

## Preparing for and Accessing your Virtual Career Coaching Appointment

To hold a virtual video or voice career coaching appointment with your career coach, via Microsoft Teams, you will need:

- Access to the internet
- A computer with a microphone (and webcam for video)
- To use Google Chrome as your web browser (Safari may not support the application)

**Please note:** If you are planning to use Microsoft Teams on your smartphone, the web browser version may not work and you will instead have to download the Microsoft Teams app.

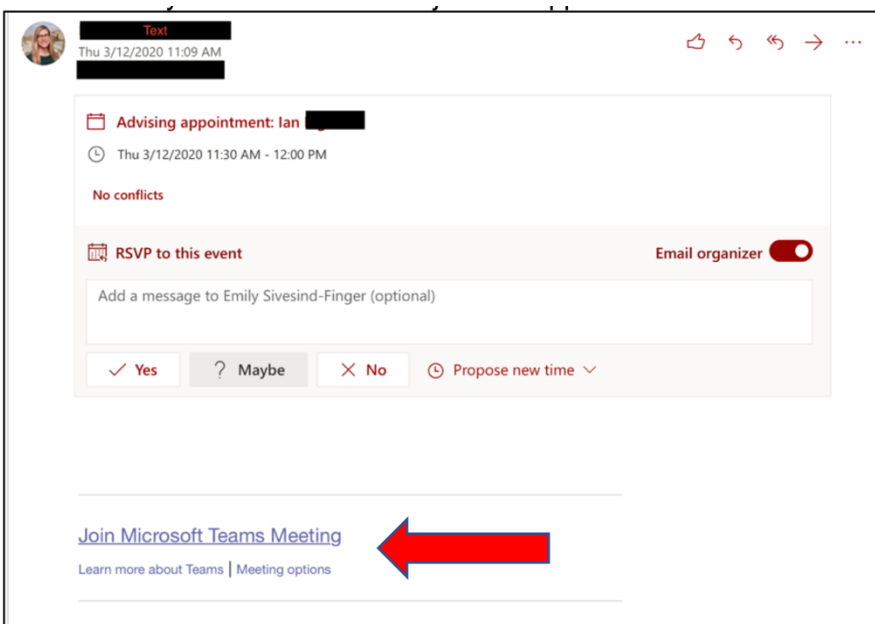
**If you do not have access to these things, please contact your career coach about other ways to meet:**

- Karen Boston, **Health and Natural Sciences**, [karen.boston@louisville.edu](mailto:karen.boston@louisville.edu)
- Sam La Mar, **Exploratory and Humanities**, [samantha.lamar@louisville.edu](mailto:samantha.lamar@louisville.edu)
- Mallory Newby, **Kent School of Social Work, College of Education and Human Development**, [mallory.newby@louisville.edu](mailto:mallory.newby@louisville.edu)
- Rosie Shannon, **Exploratory, Humanities, School of Music**, [rosie.shannon@louisville.edu](mailto:rosie.shannon@louisville.edu)
- Paul Snyder, **Social Sciences**, [paul.snyder@louisville.edu](mailto:paul.snyder@louisville.edu)

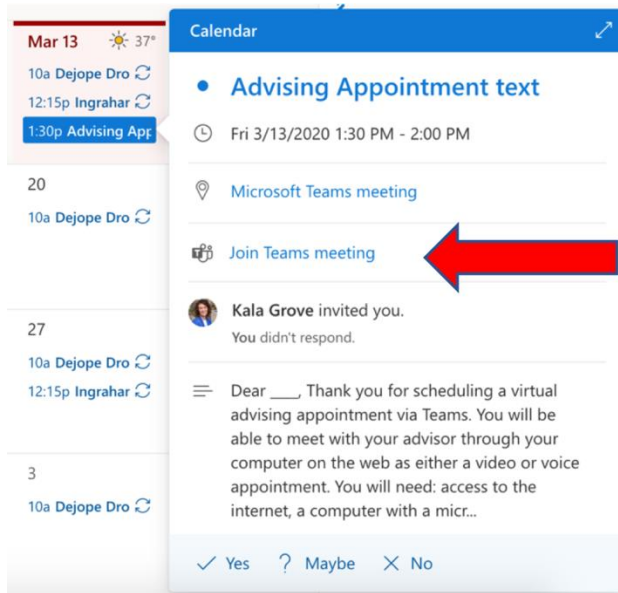
Once you have scheduled an appointment in Handshake with a career coach, you will receive an email in your [louisville.edu](mailto:louisville.edu) email inbox that includes a link to the virtual appointment.

Before your appointment time, open Google Chrome (other browsers may not work as well). There are two ways you can access your virtual appointment during your scheduled time:

1. You can click the link in your career coach email to join the appointment.

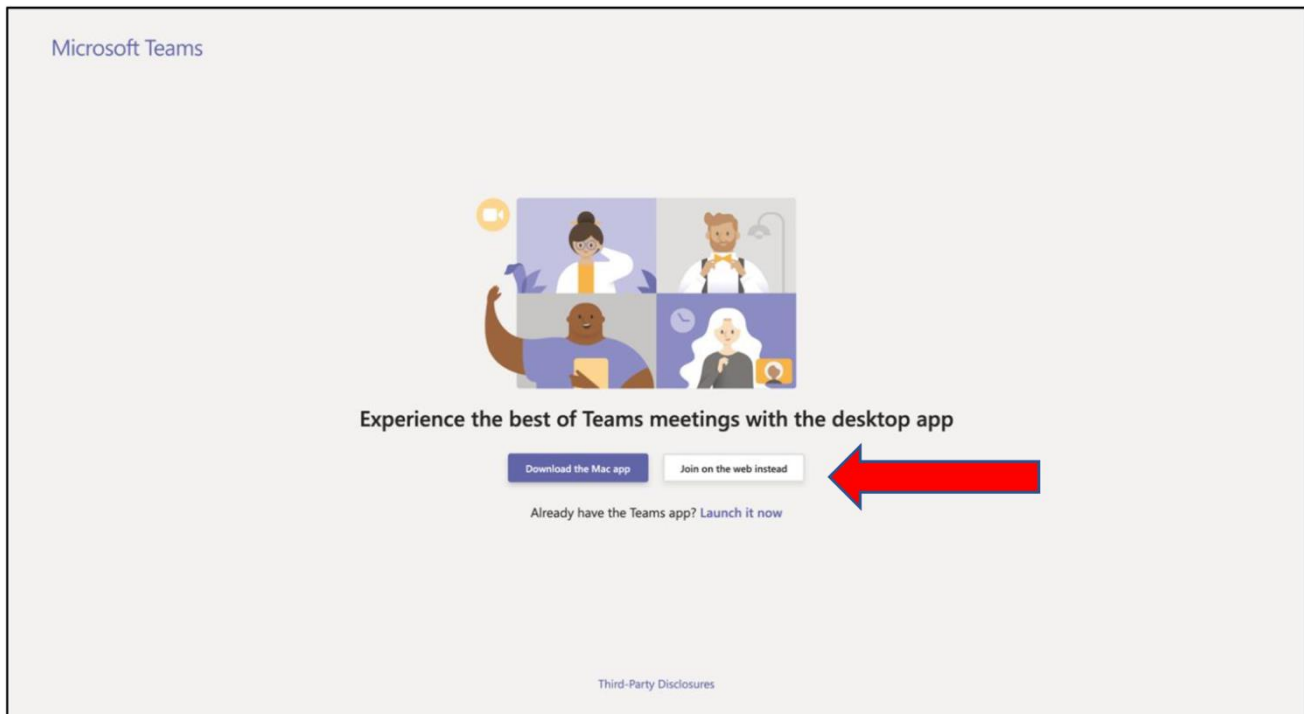


2. Or, you can find this appointment link in your Outlook calendar.

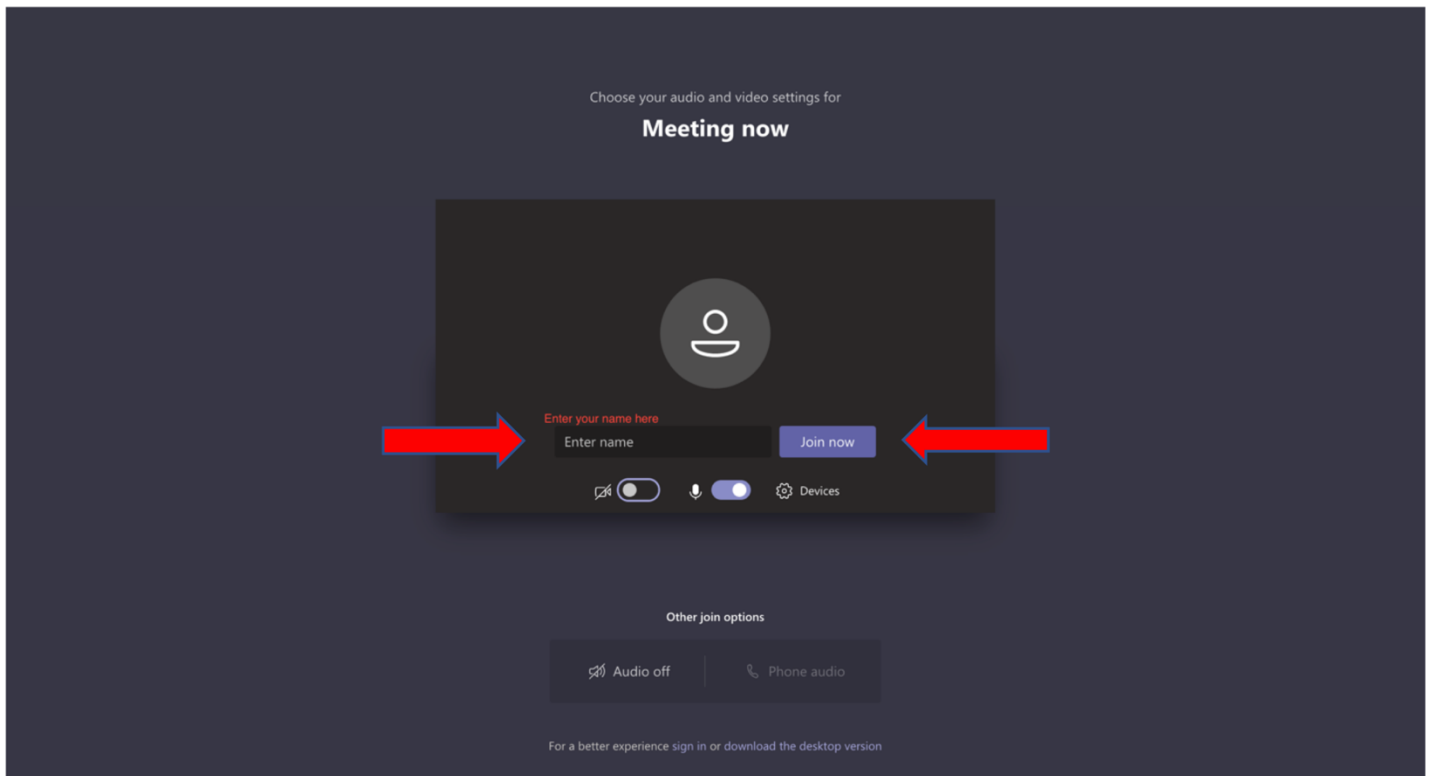


During your appointment time, open Google Chrome and find the appointment link in the email from your advisor, or on your Outlook calendar.

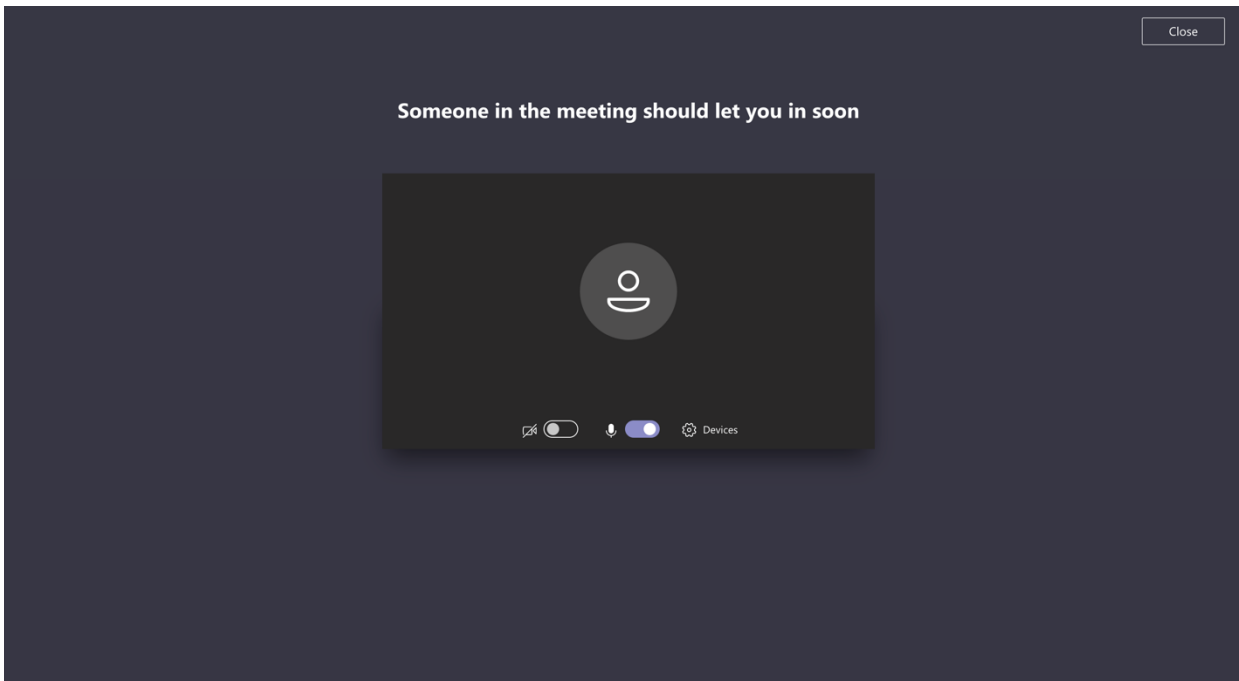
You will be prompted to continue via the web browser or app. **You do NOT need to download the app to continue, simply click Join on the Web Instead.**



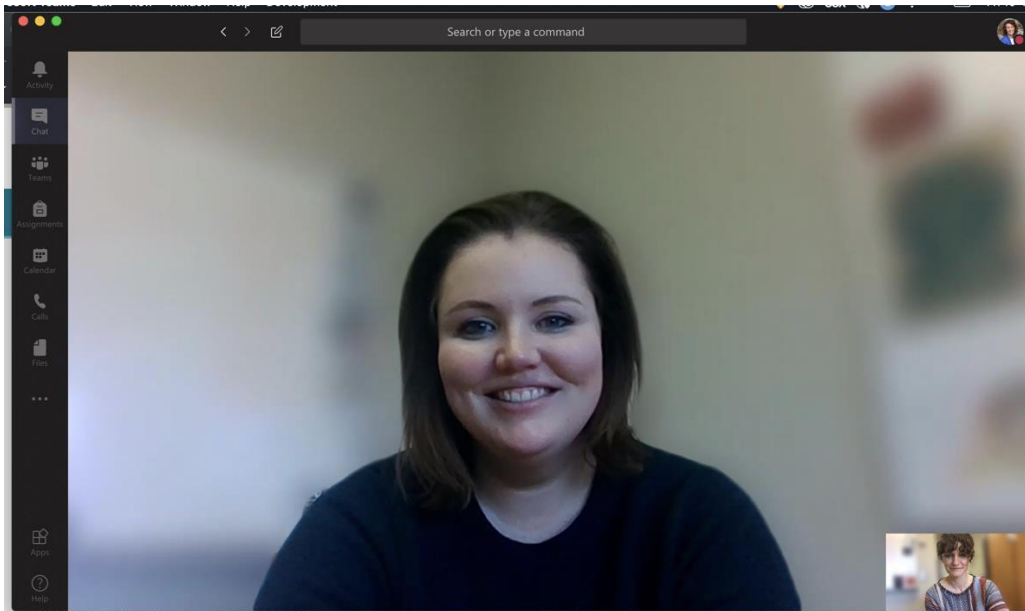
You will be prompted to enter your name and join:



You will land in the "lobby". Your career coach will start the session shortly after.



You will then be able to see your career coach. Please make sure your microphone and camera are turned on. If you do not have a webcam, you can still use audio to speak with your career coach. Microsoft Teams requires you to have a reliable internet connection to use most effectively. If that poses a challenge for you, please email your career coach to discuss alternative meeting options.



Your career coach may want to send you a text during your appointment. If that happens, you will receive a chat notification.

If you click on that “note” icon, a chat box will appear on the right side of the screen. This is a way for your career coach to share websites or other information during your appointment.

At the end of your appointment, simply hang up – and you’ve had a virtual career coaching appointment via Microsoft Teams!

