



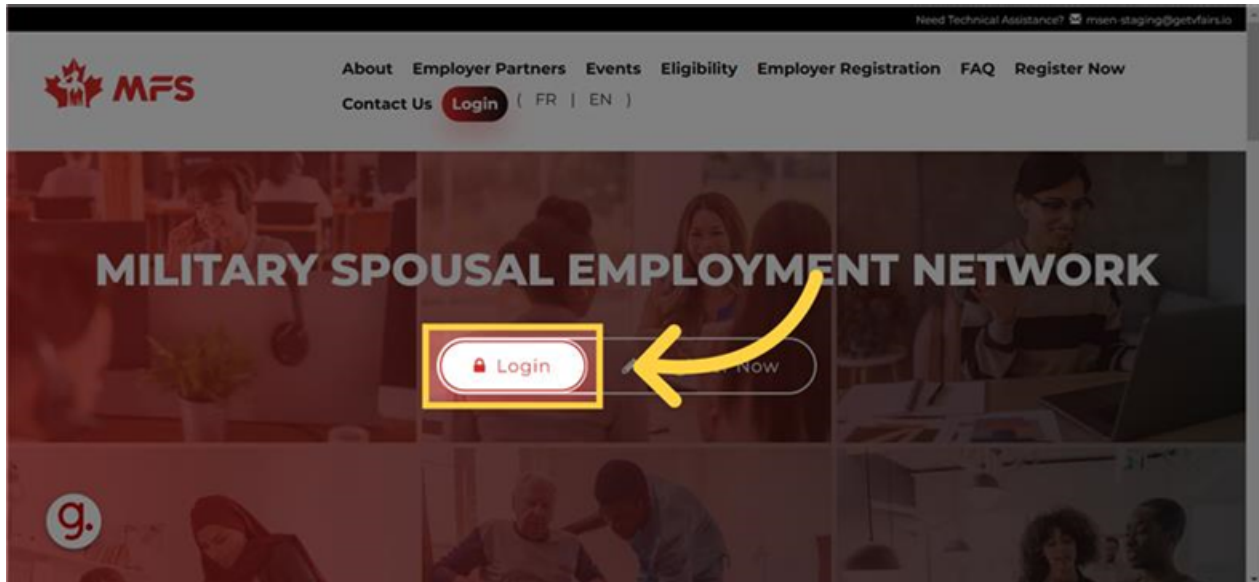
How to get the most out of a MSEN Virtual Career Fair

Thank you for registering for an MSEN Virtual Career Fair. We are excited to support your amazing career journey!

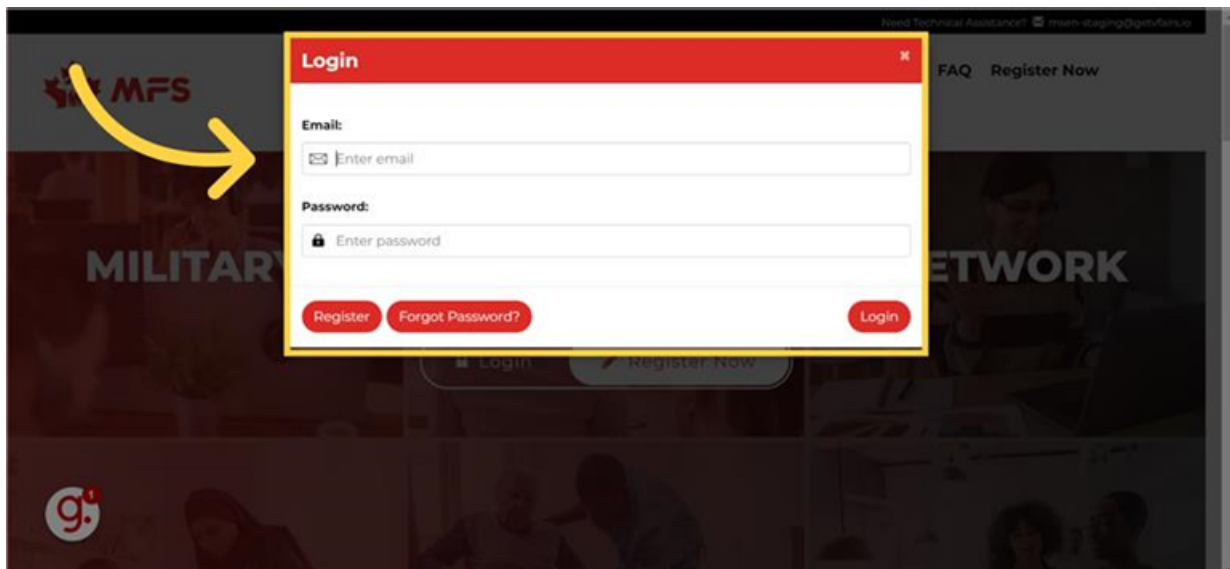
This video will show you how to maximize your MSEN Virtual career fair experience. From logging in, exploring MSEN employers, booking live chats with employer reps and applying for your dream role, this guide will help you navigate the MSEN platform efficiently and ensure you shine to hiring employers!

It is important to note that the MSEN platform works best when using Edge or Chrome as your browser.

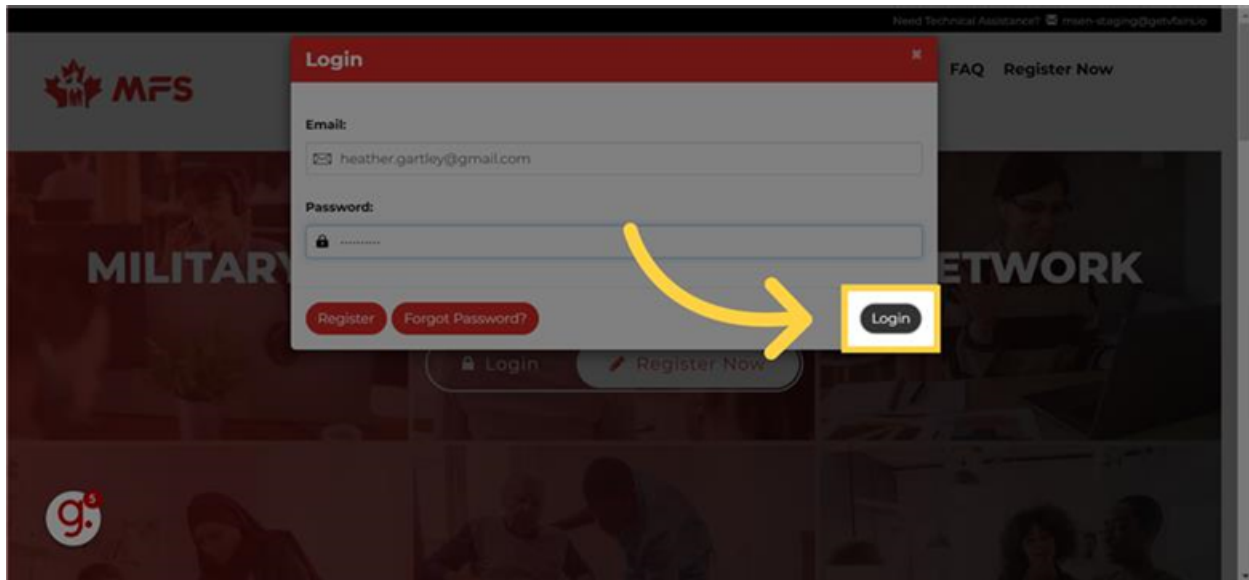
1. Head to the MSEN: On the day of the virtual career fair, begin by navigating to msen.vfairs.com and clicking the “Login” button.



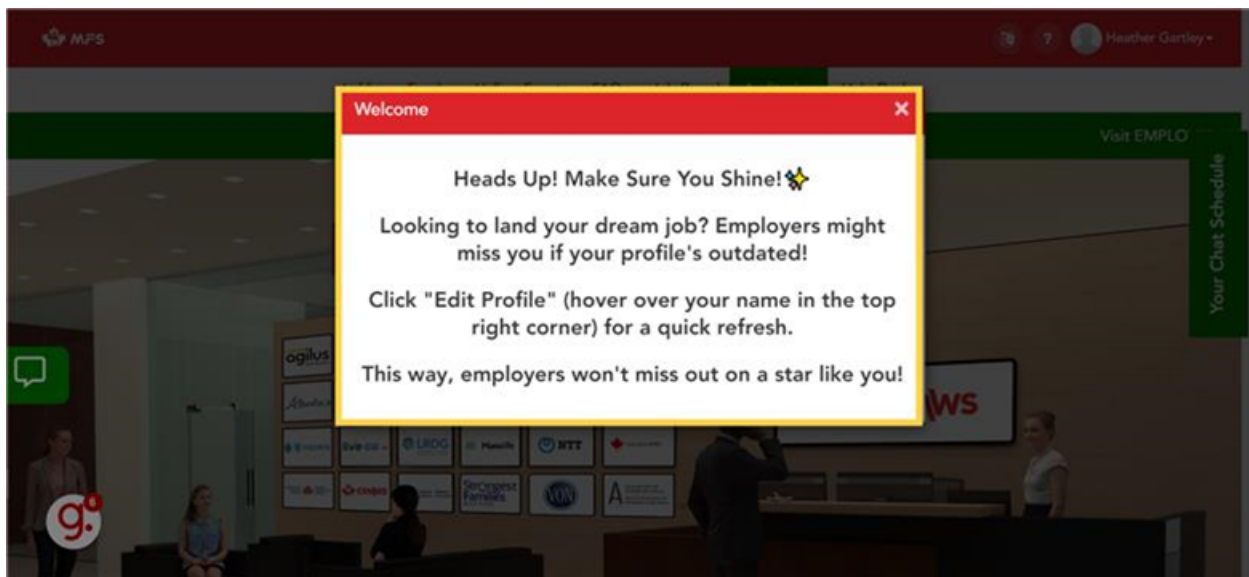
2. Log-in: Enter your email address and your MSEN password in the pop-up window.



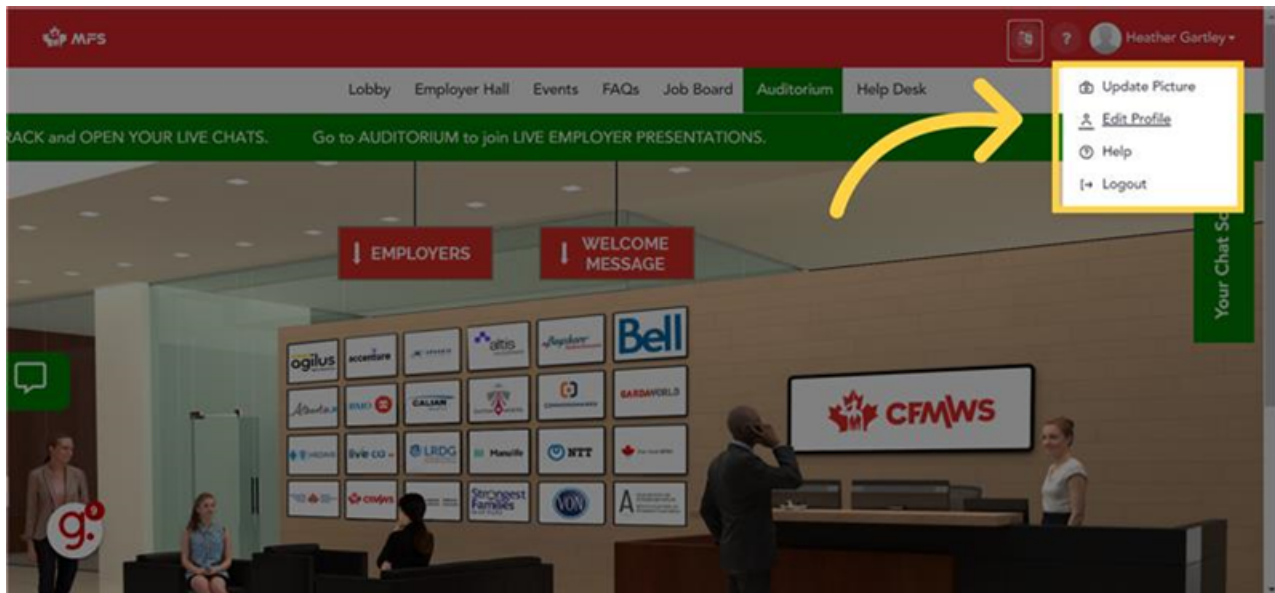
3. Click the "Login" button to enter the MSEN platform and join the virtual career fair.



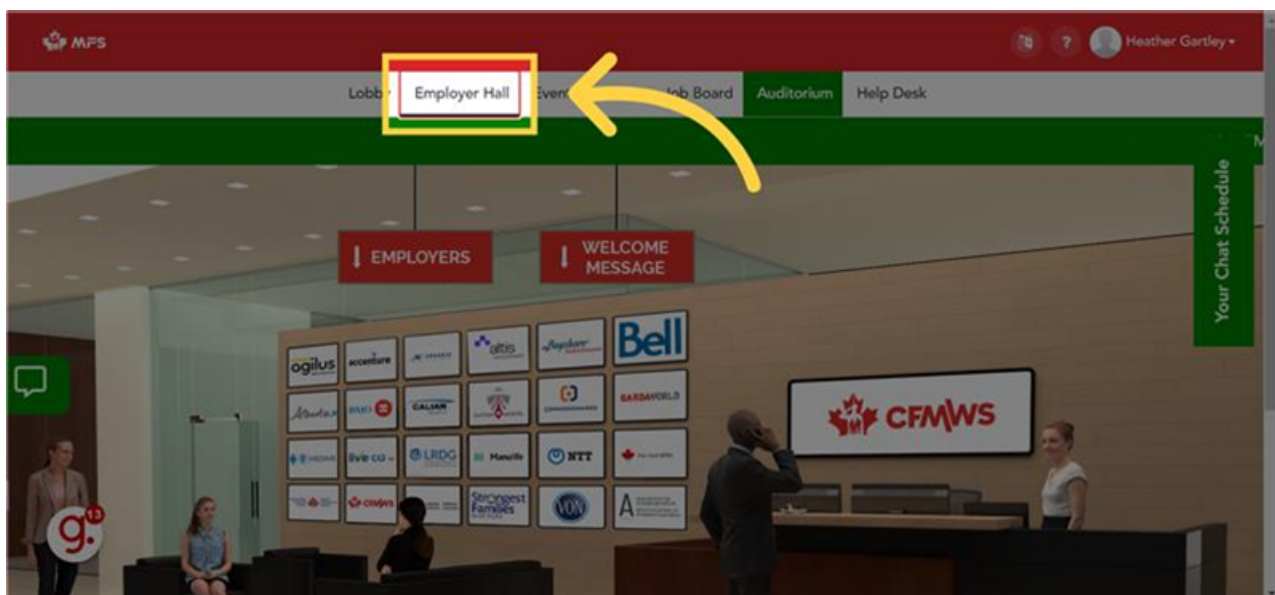
4. **Shine bright!** The first thing you'll want to do when you enter the platform is ensure your profile is up-to-date, this way employers won't miss out on a star like you!



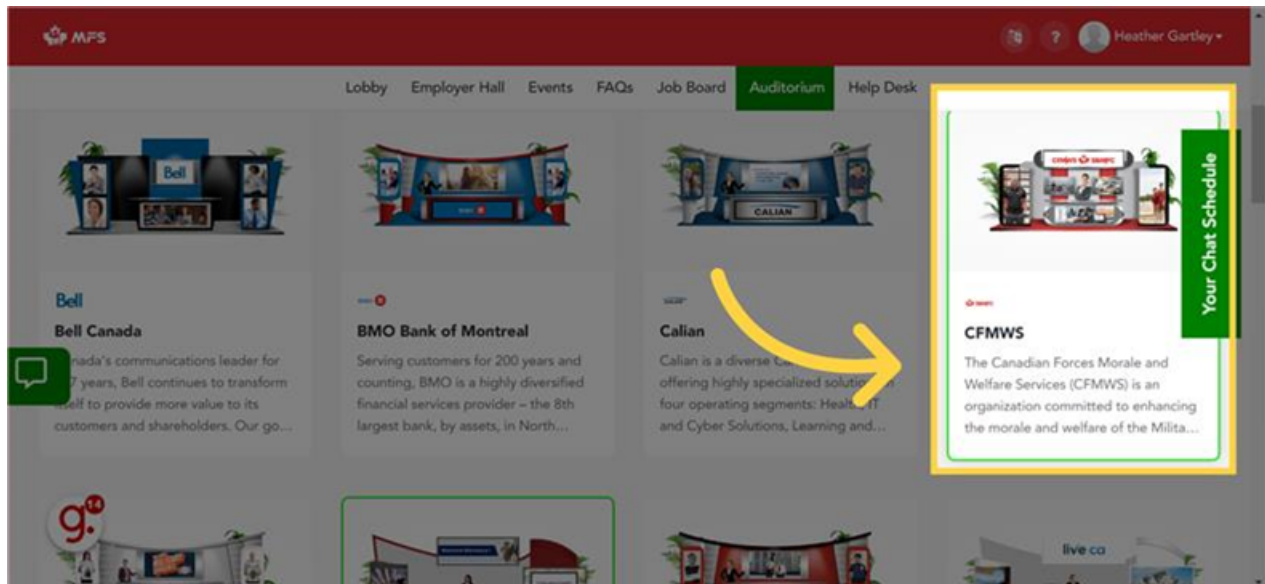
5. Update your profile: To update your profile hover over your name on the upper right and click "Edit Profile." Adding a profile photo will also help ensure you get noticed!



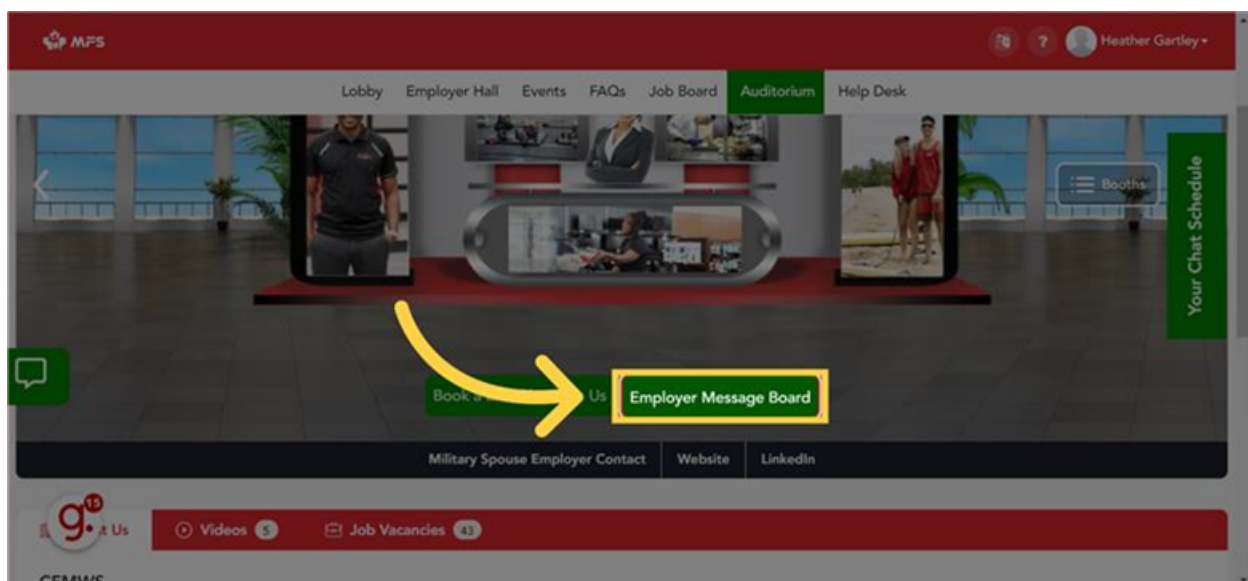
6. Get to know the MSEN Employers: Now you're ready to navigate the MSEN platform and features of the virtual career fair. First, spend a few minutes learning about our different employers and the types of roles they are currently hiring for. This will help you look prepared and informed when you speak with the live reps. Click "Employer Hall" to see all of the employer booths.



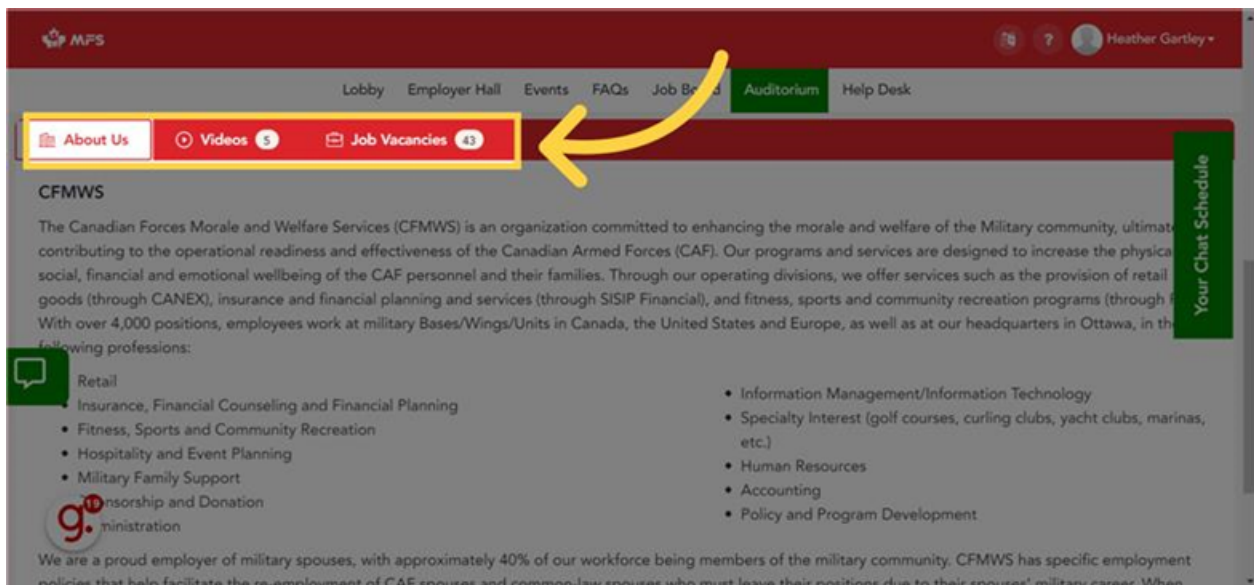
7. Employer Hall: Once you are inside the Employer Hall, click on any of the employer booths you'd like to explore. The employers participating in the virtual career fair will be highlighted in green, these are the employers that have live reps available to chat with you during the fair.



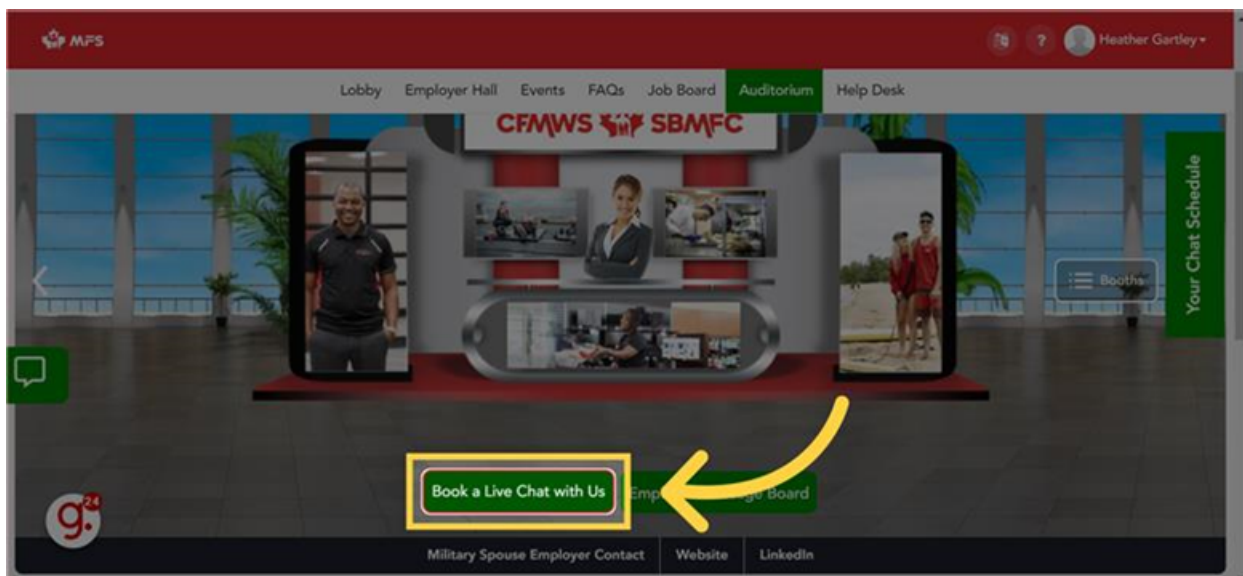
8. Employer Message Boards: Once you are inside an employer booth, Click on “Employer Message Board” to read the welcome message from the employer for the virtual career fair. This is where employers will post answers to commonly asked questions, general information on the types of roles they are currently hiring for, as well as contact information for you to get in touch with them should the rep's calendars happen to fill-up during the virtual career fair.



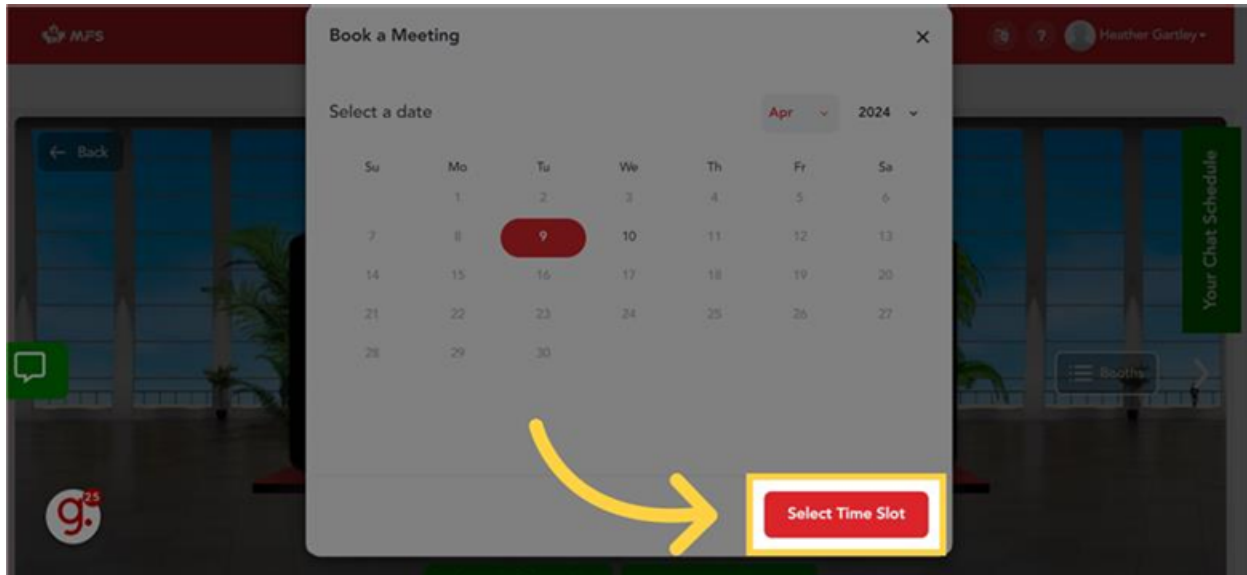
9. Do your research: Then learn more about the employer by visiting the different tabs within their booth such as "About Us", "Documents", "Videos" and "Job Vacancies"



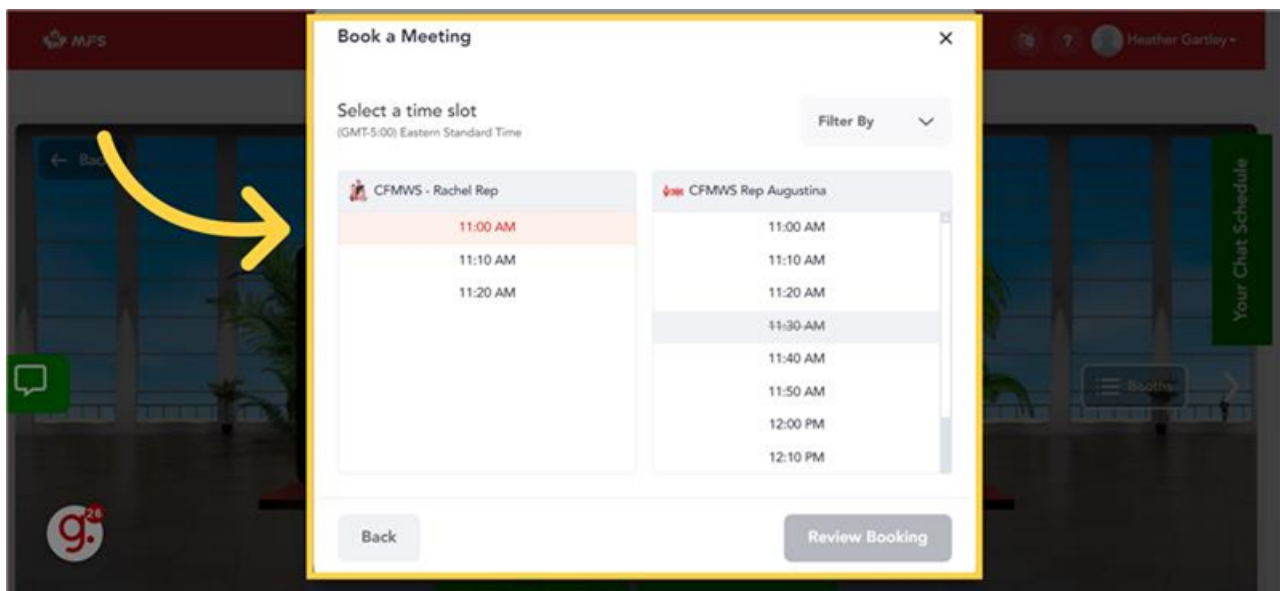
10. Book a live chat: Then if you'd like to chat with a rep from the company, click on "Book a Live Chat" to make your booking.



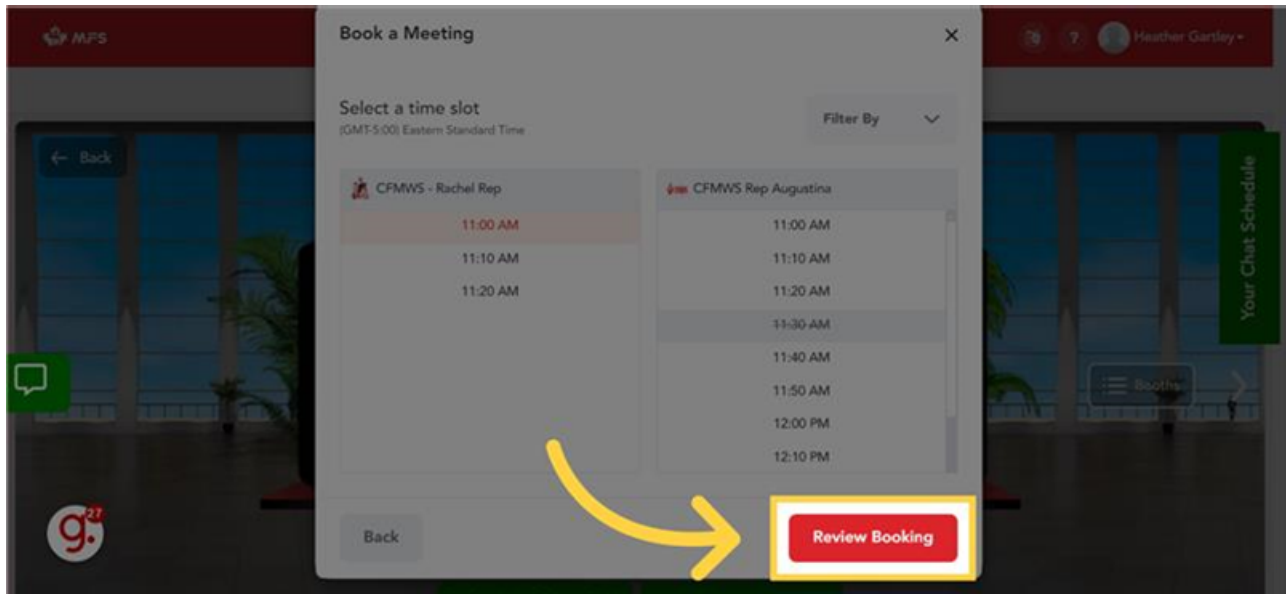
11. Select your day: A window will pop up allowing you to select the day you'd like to make your booking on. Select your preferred day then click "Select Time Slot."



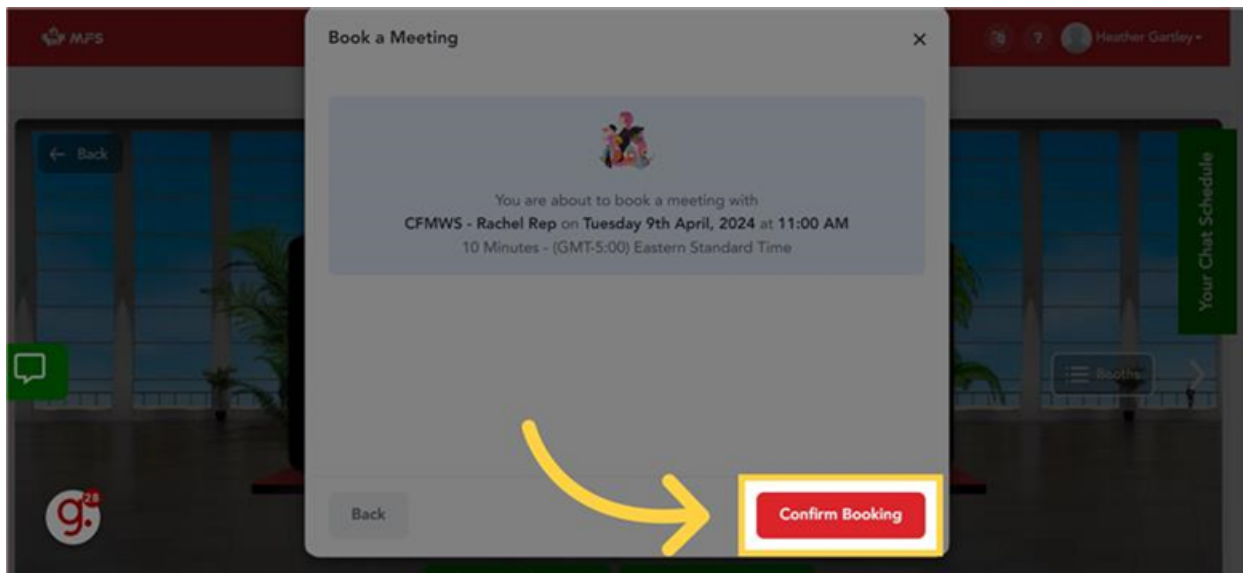
12. Select your time: Then select the rep and time slot that works best for you. It's important to note that the available times shown will be in the Eastern Time Zone. Please keep this in mind when making your bookings!



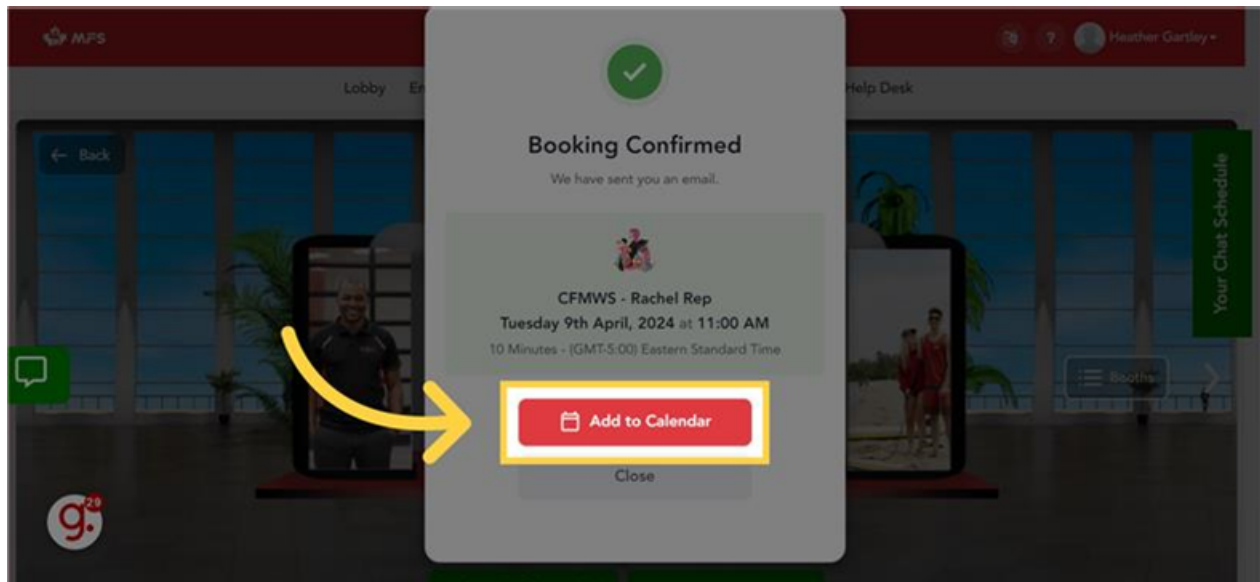
13. Confirm: Confirm your day and time and then click "Review Booking."



14. Review your booking: A new window will appear confirming the details of your booking. If everything looks good, click "Confirm Booking"



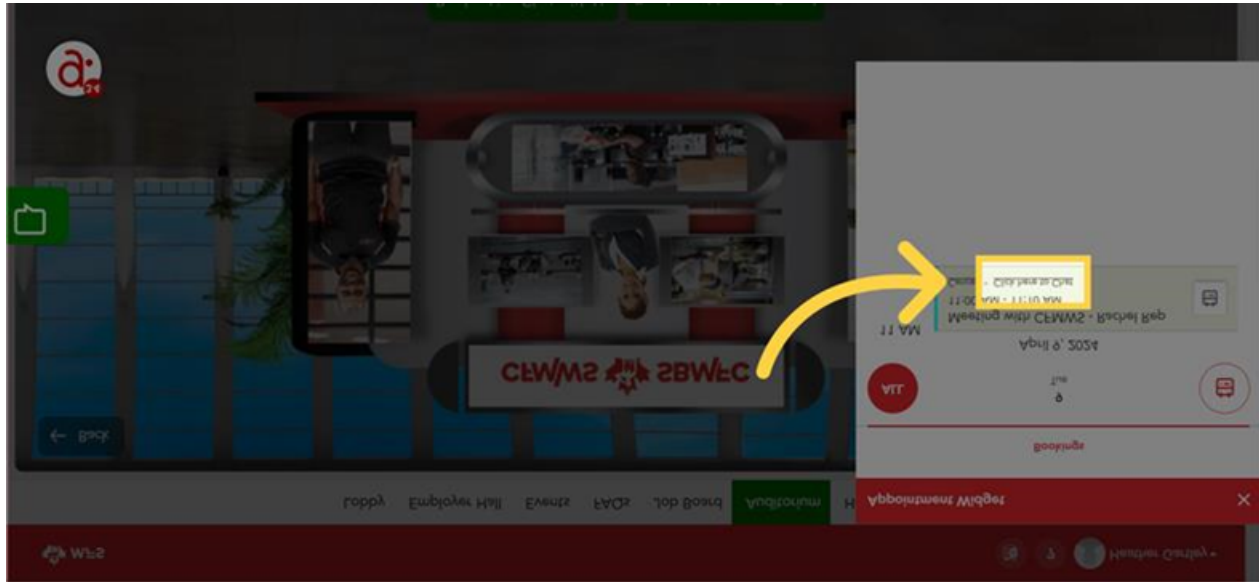
15. Add booking to your personal Calendar: You will receive an email confirmation of your confirmed booking. If you'd like, you can also add the booking to your personal calendar.



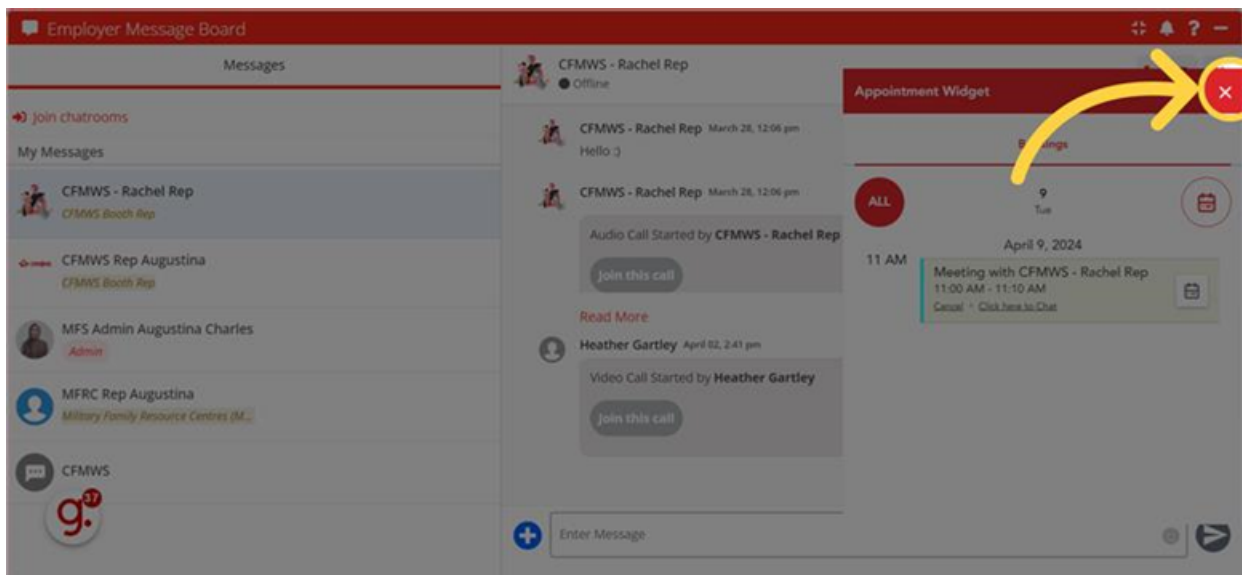
16. View your Chat Bookings: The next step is very important: you must refresh your screen after each booking. Your bookings will only show in your MSEN Booking Schedule when you refresh your screen. Once you have made your desired live chat bookings, click the "Your Chat Schedule" widget, this is the bright green tab on the right of your screen.



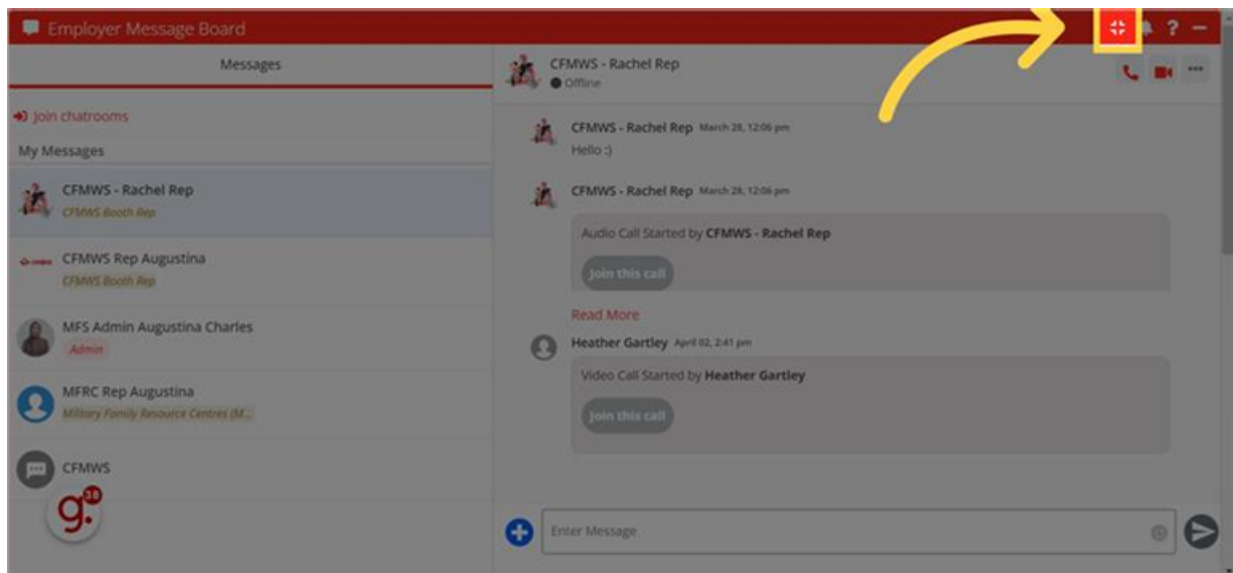
17. Begin a live chat: Inside the Bookings widget you will see all of your live chat bookings listed. The platform will not notify you when it is time for one of your live chats to begin. As such, it is important to watch the clock to ensure you don't miss one of your scheduled bookings. When it is time for your chat, click on "Click here to Chat" to initiate your live chat session.



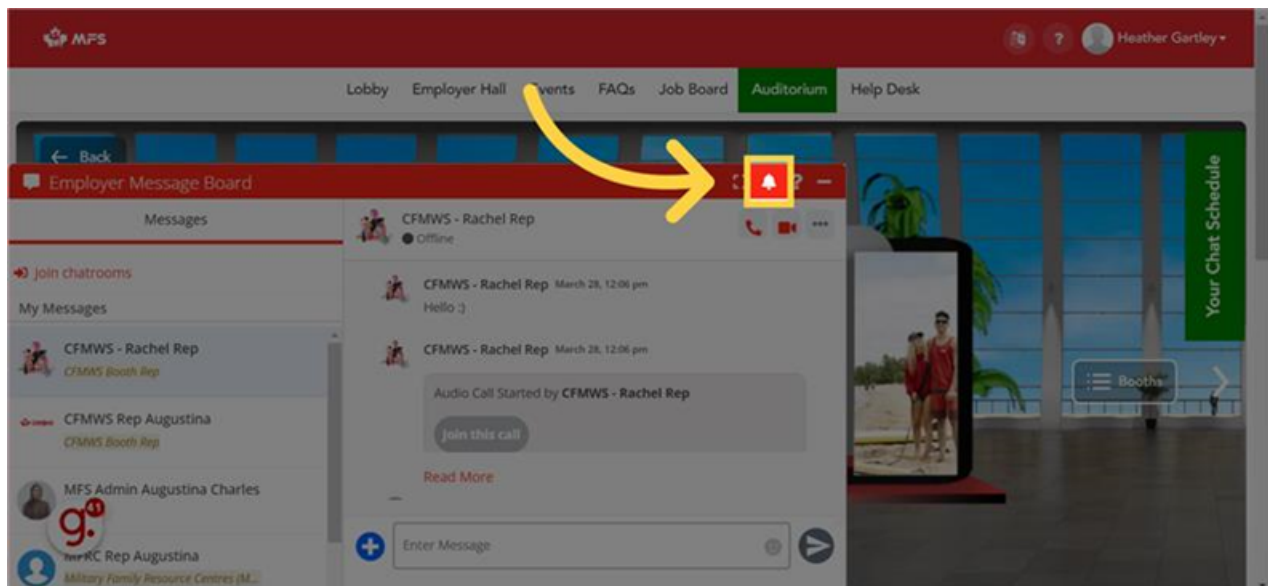
18. Live Chat window: A chat window will open between you and the rep. You may wish to close the "Your Chat Bookings" widget as it can often block part of your live chat window.



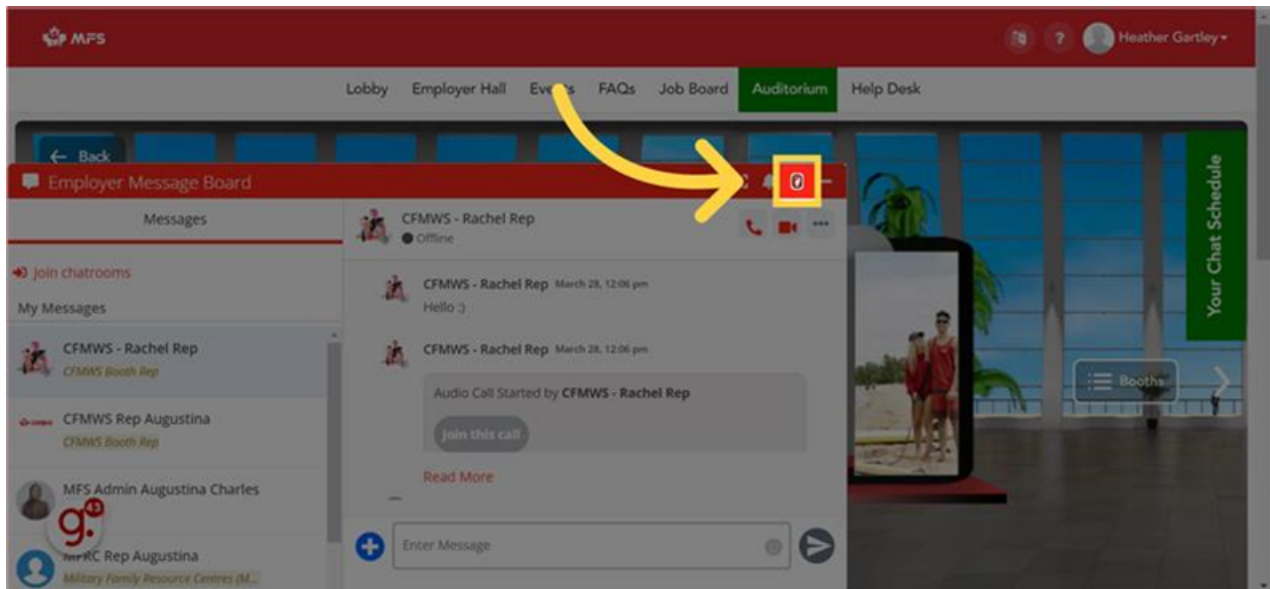
19. Expand or Shrink Chat Window: You can expand or shrink your chat window as desired.



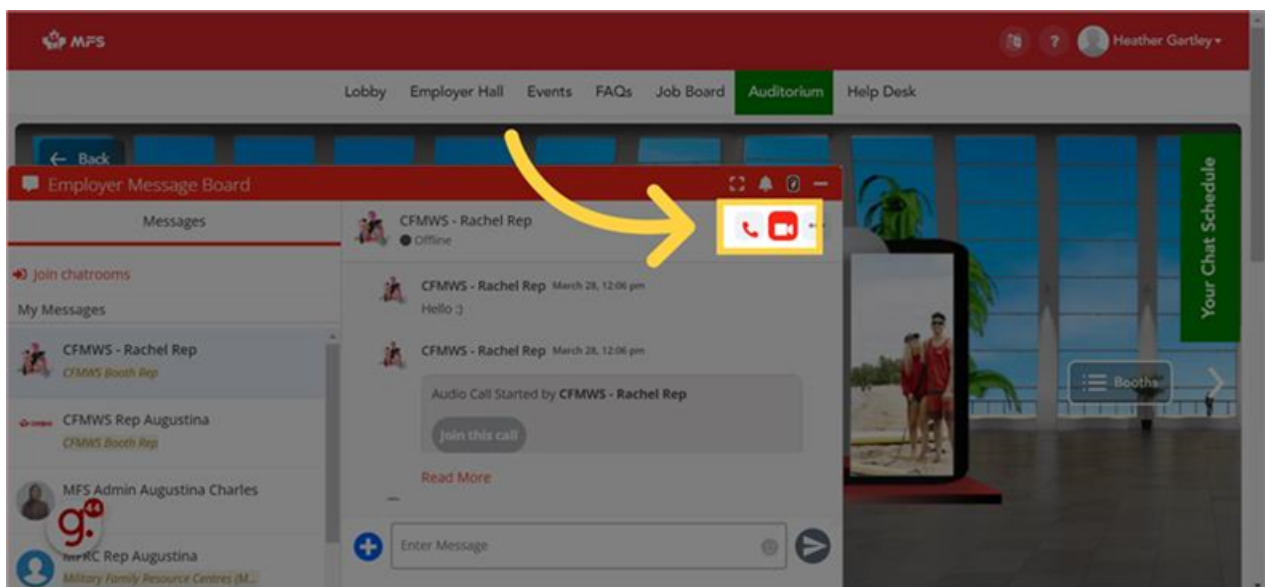
20. Set Notifications: You can also set your preferred notifications.



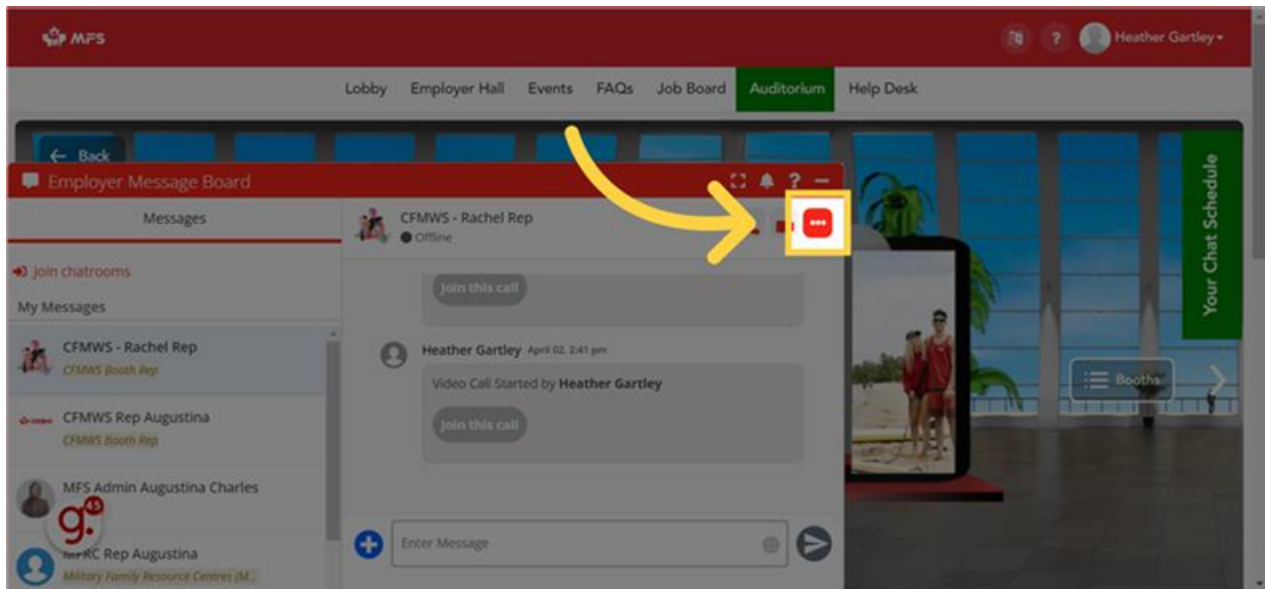
21. Troubleshooting: And if you run into technical issues, you can access the Chat Window Troubleshooting guide.



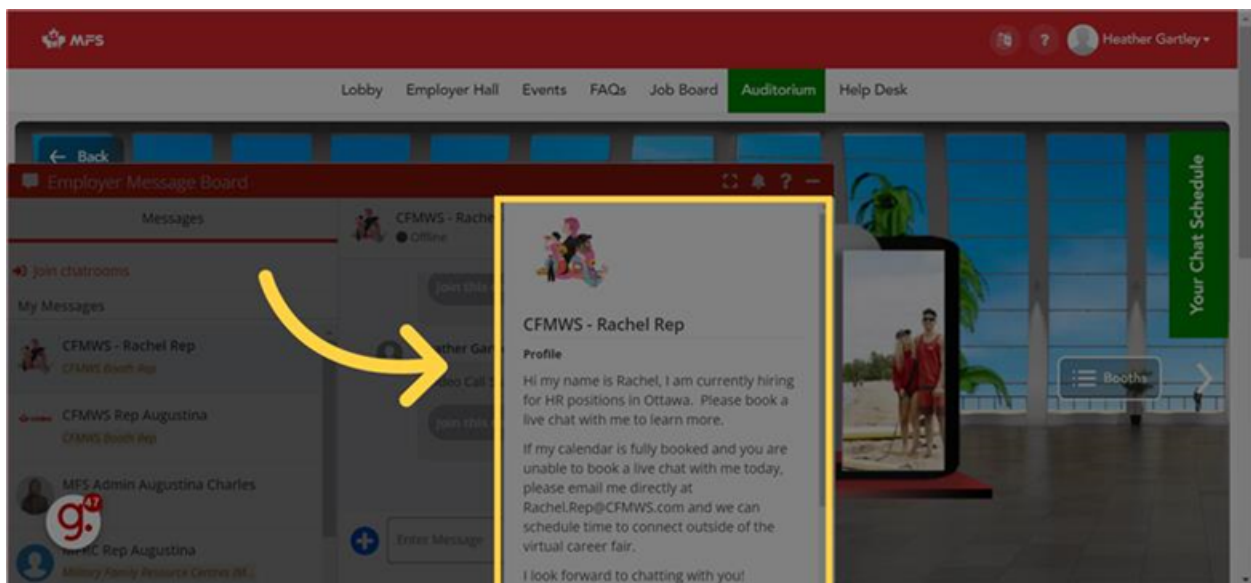
22. Text, Audio or Video: During your live chat you can choose to stick with text messaging or you can move to an audio or video chat. If you plan to do video chats be sure to check the view behind you as the platform does NOT offer the option to blur your background.



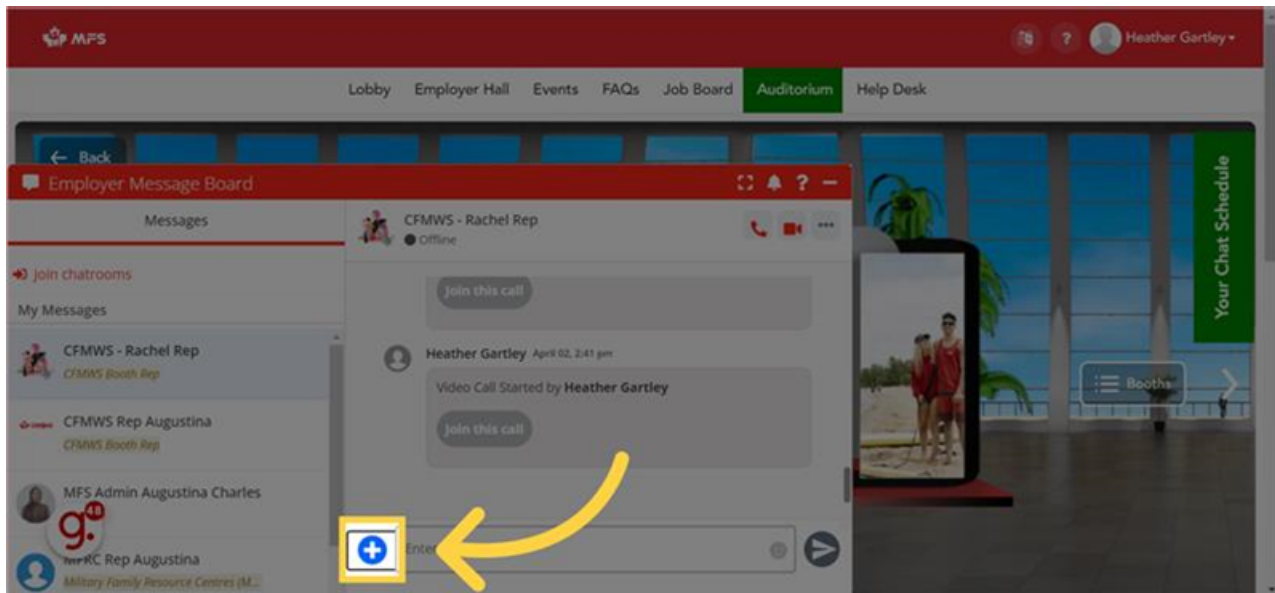
23. Learn more about a rep: You also have the ability to learn more about the rep you are speaking with by selecting "User Profile".



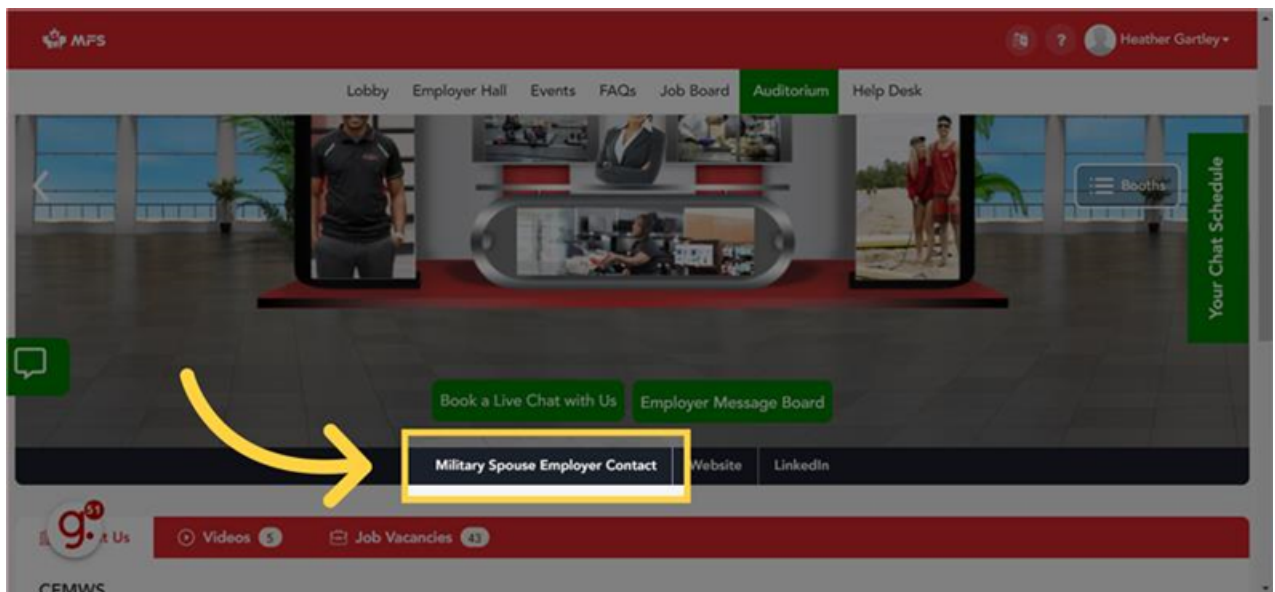
24. Rep Profiles: Reps will often include information about the specific roles or geographic locations they are recruiting for in their profiles.



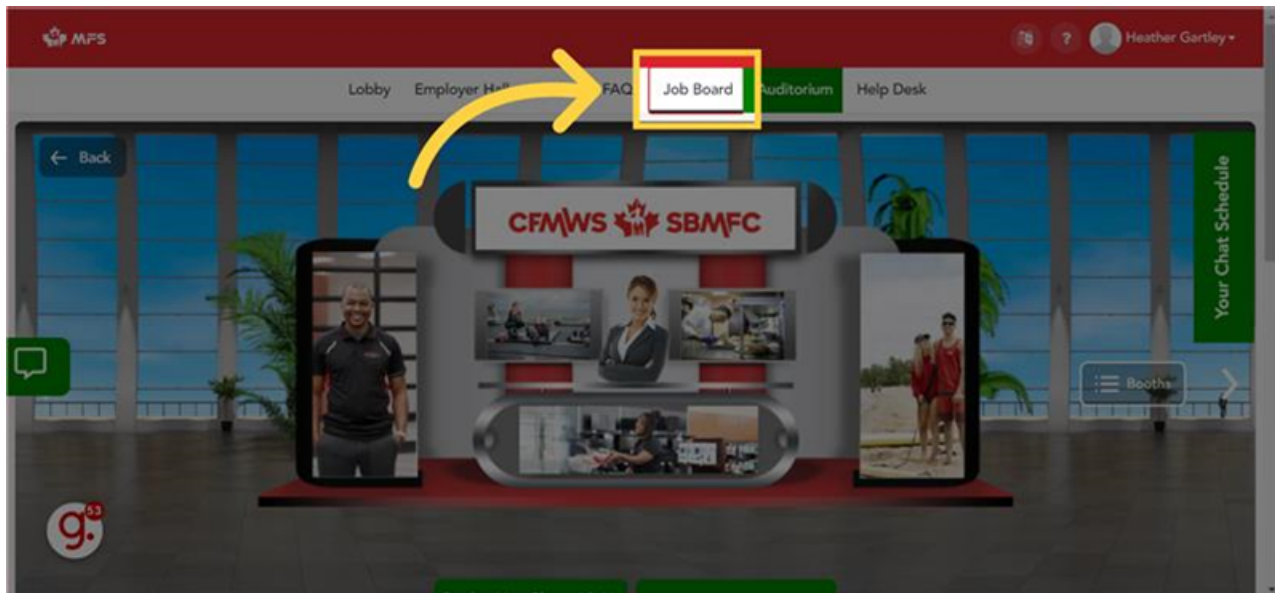
25. Share Documents: You can also share documents directly with the rep through your chat window. You may wish to share an updated CV or a customized cover letter with them.



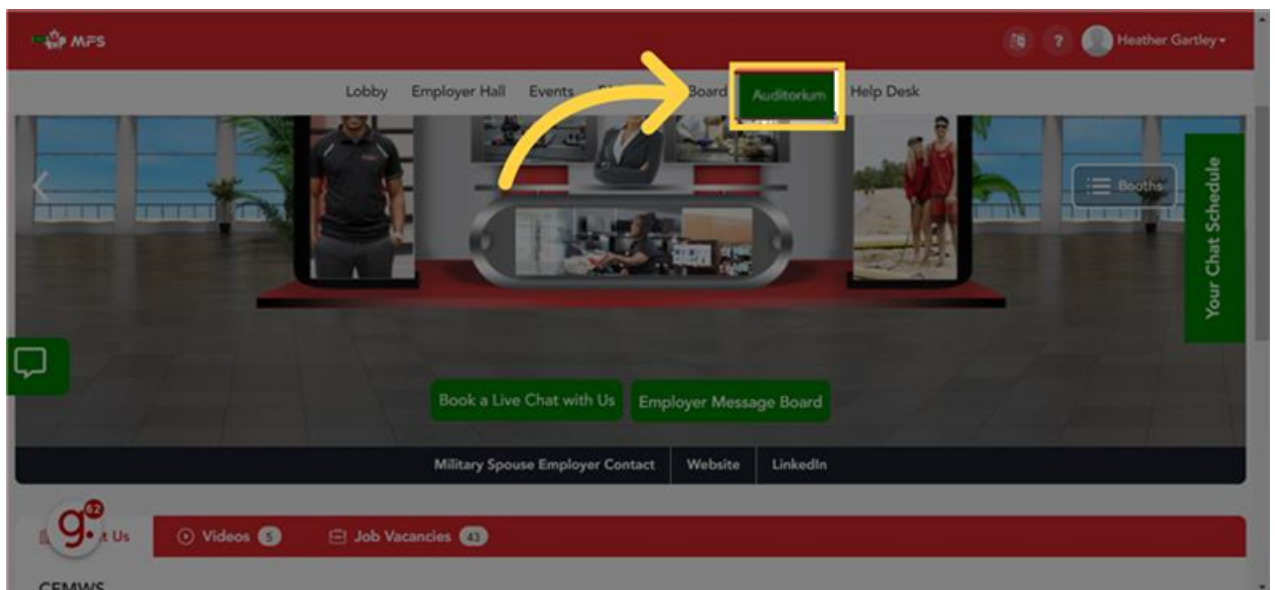
26. Military Spouse Employer Contact: If there are employers you are interested in but didn't get an opportunity to connect with during the virtual career fair, you can find contact information for them under "Military Spouse Employer Contact" inside their respective booth.



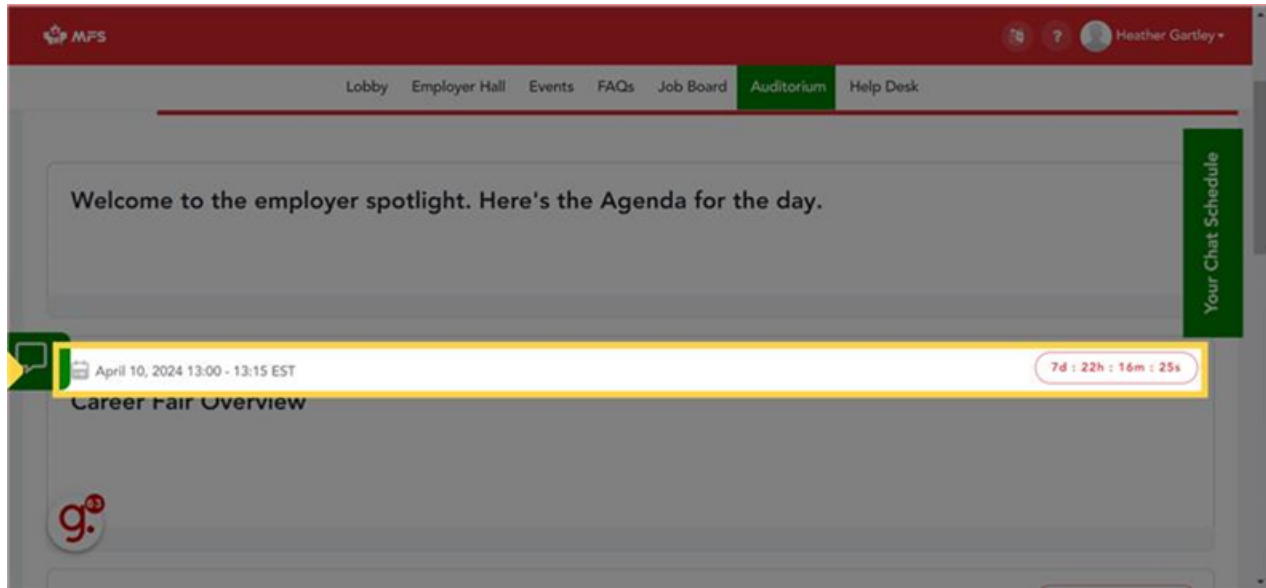
27. MSEN Job Board: And remember, the MSEN is open 24 7 so you can always log into the MSEN outside of virtual career fairs to search the Job Board and apply for positions.



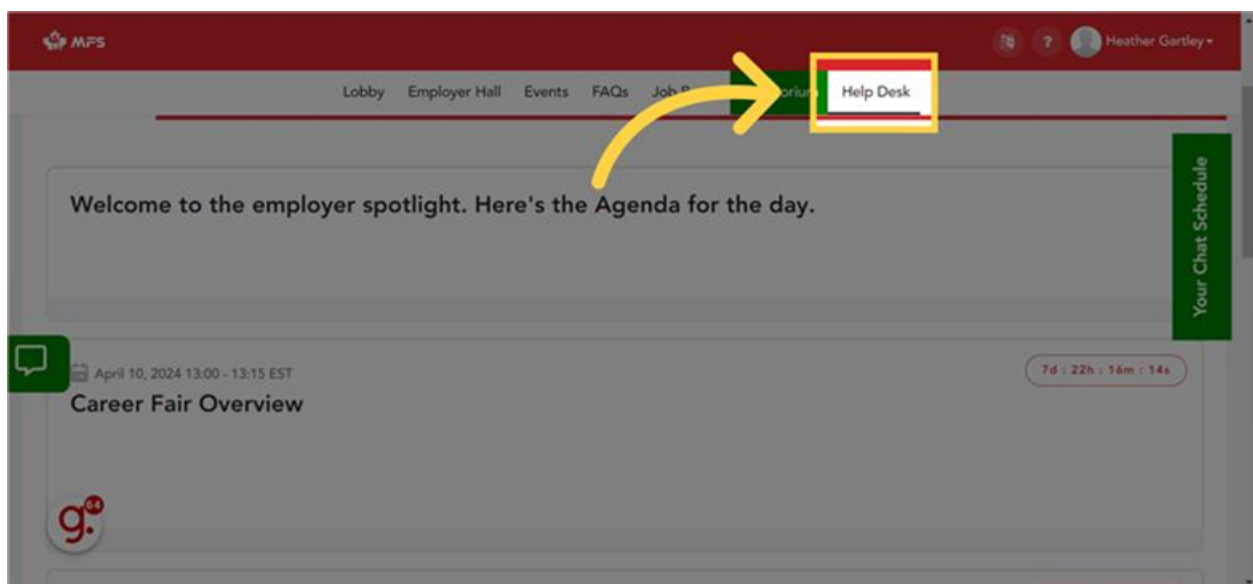
28. Auditorium: During the April 10 Virtual Career Fair, we will be hosting live Employer Spotlights. Several Employers will be sharing information about their organizations and open roles throughout the day. To view the agenda for the day and to join the live sessions, click on "Auditorium".



29. Employer Spotlight Sessions: Inside the Auditorium you will see an Agenda of the live spotlight sessions and when they are scheduled throughout the day. You will be able to join each spotlight session at their scheduled time. During the live sessions, your camera and mic will be disabled automatically and you will be able to ask questions in real time using the chat feature. And don't worry if you miss a session, they will be recorded and posted right after they end so you can watch them anytime during the day.



30. Help Desk: Throughout the virtual career fair a live agent will be available in the "Help Desk" to assist you with any technical issues or questions.



We hope you enjoy
the MSEN Virtual Career Fair!

Thank you for joining us for the MSEN Virtual Career Fair and good luck on your amazing
career journey!

