NORTH Dakota | Job Service

Be Legendary.™

How to navigate the "booths" at a virtual job fair using Zoom and MS Teams

Each participating business will have their own Zoom or Teams link listed on the webpage. As a participant you can choose which "booth" you wish to visit by selecting the link and joining the session. Continue reading below for how to use both platforms as a participant.
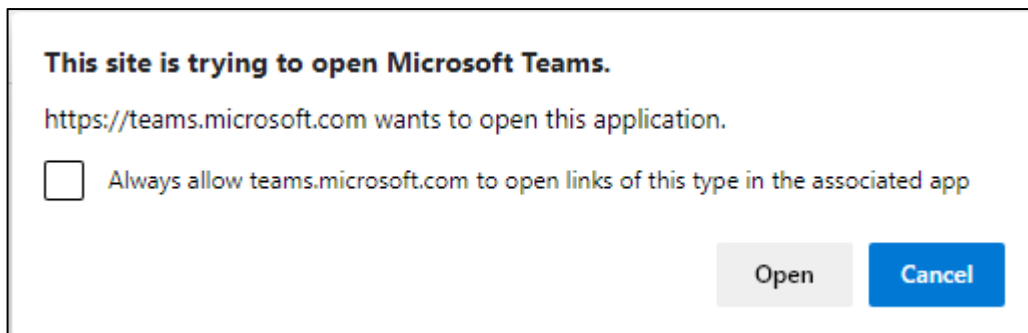
Teams on your Computer

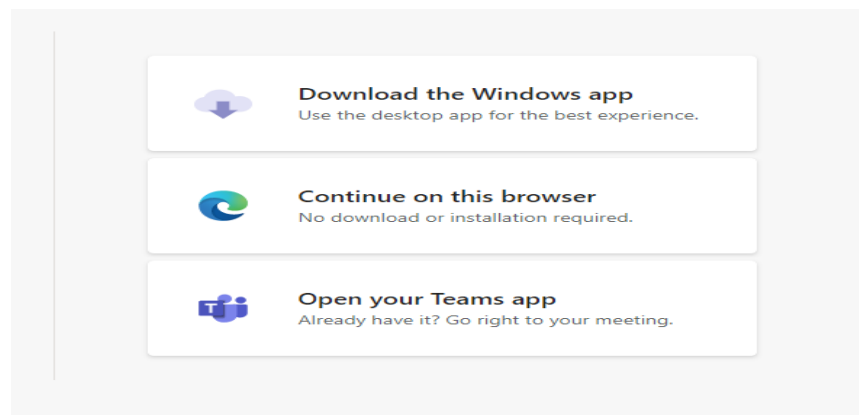To access MS Teams from your computer, first click the "Join meeting" link:

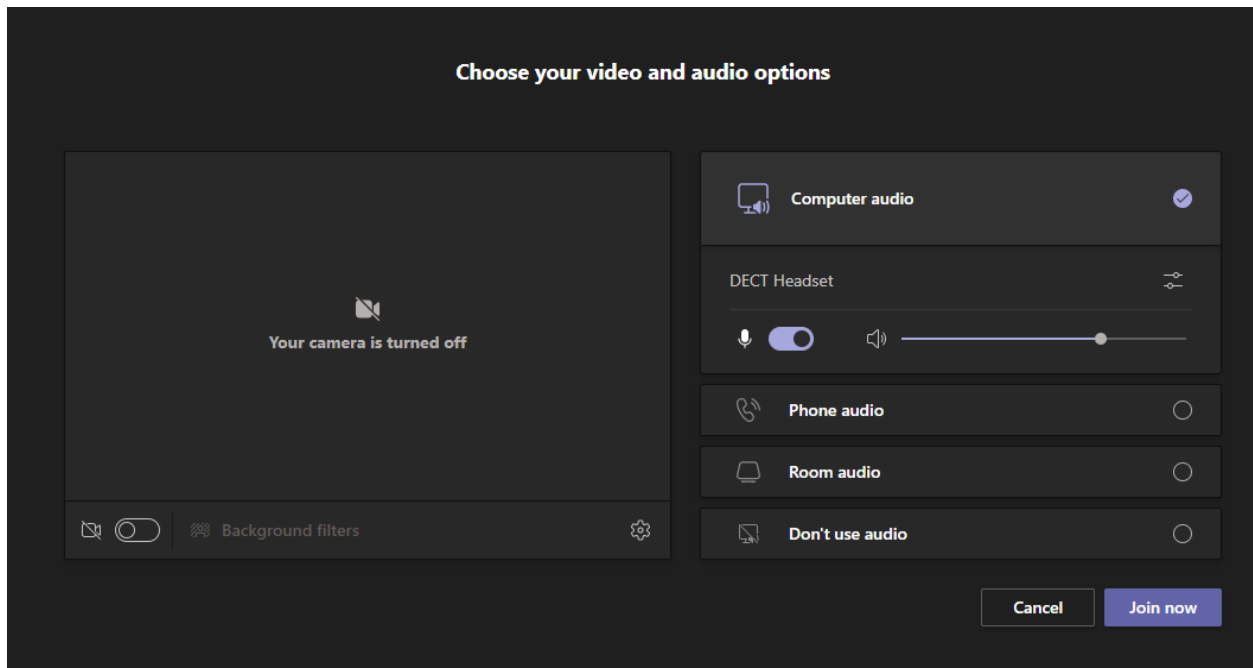Click here to join the meeting   **<- It will look like this**

This will open a window on your default web browser with a dialog box asking if you wish to open the Teams meeting:

This site is trying to open Microsoft Teams.

https://teams.microsoft.com wants to open this application.

☐ Always allow teams.microsoft.com to open links of this type in the associated app

Open   **Cancel**

The web page that opens will also give you three options on how to use Teams:

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

If you do not already have the Teams desktop app and do not wish to download it, simply select "Continue on this browser" and the meeting will open to this screen:

On this screen you can choose which mic and speakers you wish to use before entering the room as well as decide if you want to have your camera on and/or your mic muted when you join.

After you have adjusted your setting, select Join Now.

Then you will have joined your session.

If you do not want to use the browser and would prefer to use the desktop application, you can go here

https://www.microsoft.com/en-us/microsoft-teams/download-app

before the job fair to download the app and set up an account. You can also do this by selecting the download option when you are trying to join a meeting.

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

Teams on your Smart Phone

To join a Teams meeting from your smart phone with video you *must* download the Teams app from the Google Play or Apple Store.

Once the app is downloaded you will need to create an account with your email address.
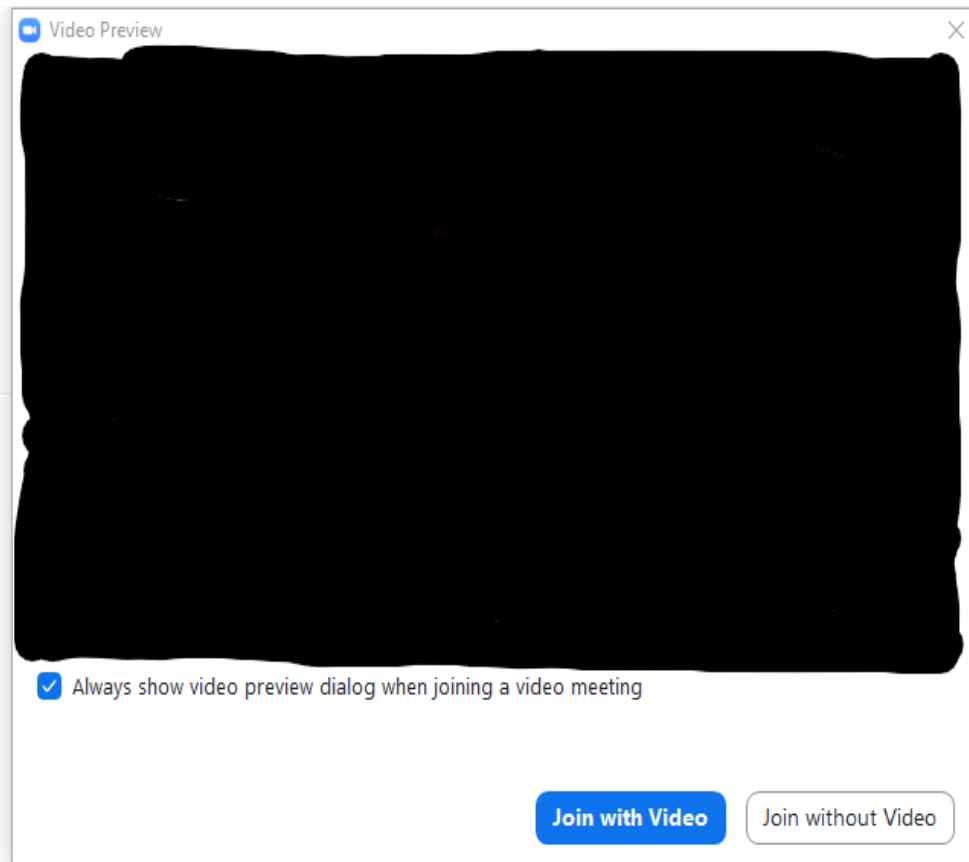 Now, when you select the Teams link of choice:

Click here to join the meeting   ← Like this one

It will open via the app.

Teams as a Phone Call

If you do not /cannot install the app or are using a phone without video capabilities, you can enter the Teams meeting by dialing the number provided in the invite and entering the Meeting ID when prompted.

or 1-701█████ Phone Conference ID: █████13#

Zoom on your computer

Similar to Teams, you will click the "Join Meeting" link to join a Zoom call:

Join ZoomGov Meeting
https://www.zoomgov.com█████

This will open a browser window and you will see this:

This site is trying to open Zoom Meetings.

https://www.zoomgov.com wants to open this application.

☐ Always allow www.zoomgov.com to open links of this type in the associated app

Open   **Cancel**

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Click open and you will be brought to this screen:

Video Preview   ✕

☑ Always show video preview dialog when joining a video meeting

Join with Video   Join without Video

Choose whether to join the call with video or not (you can change this once you're in the meeting) and this will allow you to enter the meeting.

If the Zoom link you received does not work (does not open as demonstrated above) go here: https://zoom.us/join
And enter the Meeting ID and passcode that was provided with the original meeting link
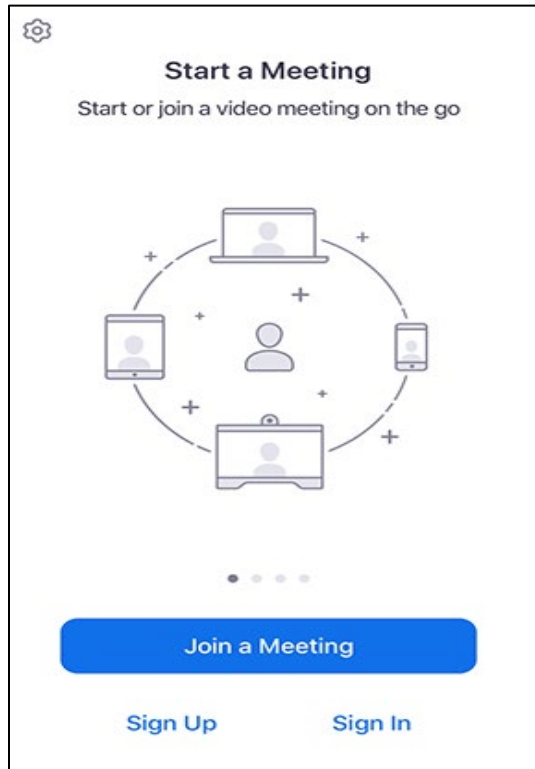Meeting ID:
Passcode:

Zoom on your Smart Phone

To use Zoom on your smart phone you will need to download the Zoom Cloud Meetings App from the Google Play or Apple Store. You will have to create a user account with your email address.

You will be able to then join the meeting from your phone.

Zoom as a Phone Call

If you do not/ cannot install the app or are using a phone without video capabilities, you can dial the number provided in the invite and then enter the meeting ID and passcode when prompted.