

Connecting to Meetings on Buccaneer Bridge

Once a meeting time is confirmed, both parties will receive an email that includes a link to the virtual meeting room. Click the meeting room link in the email when your scheduled meeting time arrives.

It's nearly time for your meeting with Ingrid

As a reminder, we've created a [meeting room](#) where you can chat and share files. This is also where you'll be connecting for your virtual meeting.

Topic

Applying to Med School (30 Minute)

Time

Fri, May 21st at 6:00pm EDT

How You'll Be Connecting

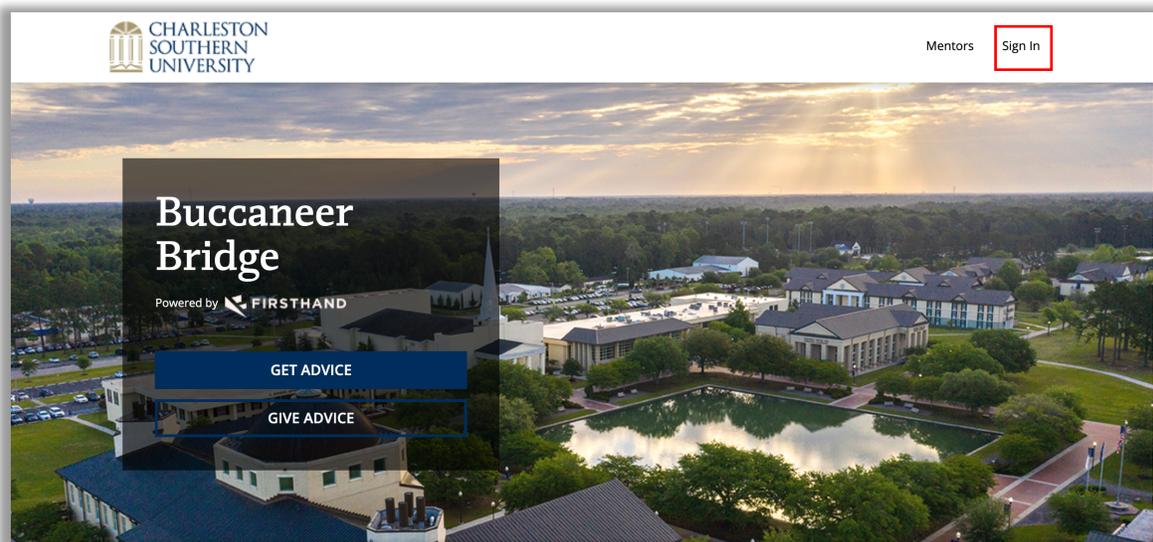
When it's time [log into your meeting room](#), where you can connect your

- **Audio** via internet audio (VoIP) or dialing in with your phone
- **Video** with your webcam (optional)

Remember!

Ingrid has set aside valuable time to help you. If you can't make the meeting, please let Ingrid know by rescheduling or canceling [here](#).

Alternatively, you may visit the landing page at <https://charlestonsouthern.firsthand.co/> and click the "Sign In" link at the top right.



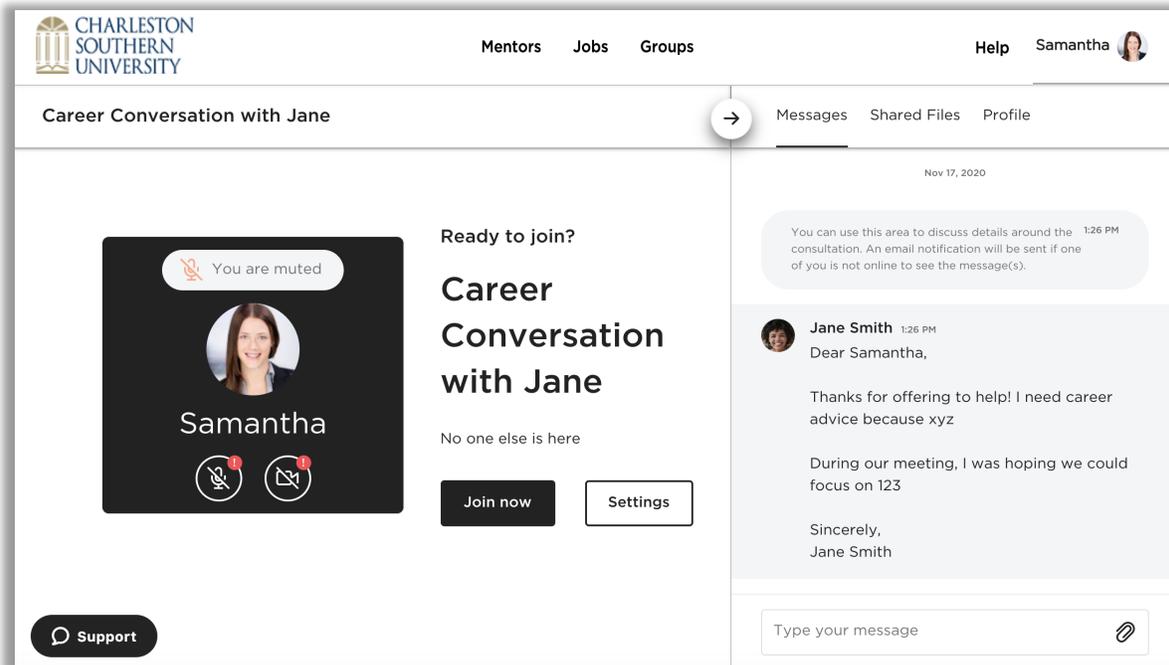
Once you get to the Sign In page, log in on the “Get Advice” side if you are an advisee or on the “Give Advice” side if you are an advisor.

The screenshot shows the sign-in interface for Charleston Southern University. At the top left is the university logo, and at the top right are links for 'Mentors' and 'Sign In'. The page is split into two columns: 'Get Advice' on the left and 'Give Advice' on the right. Each column features a blue button with the LinkedIn logo and the text 'CONTINUE WITH LINKEDIN'. Below this is a horizontal line with the word 'or' in the center. Underneath are input fields for 'Email Address' and 'Password', followed by a dark blue 'LOG IN' button. Below the password field, there are links for 'No password yet? Set one now.' and 'Forgot your password? Reset it.' At the bottom of each column, there is a link for 'No account yet? Register now.' or 'Register to be a Mentor'.

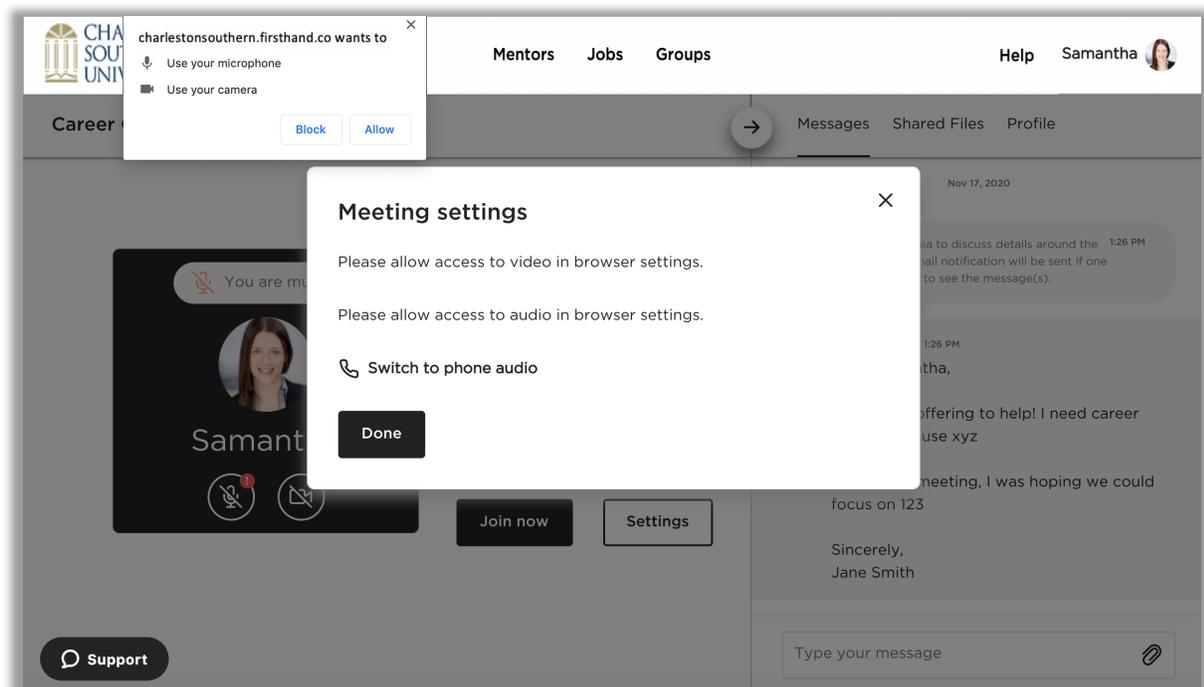
Once you’ve logged into your account, you’ll see a list of your upcoming meetings. Click the “Join Meeting” button next to the meeting that is about to occur.

The screenshot shows the user dashboard for Charleston Southern University. At the top left is the university logo, and at the top right are links for 'Mentors', 'Jobs', 'Groups', 'Help', and a user profile for 'Samantha'. Below the navigation is an 'Explore' section with four cards: 'Career Advice' (briefcase icon), 'Startups & Business Advice' (rocket icon), 'Opportunities' (handshake icon), and an unlabeled card with a document icon. Below this is an 'Upcoming Meetings' section. It shows a calendar icon and the date 'Tue, Nov 17'. A meeting card is displayed with a 'HAPPENING NOW' badge, the time '1:30 PM EST • 30m', and the title 'Career Conversation with Jane Smith'. Below the title is the text 'Student at Charleston Southern University' and a small profile picture. A green 'JOIN MEETING' button is at the bottom of the card. At the bottom of the meetings section is a link for 'VIEW ALL MEETINGS'.

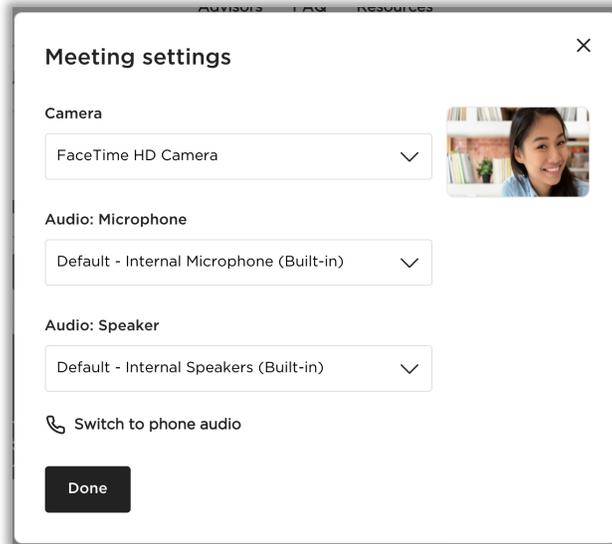
Once you click “Join Meeting,” you can update your audio and video settings before starting the meeting. Click the “Settings” button to select the microphone and camera you’d like to use.



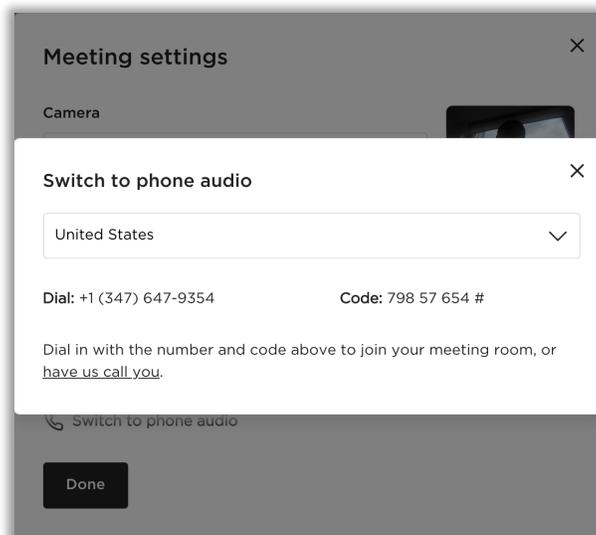
After clicking “Settings,” you may need to grant the site access to your microphone and camera if it does not already have it. If using Google Chrome, click the “Allow” button shown below.



From there, use the dropdowns to select the camera, microphone, and speaker you'd like to use for your meeting.



If you prefer to connect via phone audio, click the “Switch to phone audio” button at the bottom of the Settings pop up window to find a dial in number and code for your meeting. Once you’re finished making your selections on this page, click “Done.”



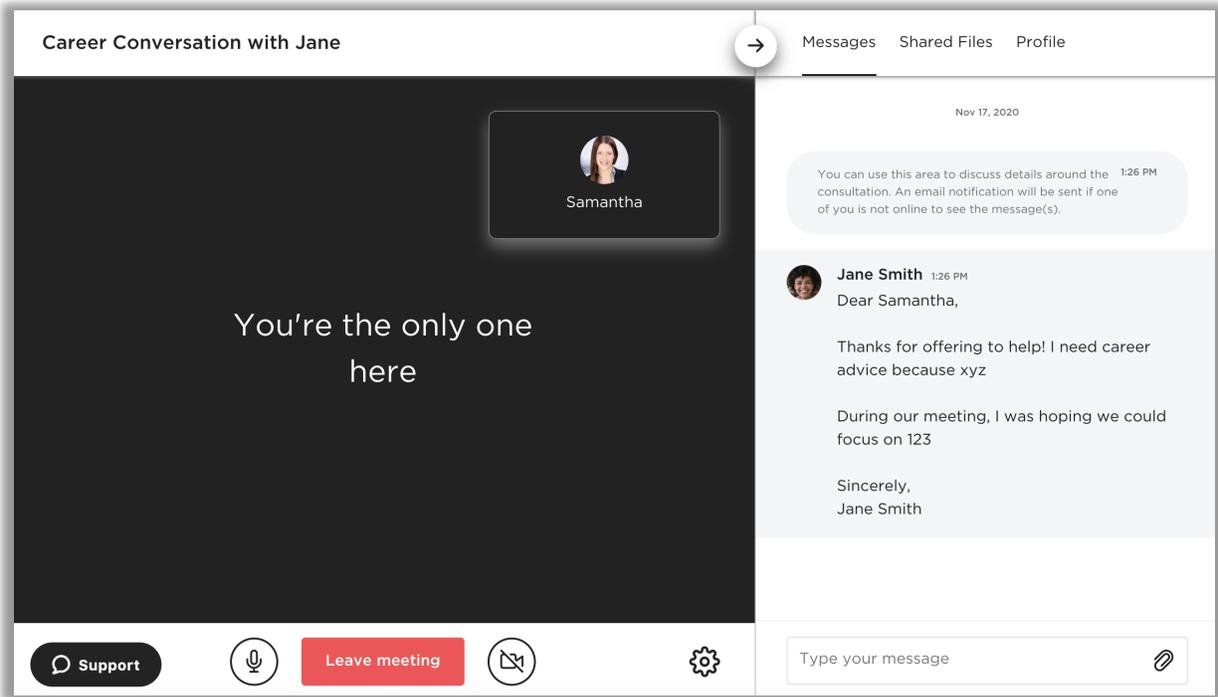
Make sure that your microphone is unmuted and that your camera is enabled (if desired). Click the microphone and camera icons to enable your microphone and camera.

The screenshot shows a Zoom meeting interface for a session titled "Career Conversation with Jane". At the top left is the Charleston Southern University logo. The top navigation bar includes "Mentors", "Jobs", "Groups", "Help", and a user profile for "Samantha". Below the navigation bar, the meeting title "Career Conversation with Jane" is displayed, along with tabs for "Messages", "Shared Files", and "Profile". The main content area is split into two columns. The left column features a video thumbnail for "Samantha" with a "You are muted" notification and icons for mute and video. Below the thumbnail are "Join now" and "Settings" buttons. The right column shows a message from "Jane Smith" dated "Nov 17, 2020" at "1:26 PM". The message reads: "Dear Samantha, Thanks for offering to help! I need career advice because xyz. During our meeting, I was hoping we could focus on 123. Sincerely, Jane Smith". At the bottom of the right column is a text input field labeled "Type your message" with an attachment icon. A "Support" button is located in the bottom left corner.

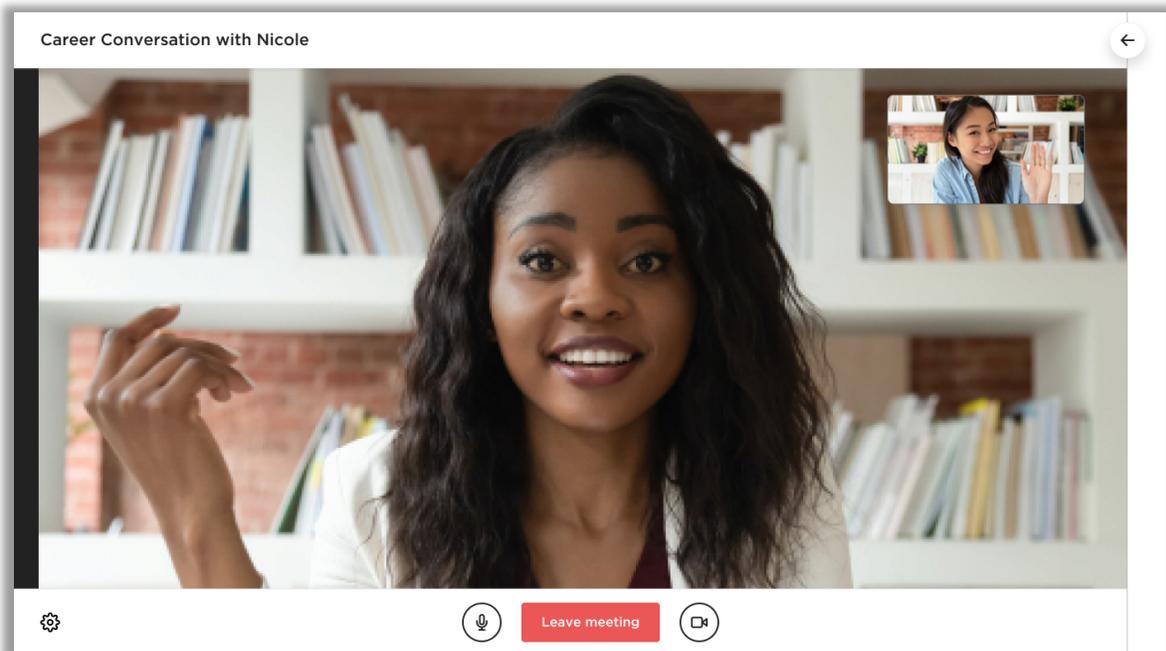
Next, click "Join Now" to start your meeting.

This screenshot is identical to the one above, but the microphone icon in the video thumbnail is now active, and the text "You are muted" has been replaced by "Default - Internal Speake...". The "Join now" button is highlighted, indicating it has been clicked. The rest of the interface, including the message from Jane Smith and the navigation elements, remains the same.

If the other party hasn't joined yet, you'll see the message below.



Once they do join, the meeting room will appear as shown in the below. You'll be able to click the arrow at the top right while meeting to show or hide the messaging panel.



Lastly, you'll need to click the red "Leave Meeting" button at the bottom of the page to end the meeting. Once this is clicked, you'll see a pop up window giving you the option of disconnecting only yourself from the meeting or ending the meeting for both parties.

