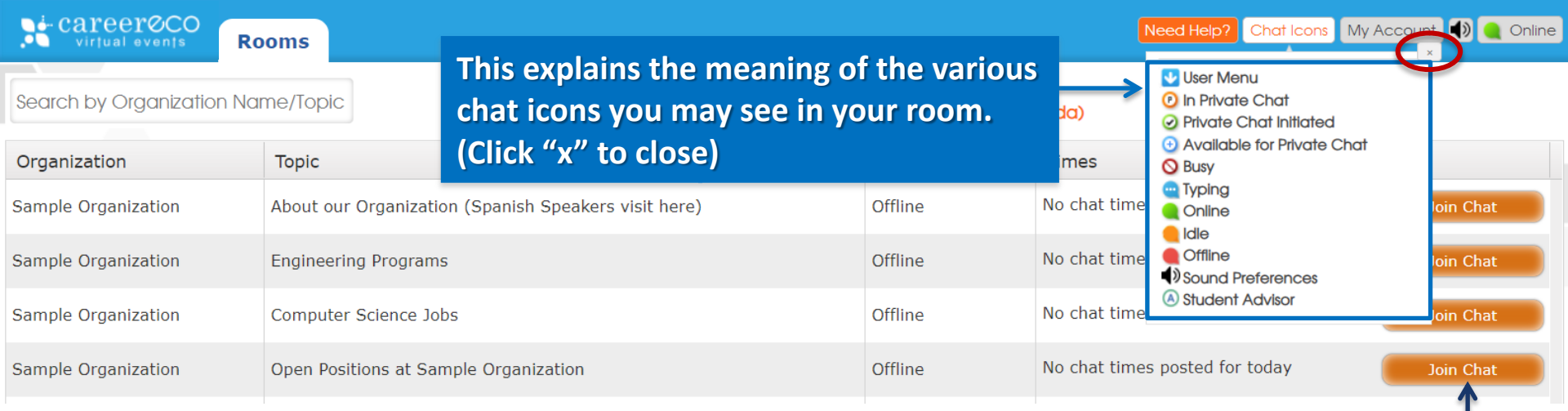

This explains the meaning of the various chat icons you may see in your room. (Click "x" to close)

Join your chat session

Top Right Corner of the Chat room

Click the 🔊 icon to manage your sound settings. You may choose to mute all sounds, or vary the way that the chat room alerts you to chat room activity.

Use the "Need Help" button to contact CareerEco with any technical questions.

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careereco virtual events | Rooms | Sample Org. ×

To get back to Dashboard, click "My Account"

My Account | Online

Topic : Open Positions at Sample Organization

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room ×

careereco virtual events

the new career ecosystem

Profile | Files

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just entered the room

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden Candidate

To add a picture:
Go to Event Dashboard, click "Edit Profile" beside your name and then the "Upload Personal Photo" button.

Choose from Settings dropdown menu to:

<u>Update Chat Room:</u> Change chat room topic, welcome message and/or chat times.

<u>Manage Stored Responses:</u> Add/change stored messages for yourself and other organization reps.

<u>Edit Profile:</u> Change the organization's profile.
(only available to Admin Users)

<u>End Session & Close Room:</u> This will close your room and expel *all* users from your room.
(only close room at the end of your sessions)

Hello all, and welcome to our chat session!

SEND | STORED MESSAGES

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careereco virtual events | Rooms | Sample Org. | Need Help? | Chat Icons | My Account | Online

Topic : Open Positions at Sample Organization | Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

nization: Sample Organization Topic: Open Positions at Sample Organization

me to our chat session to learn about the employment options with our organization.
preciate your interest & look forward to answering your questions today.

Candidate just entered the room

Candidate just entered the room

Add documents to "Files" that candidates can download from here.

(only Admin Users have permission to add files)

Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden Candidate

All Organization Reps listed here

All Candidates listed here

Default Sound Settings:
You receive a sound alert *(knocking sound)* when Users enter your room.
Click icon to change Sounds.

<u>Main Chat Room</u>:
Messages typed here are visible to the entire Chat room and remain in your room history for others to review.

Click "Stored Messages" to access and send your frequently used responses.

Hello all, and welcome to our chat session!

SEND | STORED MESSAGES

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Topic : Open Positions at Sample Organization

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

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Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Available
Busy

Jane Candidate

Aiden Candidate

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just

"Download Chat Transcript" of all Chats. Includes all Users' typed responses, both Main Room and Private Chats.

* **Transcripts are only available to organization reps.**

Click the Arrow and choose from the drop-down menu to indicate "Available" for Private Chats or "Busy" to indicate unavailable for Private Chats.

Note: Multi-media broadcasts or presentations are not recorded.

Hello all, and welcome to our chat session!

SEND | STORED MESSAGES

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Topic : Open Positions at Sample Organization

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just entered the room

Bob Smith Hello all, and welcome to our chat session! 5:37 PM

ob! I am excited to learn more about your organization. 5:38 PM

's comment - it is great to be here today! 5:38 PM

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Click information card icon to view snapshot of the candidate's details and Resume/CV.

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden

Invite to Private Chat

View Participant Profile

Add To Favorites

Remove From Chat Room

Ban From Chat Room

Click Arrow for drop-down menu.

- Start a Private Chat
- Access the *complete* Profile of this Candidate.

Click "Add to Favorites" to highlight candidates you may want to follow-up with after the event. Candidate is not made aware once Favorited.

Type message to main room | SEND | STORED MESSAGES

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Topic : Open Positions at Sample Organization

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Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Aiden Candidate

Jane Candidate

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just entered the room

Bob Smith	Hello all, and welcome to our chat session!	5:37 PM
Jane Candidate	Thank you, Bob! I am excited to learn more about your organization.	5:38 PM
Aiden Candidate	I second Jane's comment - it is great to be here today!	5:38 PM

Type message to main room | SEND | STORED MESSAGES

Private Chat Room Aiden Candidate | Start Private Video | Maximize View | Take Note | End Chat

7/15/2019

Bob Smith	Hello Aiden. Thank you for joining us! What is your major, and when do you graduate?	5:42 PM
Aiden Candidate	I am currently pursuing a degree in Economics and will be graduating in May 2020.	5:42 PM

Type messages here to send a greeting to the candidate you have invited to a private chat. | SEND | STORED MESSAGES

After starting a Private Chat, a new chat window opens below *(Enter and send private text in this area).*

You may want to add additional notes which will be available on the candidate's record and in the Reports section.

"P" icon indicates you are in a Private Chat with User. "Checkmark" icon indicates an Organization Rep on your team has conducted a Private Chat with User.

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Topic : Open Positions at Sample Organization

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Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Aiden Candidate

Jane Candidate

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just entered the room

Bob Smith	Hello all, and welcome to our chat session!	5:37 PM
Jane Candidate	Thank you, Bob! I am excited to learn more about your organization.	5:38 PM
Aiden Candidate	I second Jane's comment - it is great to be here today!	5:38 PM

Click Candidate name to toggle between multiple Private Chats.

OPTIONAL: Click "Maximize View" to see only your Private Chat on the screen. "Minimize View" to see Main Chat room responses simultaneously *(split screen)*.

Private Chat
You have received a private message. Click the user's name to join the conversation!

to main room | SEND | STORED MESSAGES

Private Chat Room Aiden Candidate | Start Private Video | Maximize View | Take Note | End Chat

7/15/2019

Bob Smith	Hello Aiden. Thank you for joining us! What is your major, and when do you graduate?	5:42 PM
Aiden Candidate	I am currently pursuing a degree in Economics and will be graduating in May 2020.	5:42 PM

You will receive alerts indicating a Private Chat request and the number of missed messages *(in the blue circle)*. Click User's name to Private Chat.

Default Sound Settings:
you receive a sound alert *(bell sound)* when a User requests a Private Chat.

Type private message to Aiden Candidate | SEND | STORED MESSAGES

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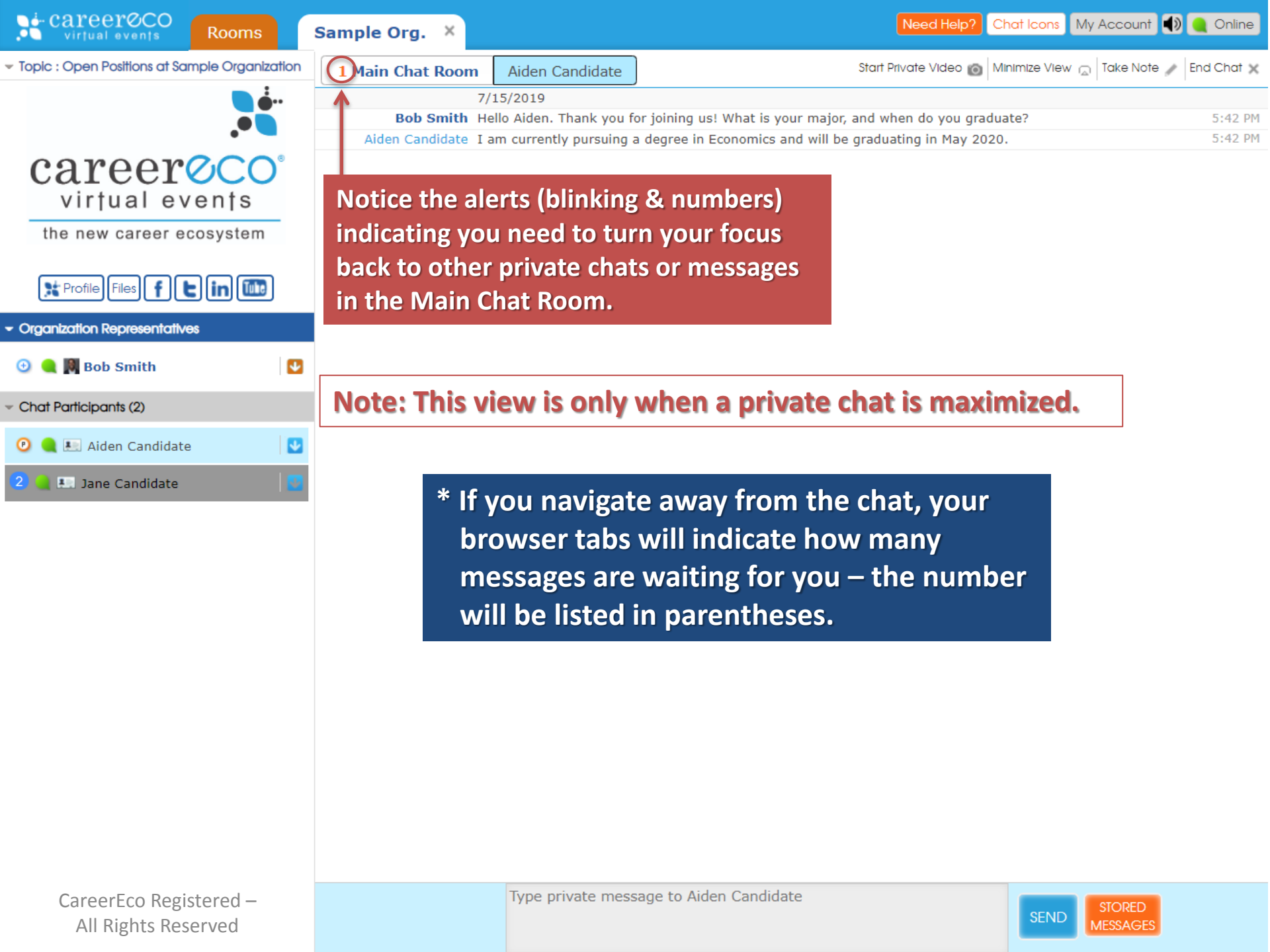

Notice the alerts (blinking & numbers) indicating you need to turn your focus back to other private chats or messages in the Main Chat Room.

Note: This view is only when a private chat is maximized.

*** If you navigate away from the chat, your browser tabs will indicate how many messages are waiting for you – the number will be listed in parentheses.**

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Rooms | Sample Org. | Need Help? | Chat Icons | My Account | Online

Topic : Open Positions at Sample Organization

Main Chat Room

Broadcast Media | Download Chat Transcript | Settings | Exit Room

Multi-media Features you may use:

The following pages provide an explanation of these features.

* These features are not required for chatting.

Broadcast Video/Audio
Broadcast Audio
Share Screen/Audio
Troubleshooting

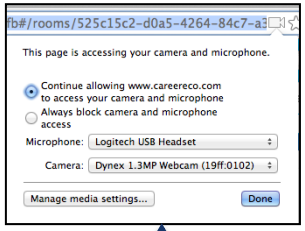
Organization Representatives

Bob Smith

Chat Participants (2)

Aiden Candidate

Jane Candidate



Note: You may need to change microphone/camera settings. Click the icon in your URL bar to adjust (this varies by browser).

Essential Technology Requirements for using Audio/Video/Screensharing

ALL USERS MUST **– (including Candidates)**

- Login using a desktop or laptop
- Use an updated version of Chrome, Firefox or Edge

Type message to main room

Private Chat Room Aiden Candidate

7/15/2019

Bob Smith: Hello Aiden. Thank you for joining us! What is your major, and when do you graduate? 5:42 PM

Aiden Candidate: I am currently pursuing a degree in Economics and will be graduating in May 2020. 5:42 PM

Type private message to Aiden Candidate

SEND | STORED MESSAGES

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Rooms | Sample Org. | Need Help? | Chat Icons | My Account | Online

Topic : Open Positions at Sample Organization

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Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden Candidate

Main Chat Room

Broadcast Media | Download Chat Transcript | Settings | Exit Room

Broadcast Video/Audio

Broadcast Audio

Share Screen/Audio

Troubleshooting

Organization: Sample Orga… Sample Organization

Welcome to our chat session… ons with our organization.
We appreciate your interest… estions today.

Jane Candidate just entered

Aiden Candidate just entere…

Bob Smith Hello all, and welcome to our chat session! 5:37 PM

Bob Smith

Select "Broadcast Video/Audio" to allow all visitors to see and hear you in the chat room.

IMPORTANT: You must click "End Broadcast" when finished!

* Test in advance of your chat sessions!

3 Organization Reps may be on camera in separate windows at the same time.

Type message to main room

SEND | STORED MESSAGES

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Topic : Open Positions at Sample Organization

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Profile | Files

Organization Representatives

Bob Smith

You are sharing your audio

Chat Participants (2)

Jane Candidate

Aiden Candidate

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

Broadcast Video/Audio
Broadcast Audio
Share Screen/Audio
Troubleshooting

Organization: Sample Organ ... t Sample Organization

Welcome to our chat session t ... ons with our organization.
We appreciate your interest & ... estions today.

Jane Candidate just entered t...

Aiden Candidate just entered t...

Bob Smith Hello all, and welcome to our chat session! 5:37 PM

Jane Candidate Thank you, Bob! I am excited to learn more about your organization. 5:38 PM

Aiden Candidate I second Jane's comment - it is great to be here today! 5:38 PM

Type message to main room | SEND | STORED MESSAGES

Animated green bubble will show your audio levels broadcasting to the room.

Red message confirms you can be heard by the entire chat room.

Select "Broadcast Audio" to allow all visitors to hear you in the chat room.

IMPORTANT: You must click "End Broadcast" when finished!

*** Test in advance of your chat sessions!**

3 Organization Reps may broadcast audio or video at the same time.

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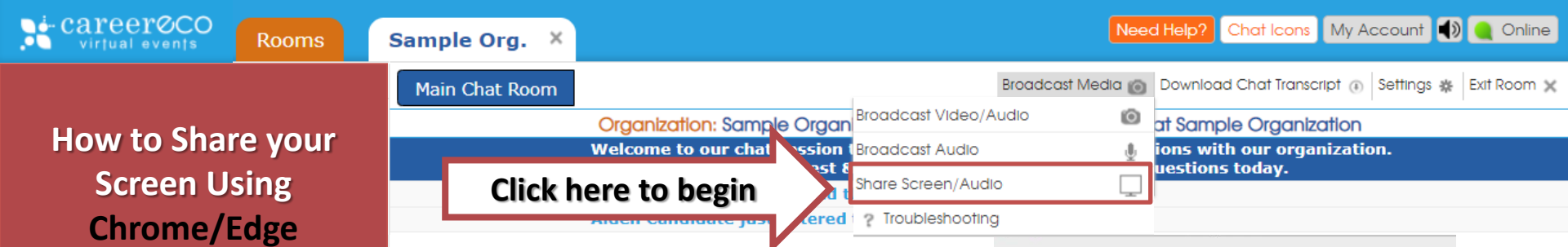
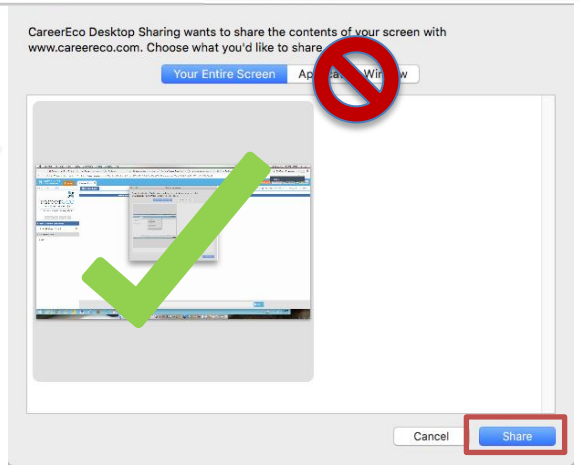
How to Share your Screen Using Chrome/Edge

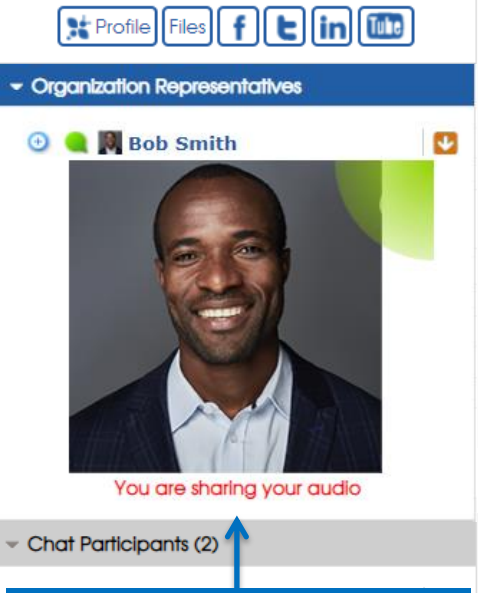


Click here to begin

You MUST select "Entire Screen" or your presentation will NOT be viewable to others.

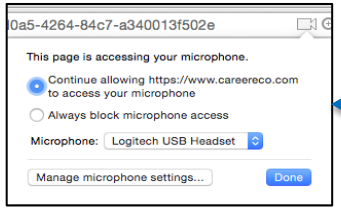
* Be sure to select the monitor your presentation will be displayed on.





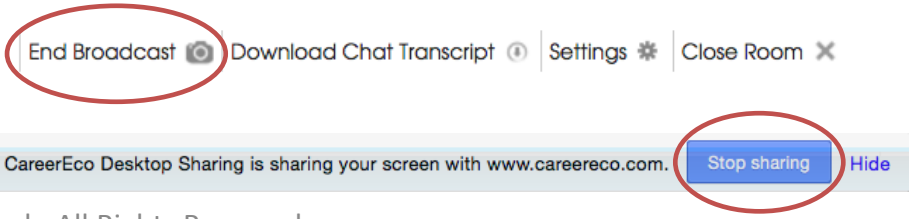
BE VERY AWARE:

Red message confirms you can be heard by the entire chat room.



It may be required to click the camera icon to the right of the URL bar, to select your microphone. Be sure to click "Done" or "Allow".

*** To end your broadcast, click "End Broadcast" in the top menu bar, or click "Stop Sharing" at the bottom of your screen.**



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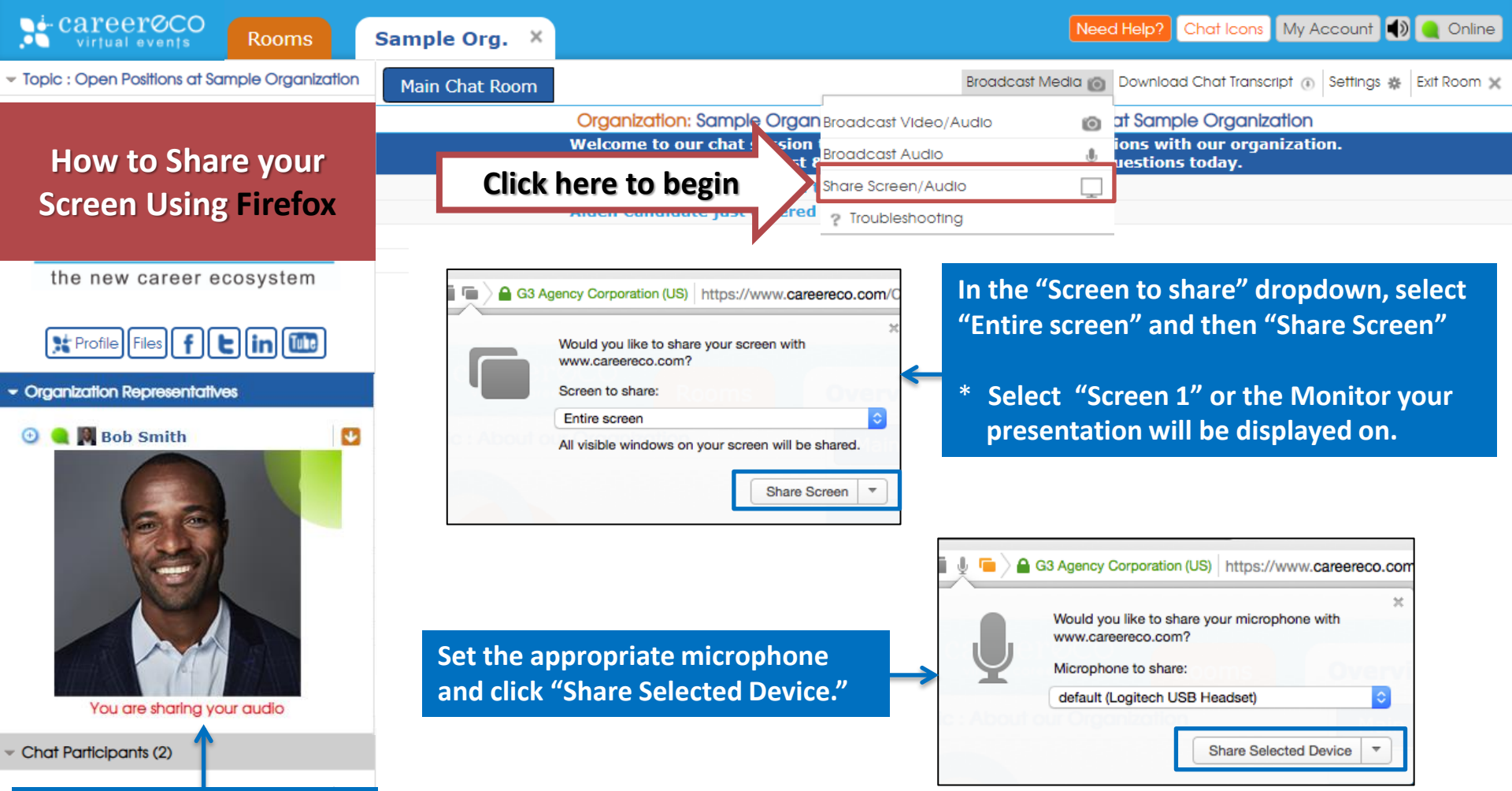
How to Share your Screen Using Firefox



Click here to begin

In the "Screen to share" dropdown, select "Entire screen" and then "Share Screen"

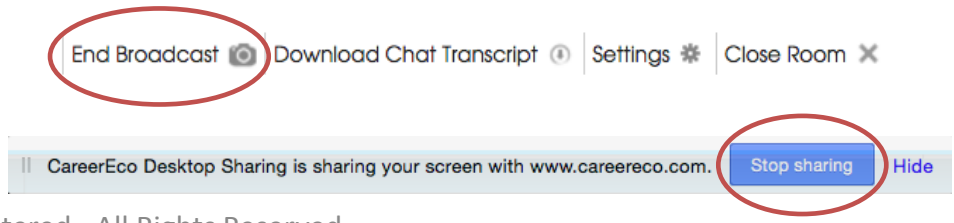
* Select "Screen 1" or the Monitor your presentation will be displayed on.

Set the appropriate microphone and click "Share Selected Device."

BE VERY AWARE:

Red message confirms you can be heard by the entire chat room.

* To end your broadcast, click "End Broadcast" in the top menu bar, or click "Stop Sharing" at the bottom of your screen.



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careereco virtual events | Rooms | Sample Org. | Need Help? | Chat Icons | My Account | Online

Topic : Open Positions at Sample Organization

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the new career ecosystem

Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden Candidate

Main Chat Room | Broadcast Media | Download Chat Transcript | Settings | Exit Room

Organization: Sample Organization Topic: Open Positions at Sample Organization

Welcome to our chat session to learn about the employment options with our organization.
We appreciate your interest & look forward to answering your questions today.

Jane Candidate just entered the room

Aiden Candidate just entered the room

Bob Smith	Hello all, and welcome to our chat session!	5:37 PM
Jane Candidate	Thank you, Bob! I am excited to learn more about your organization.	5:38 PM
Aiden Candidate	I second Jane's comment - it is great to be here today!	5:38 PM

How to start a private Video or Audio Meeting with a Candidate

Type message to main room | SEND | STORED MESSAGES

Private Chat Room Jane Candidate | Chat with Video | Chat with Audio Only | Maximize View | Take Note | End Chat

7/15/2019

Jane Candidate Hello Bob! 5:59 PM

I would like

Request a private video chat or audio only chat with a User.

Important: You and the other User must click "allow" when prompted for the system to use your camera and microphone.

Type private message to Jane Candidate | SEND | STORED MESSAGES

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Rooms | Sample Org. | Need Help? | Chat Icons | My Account | Online

Topic : Open Positions at Sample Organization

Main Chat Room

Need Help during the event?

Call 770.980.0088
help@careereco.com
View Tutorial
Audio/Video Help

Chat Transcript | Settings | Exit Room

careereco virtual events
the new career ecosystem

Profile | Files

Organization Representatives

Bob Smith

Chat Participants (2)

Jane Candidate

Aiden Candidate

Jane Candidate just entered the room

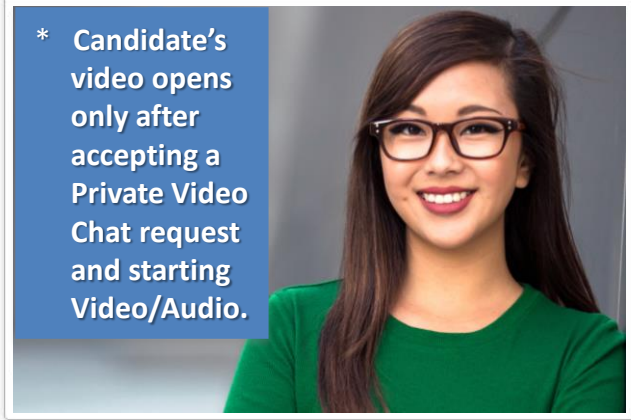
Aiden Candidate just entered the room

Bob Smith Hello all, and welcome to our chat session! 5:37 PM

Bob Smith

* You may resize and move windows which doesn't change candidate's view.

Jane Candidate



* Candidate's video opens only after accepting a Private Video Chat request and starting Video/Audio.

Note: 1:1 Video/Audio chat will *terminate* immediately if you switch tabs or rooms.

SEND | STORED MESSAGES

Private Chat Room Jo | End Video/Audio | Maximize View | Close

7/15/2019

Jane Candidate Hello Bob! 5:59 PM

I would like to discuss the opportunities that you have for MBA graduates. 6:02 PM

IMPORTANT: You must click "End Video/Audio" when finished!

Type private message to Jane Candidate

SEND | STORED MESSAGES

How to Video/Audio Chat One-to-One

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QUESTIONS:

770.980.0088
Events@CareerEco.com

Thank you for taking the time to review the tutorial!

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