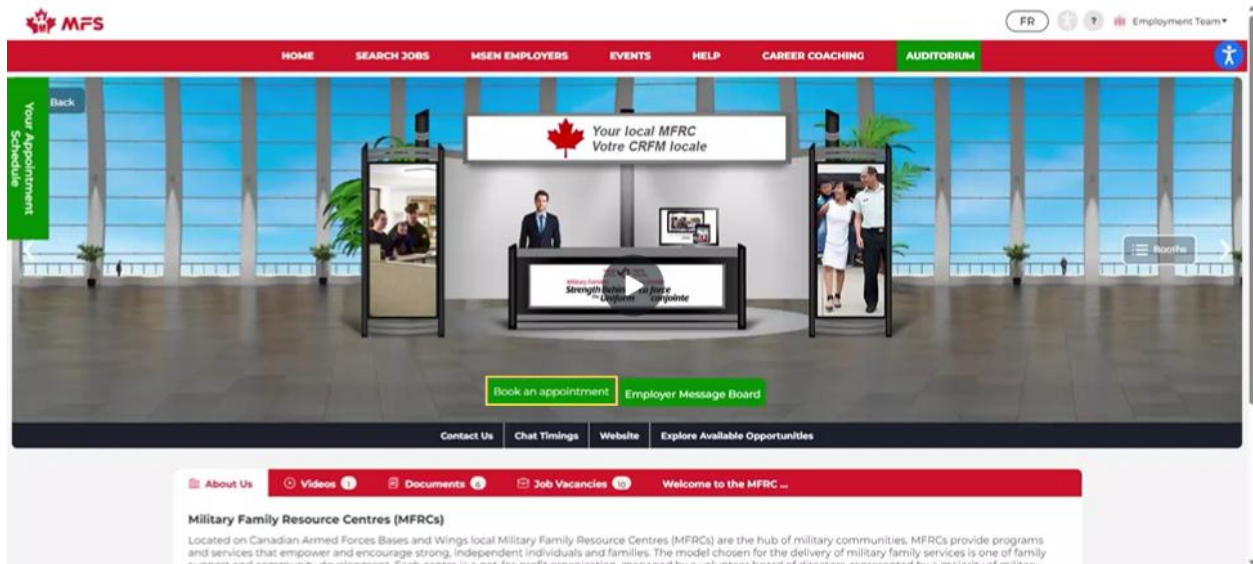


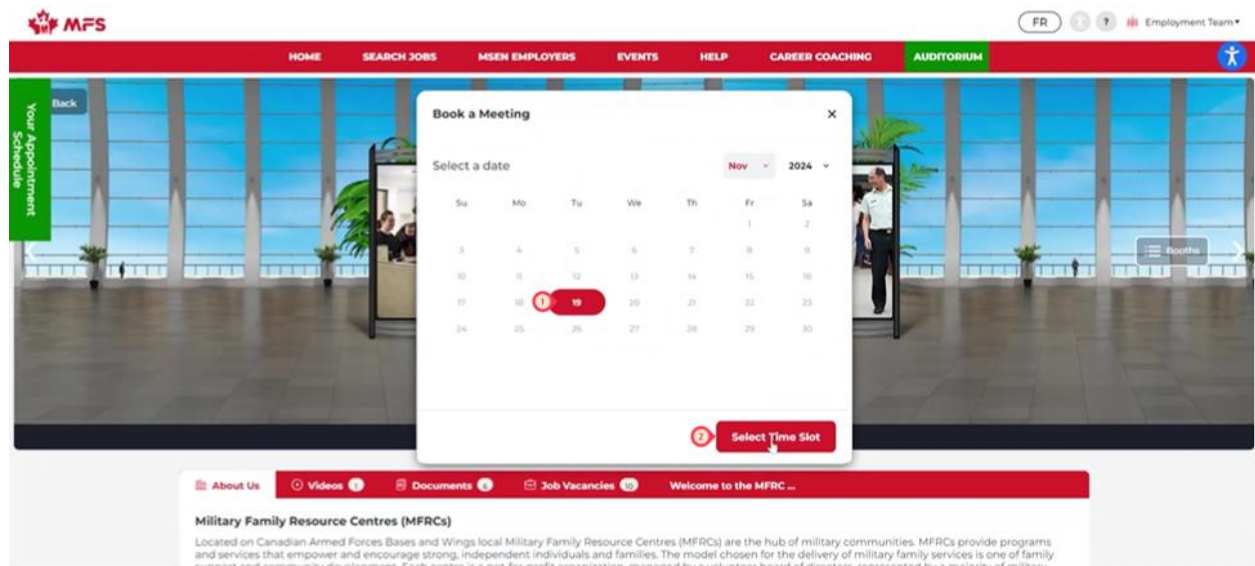
The platform works best when using Chrome or Edge as your browser

Welcome to the MSEN Virtual Career Fair. We are excited to support your amazing career journey! This guide will show you how to book your appointments.

1. **Book an appointment:** To schedule an appointment with a rep from the company, click on “Book an Appointment” to begin.

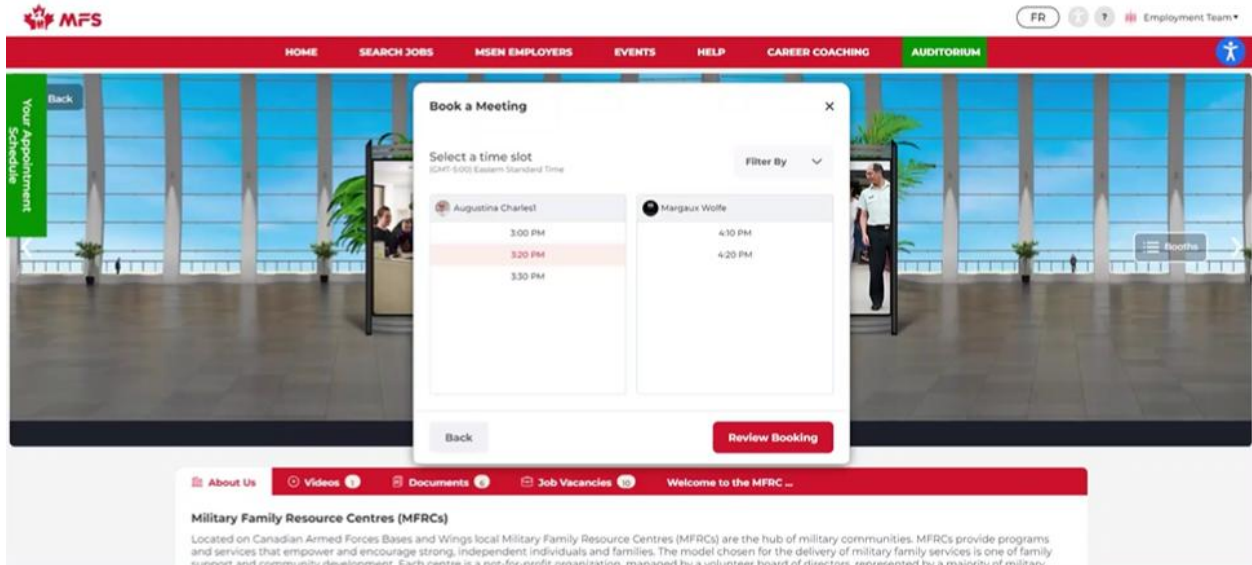


2. **Select your day:** A window will pop up allowing you to select the day you'd like to make your appointment on. **Please note the default calendar is set in Eastern Time zone. The local time zones in the “Appointment Widget” is for your view only. All communication for your appointments will always be set to “Eastern Time Zone”.** Select your preferred day then click "Select Time Slot."

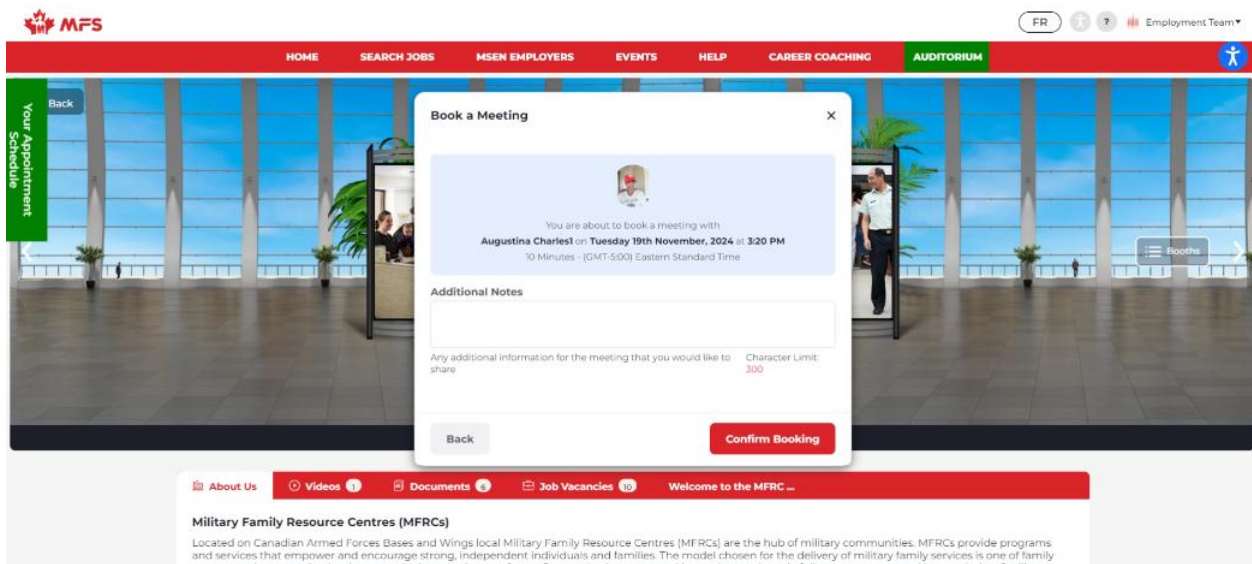


The platform works best when using Chrome or Edge as your browser

3. Select your time: Then select the rep and time slot that works best for you. Confirm your day and time and then click "Review Booking."

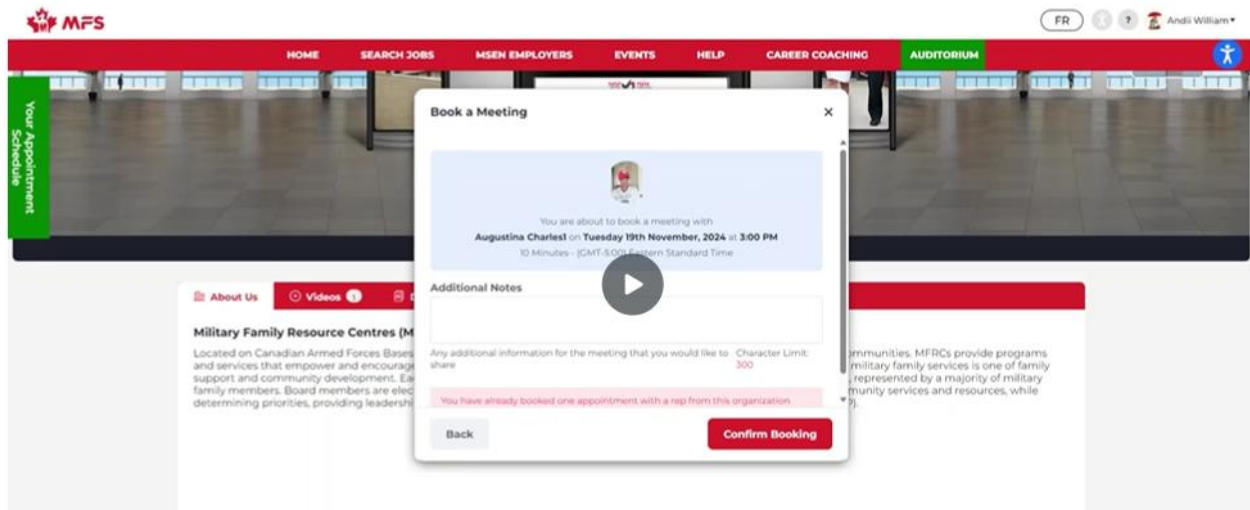


4. Confirm: A new window will appear confirming the details of your appointment. If everything looks good, click "Confirm Booking".

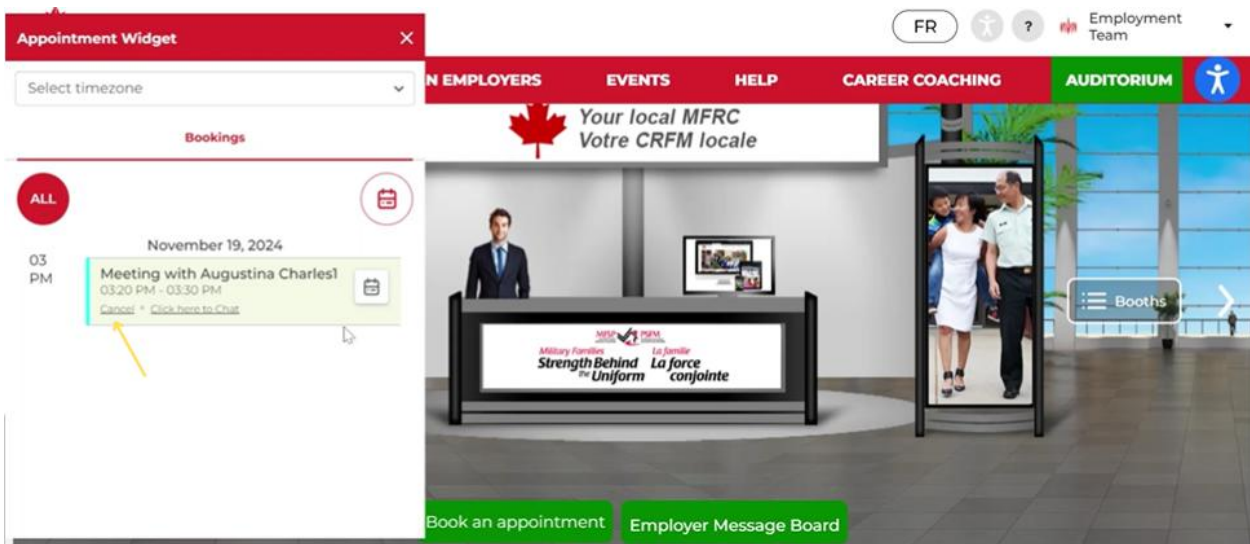


The platform works best when using Chrome or Edge as your browser

Please note, you can only book one appointment with an employer. If you already have a booking scheduled with that organization, a message will prompt saying "You have already booked an appointment with this employer".

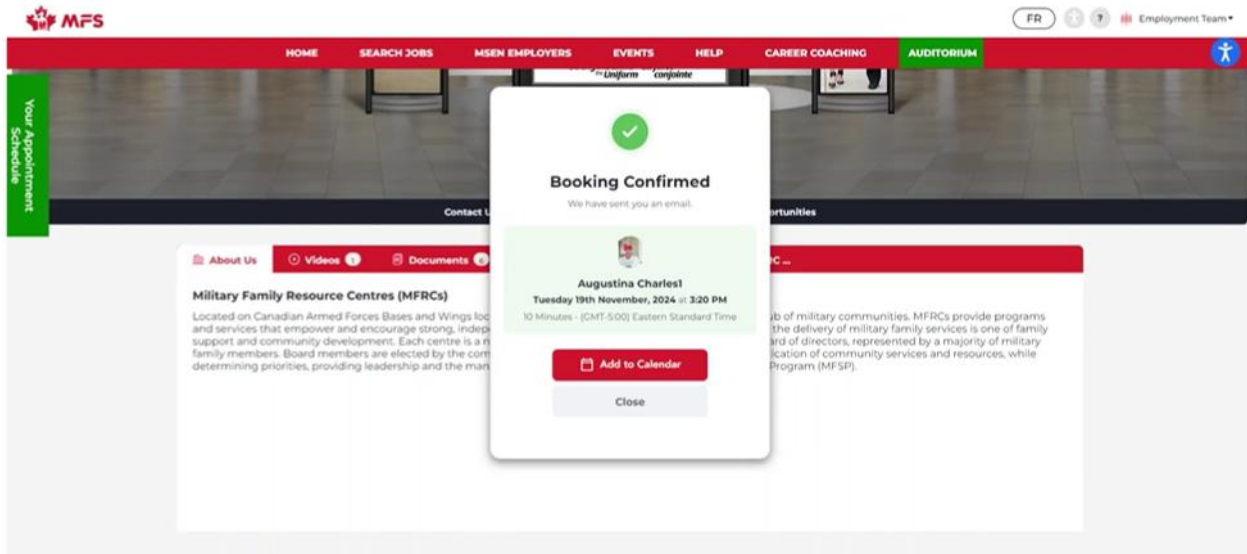


You can change your appointment time by simply cancelling your current appointment in your bookings and rebooking the new time.



The platform works best when using Chrome or Edge as your browser

5. **Add booking to your personal Calendar:** You will receive an email confirmation of your confirmed booking. We recommend that you add the booking to your personal calendar. This will ensure you get a reminder that your appointment is about to begin.



6. **View your Appointment Schedule:** Once you have made your desired appointments, click the "Your Appointment Schedule" widget, to review your bookings. This is the bright green tab on the left of your screen.

