

## 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

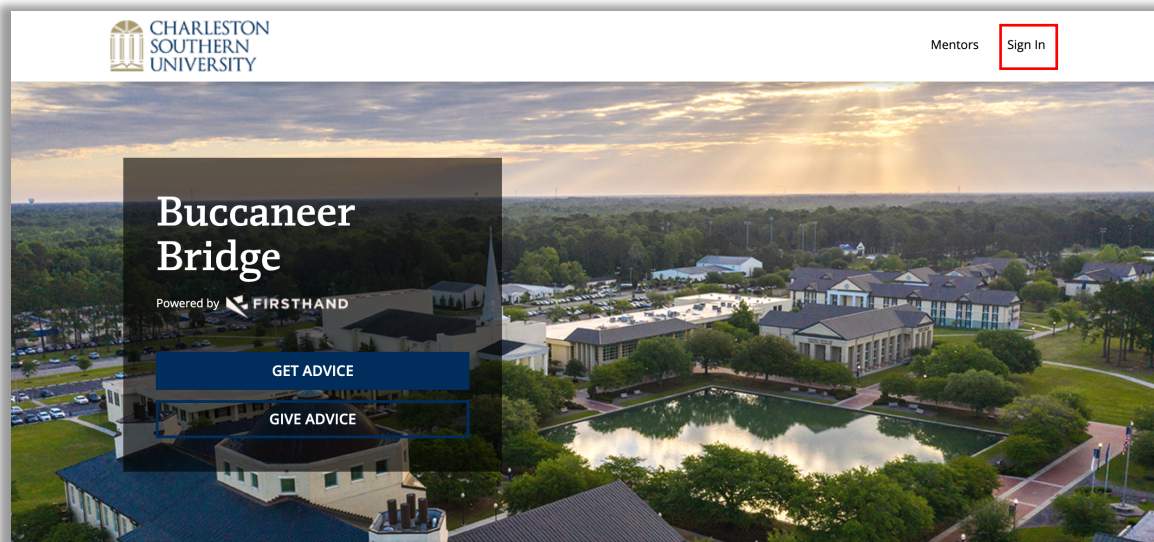
When it's time [log into your meeting room](#), where you can connect your

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

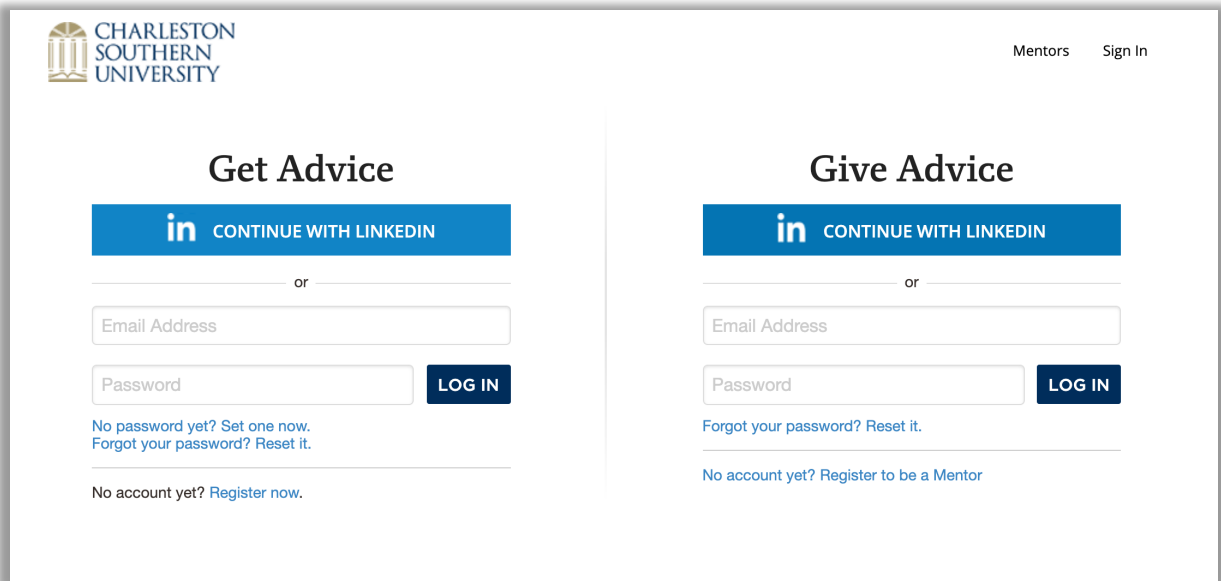
#### Remember!

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.

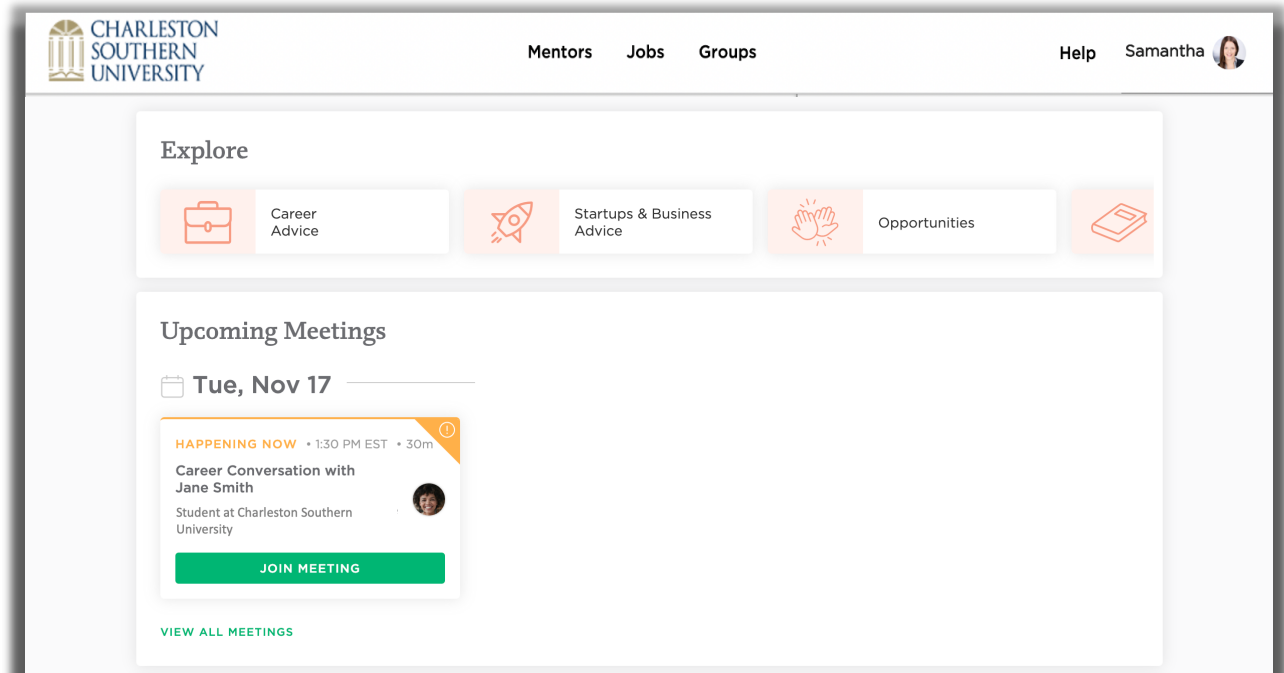


Once you get to the Sign In page, log in on the “Get Advice” side if you are an advisee or on the “Give Advice” side if you are an advisor.



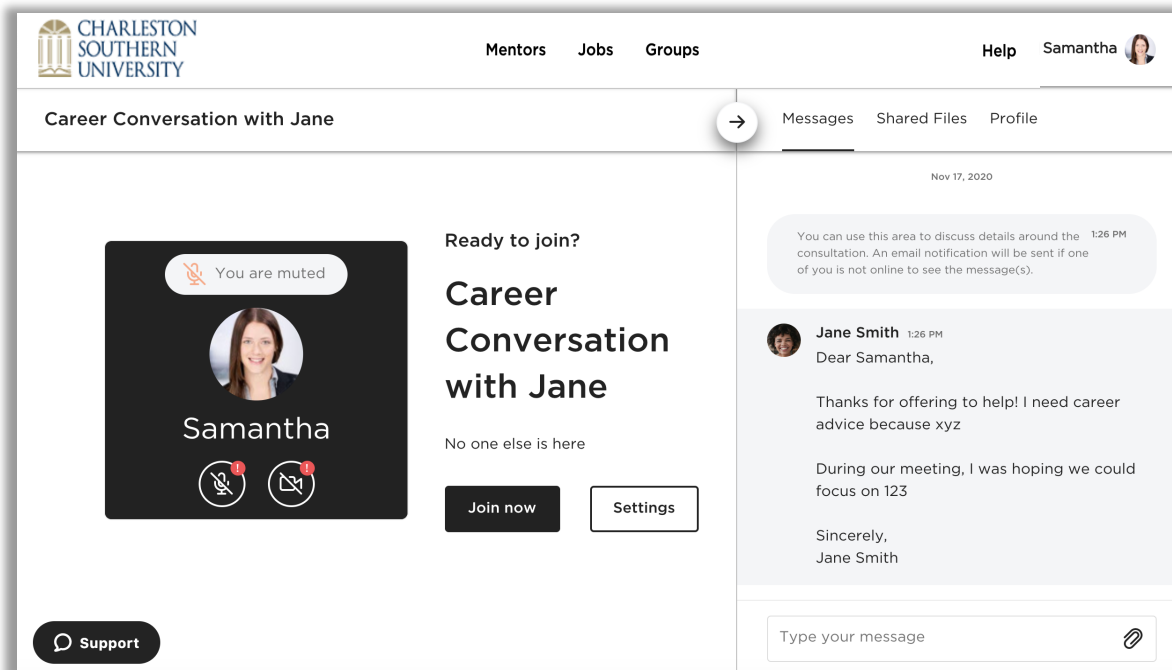
The screenshot shows the Sign In page for Charleston Southern University. The page is split into two columns: "Get Advice" on the left and "Give Advice" on the right. Both columns have a "CONTINUE WITH LINKEDIN" button. Below this, there is a "or" separator, followed by input fields for "Email Address" and "Password", and a "LOG IN" button. Links for "No password yet? Set one now. Forgot your password? Reset it." and "No account yet? Register now." are provided at the bottom of each column. The top of the page features the university logo and navigation links for "Mentors" and "Sign In".

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.

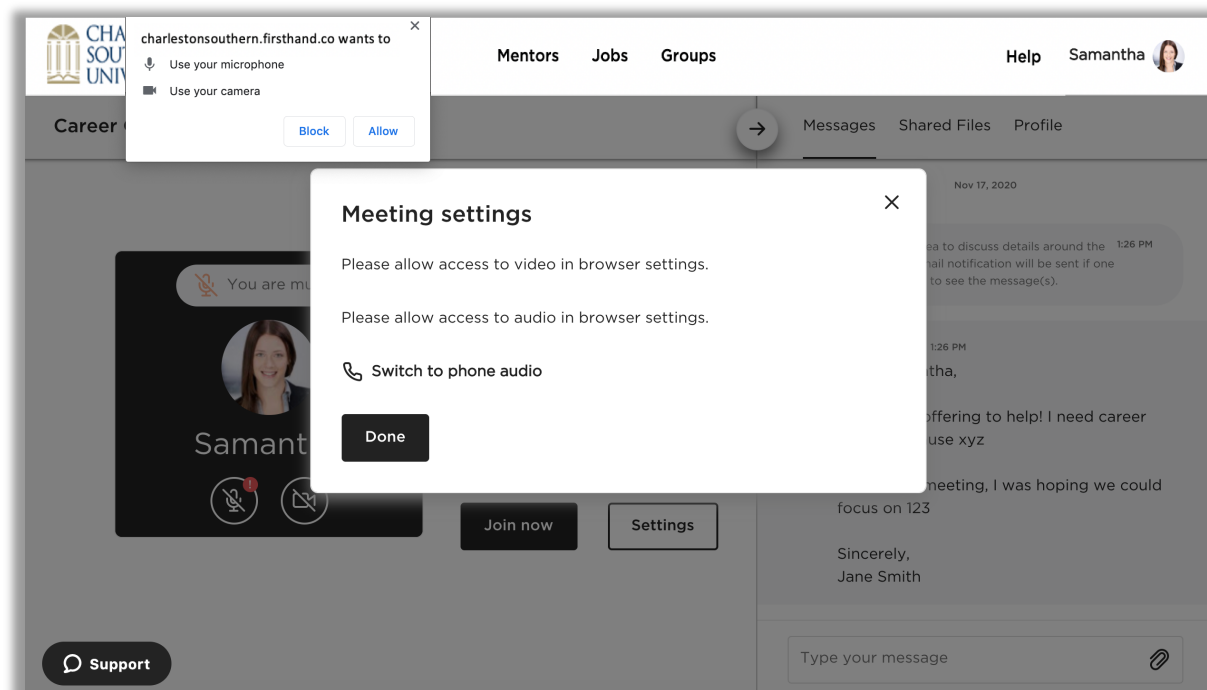


The screenshot shows the dashboard for a user named Samantha. The top navigation bar includes the university logo, "Mentors", "Jobs", "Groups", "Help", and a user profile icon. The main content area is divided into two sections. The "Explore" section features four cards: "Career Advice" (with a briefcase icon), "Startups & Business Advice" (with a rocket icon), "Opportunities" (with a hand icon), and an icon of a book. The "Upcoming Meetings" section shows a calendar for "Tue, Nov 17". A meeting titled "Career Conversation with Jane Smith" is listed, with details: "HAPPENING NOW • 1:30 PM EST • 30m". The meeting is for a "Student at Charleston Southern University". A "JOIN MEETING" button is visible. A link to "VIEW ALL MEETINGS" is at the bottom.

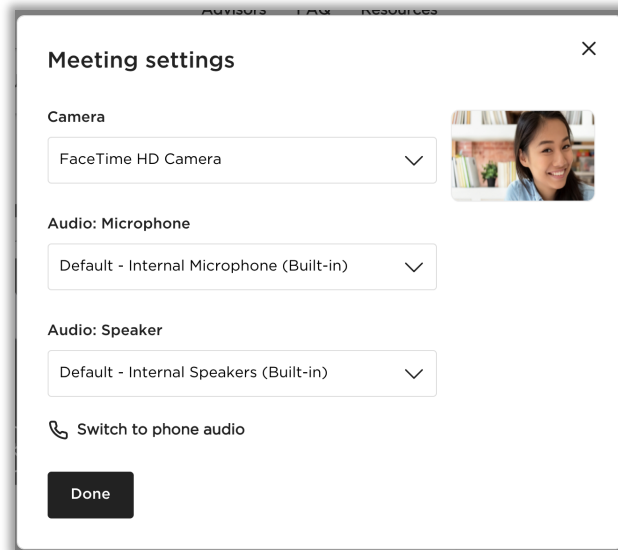
Once you click “Join Meeting,” you can update your audio and video settings before starting the meeting. Click the “Settings” button to select the microphone and camera you’d like to use.



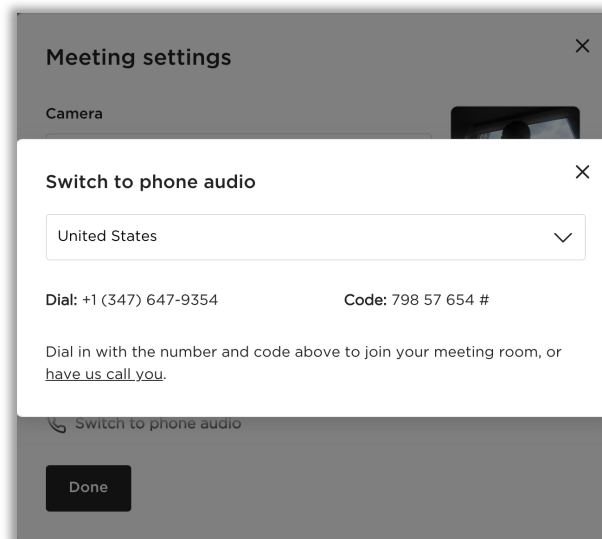
After clicking “Settings,” you may need to grant the site access to your microphone and camera if it does not already have it. If using Google Chrome, click the “Allow” button shown below.



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.”





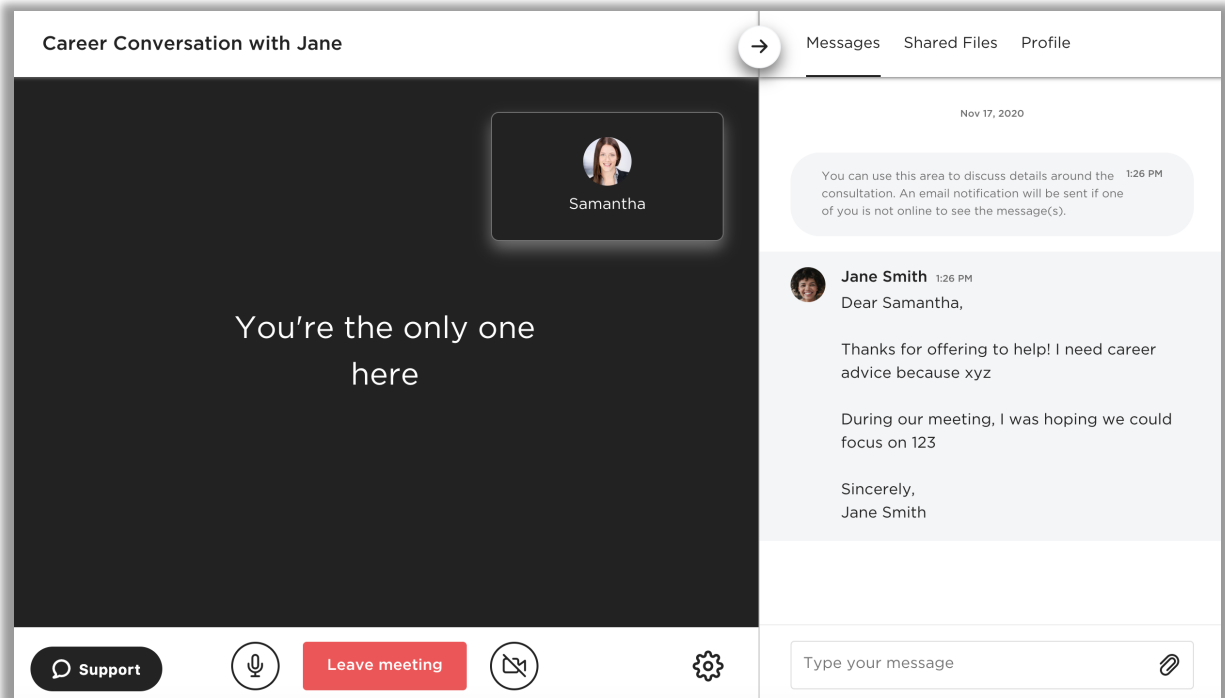
Make sure that your microphone is unmuted and that your camera is enabled (if desired). Click the microphone and camera icons to enable your microphone and camera.

The screenshot shows the 'Career Conversation with Jane' interface. At the top, the Charleston Southern University logo is on the left, and navigation links for 'Mentors', 'Jobs', 'Groups', 'Help', and a user profile 'Samantha' are on the right. Below the header, a sub-header 'Career Conversation with Jane' is followed by a right arrow and tabs for 'Messages', 'Shared Files', and 'Profile'. The main area is split into two columns. The left column features a video thumbnail for 'Samantha' with a 'You are muted' overlay and icons for microphone and video. To the right of the thumbnail, the text 'Ready to join?' is followed by 'Career Conversation with Jane' and 'No one else is here'. Below this are 'Join now' and 'Settings' buttons. A 'Support' button is at the bottom left. The right column shows a message from 'Jane Smith' dated 'Nov 17, 2020'. The message text is: 'You can use this area to discuss details around the consultation. An email notification will be sent if one of you is not online to see the message(s).', 'Jane Smith 1:26 PM', 'Dear Samantha,', 'Thanks for offering to help! I need career advice because xyz', 'During our meeting, I was hoping we could focus on 123', and 'Sincerely, Jane Smith'. At the bottom right is a text input field 'Type your message' with a paperclip icon.

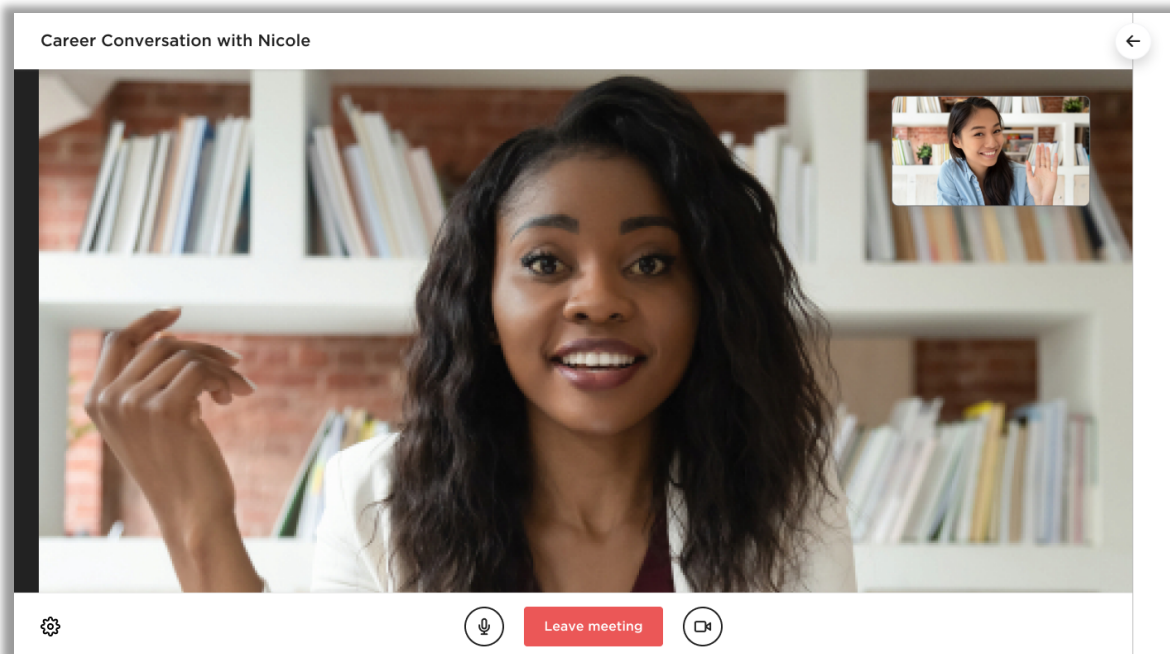
Next, click “Join Now” to start your meeting.

This screenshot is identical to the previous one, but the video thumbnail for 'Samantha' now shows a speaker icon and the text 'Default - Internal Speake...', indicating the microphone is unmuted. 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.

