

**Job Seeker Guide**  
for  
**Virtual Career Fair**  
for College Students and Recent Graduates with Disabilities  
Tuesday, February 23, 2021  
1:30-3:30 PM

Career Fair HUB:

<https://workwithoutlimits.org/career-fair-for-college-students-and-graduates-with-disabilities/career-fair-hub-winter-2021/>

For Help during the Career Fair:  
[Visit the Career Fair Support Center](#)

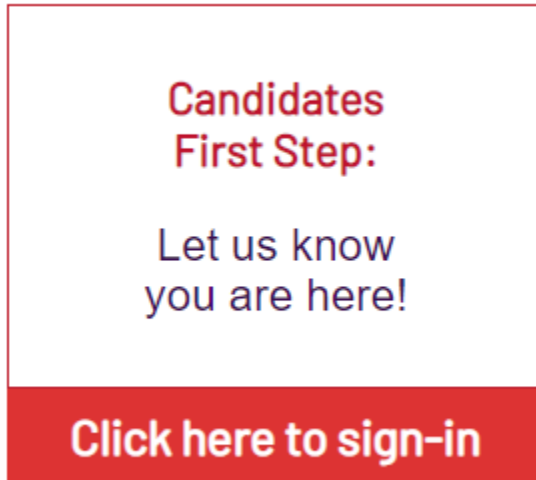
Or contact Nicole Henry at [Nicole.Henry@umassmed.edu](mailto:Nicole.Henry@umassmed.edu)

### Virtual Meeting Best Practices:

To foster the best experience possible for you, we highly recommend you follow these three best practices:

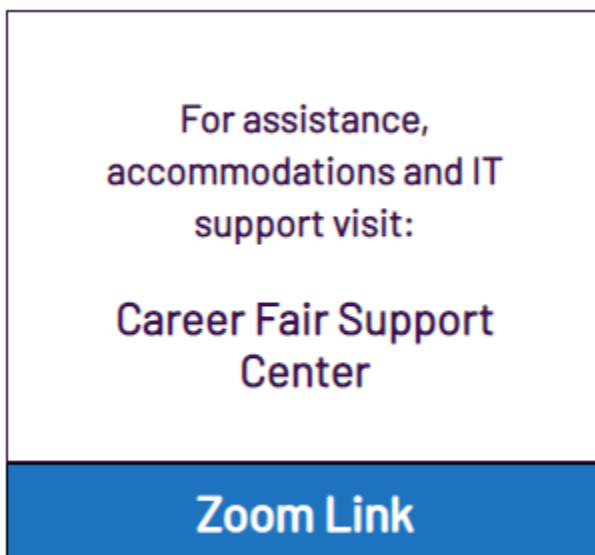
1. Close all programs on your computer that you aren't using or don't need during the time of the Career Fair
2. Connect via ethernet cable versus WiFi
3. Use audio via phone rather than computer

Click the HUB link: [Click the link to the Career Fair HUB](#). On the HUB, please first click the 'Click here to sign-in' link at the top of the page.



**For those that need ASL/CART start at Career Fair Support Center:**

After signing in, enter the [Career Fair Support Center](#) located at the top right of the HUB. Please visit the Career Fair Support Center in order to be joined with your CART Reporter or ASL Interpreter.



**For those not needing ASL or CART:** You may continue through the HUB by joining (clicking) the link provided by the company or companies you are interested in visiting.

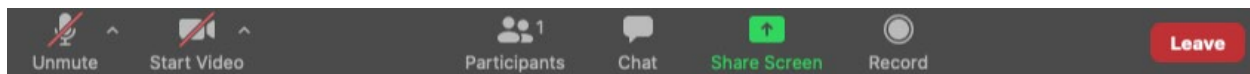
## Joining a Meeting

After joining a meeting, you will be prompted to join the room's audio. Zoom, Teams and Webex all allow audio participation through your computer's internal speakers, a headset, or a phone line.

Once you've joined the meeting you will be able to:

- **See and hear other participants.** Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.
- The **menu bar** at the bottom of the screen. If you do not see the menu bar, move your mouse slightly and the menu will appear. The menu bar may disappear in full screen mode.

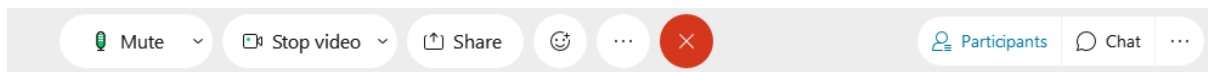
### Zoom Menu Bar (bottom of screen):



### Teams Menu Bar (top of screen):



### Webex Menu Bar (bottom of screen):



From the menu bar you can:

- **Mute/unmute your audio** (To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again.)
- **Stop/start your video** (To stop video, click on the camera icon in the bottom-left corner. To resume, click the microphone icon again.)
- View a list of **participants**
- Send a **chat message**
- Leave the video meeting

## Virtual Meeting Etiquette

1. Make sure you are dressed properly, and your background is neat.

Although you are meeting with employers from home, you should still make sure you are **groomed properly** and **dressed appropriately**. Your **background should be free of distractions** and neat and tidy.

2. Wait to be addressed by recruiter before speaking in each room

**Pay attention to the chat** as recruiters may address you via chat if they are speaking with someone else.

3. Each virtual meeting room will have **waiting rooms** before entering, **please be patient** if you are waiting to be let into a room

4. As there are many candidates registered, time may be limited in the time you have speaking with each recruiter. **Please keep it brief and on topic.**

5. Muting and unmuting your microphone

In each virtual meeting, **make sure your microphone is muted when you are not speaking**. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. Only one person in the meeting can talk at a time.

### **Zoom:**

The mute button is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.

Click the button again to unmute yourself if you want to talk in the meeting.

Zoom indicates who is speaking by highlighting the border of their video with a yellow square.

### **Teams:**

The mute button is in the top right part of the Teams screen. If the microphone has a white line through it, you're muted, and no one in the meeting can hear you.

Click the button again to unmute yourself if you want to talk in the meeting.

### **Webex:**

The mute button is in the bottom left corner of the Webex screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.

Click the button again to unmute yourself if you want to talk in the meeting.

## Chat Feature

The chat feature allows participants to type messages to everyone in the meeting, or just certain participants. This is on the tool bar and looks like a speech bubble in Zoom, Teams and Webex. If there is a message for you in the chat, a notification appears on the Chat button. Click that button to open the chat window. Please pay attention to the chat as recruiters may choose to address you via chat.

## Pinning a Participant's Video

### Pinning a Participant's Video in Zoom

1. Hover your mouse over the participant's video you want to pin and a "..."/>...
2. Click the "..."/>...

### Pinning a Participant's Video in Teams

1. Open the participant list.
2. Hover over the person's name you want to pin and a "..."/>...
3. Click the "..."/>...

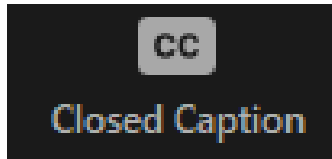
### Pinning a Participant's Video in Webex

1. Click the pin at the top of the screen.
2. Select participant you want to pin.

## Closed Captioning/CART

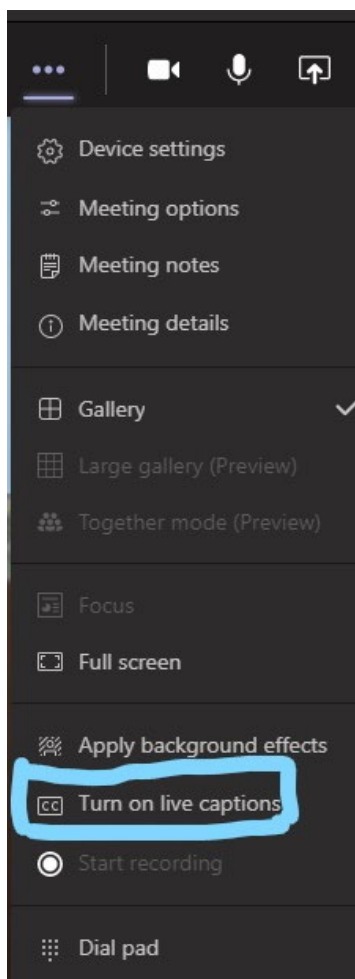
### Zoom:

Once closed caption is activated, you will see the **Closed Caption button** appear on the menu bar. When you hover over the button, an ^ (up) arrow will appear and you can choose 'Show Subtitles'



## Teams:

Teams offers automatic captioning. Locate the tool bar at the top of the screen and click the "...". You can then click "Turn on live captions" in the menu drop down.



**Webex:**

Once closed caption is activated, you will see the **Closed Caption button** appear on the left part of your screen. You can click this button and you will be able to see closed captioning.

