



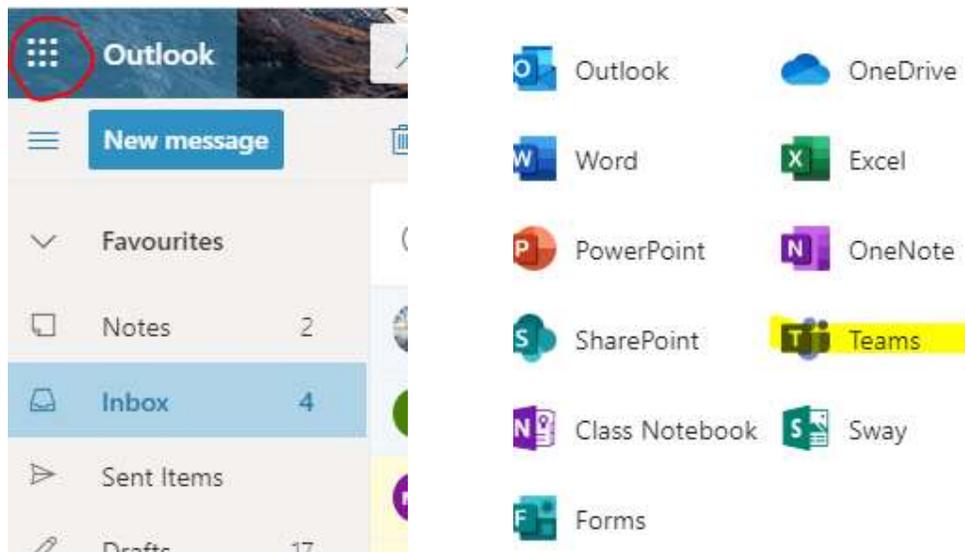
With the University being closed due to Covid-19, we are moving to online career guidance appointments using **Microsoft Teams on Office 365** (or phone appointments if you prefer) until the University re-opens.

It will be necessary to access MS Teams from your University Office 365 account to protect your data.

### Microsoft Teams

**Please ensure that you are logged into Wi-fi or you may use up your data and incur extra costs!** You can either download the app onto your phone or PC, or access MS Teams online through your **NUI Galway Office 365**.

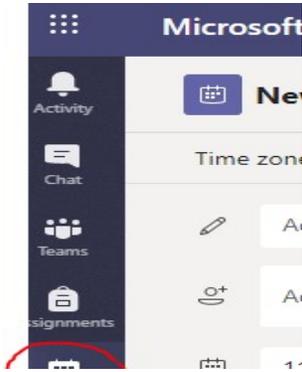
From your laptop through your **Office 365**, go to the top left corner and click on the waffle (circled in red below) and choose the icon called Teams (highlighted in yellow below right). If not obvious at first, select 'Microsoft apps>' and all apps including Teams will be listed.



If using MS Teams app with your phone or PC, please have it installed in advance of our online meeting.

### Virtual Meeting Invitation

We will be sending you an appointment invitation on MS Teams which will appear in your calendar (see below). You will also receive an email invitation. Please RSVP 'Accept' if you choose to go ahead or decline if you do not wish to avail of the appointment.



In order to initialise the online meeting, click on the appointment in your calendar and then click 'Join'.

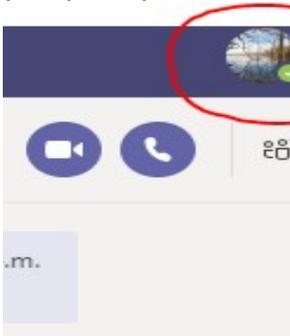
### **Before Meeting**

We will message you through 'Chat' from within MS Teams or call you just before we begin.

It's important that you are in a comfortable setting during your appointment time, and ensure you will not be disturbed or overheard by others.

### **After Meeting**

When the MS Teams call is finished, please remember to 'sign out' by clicking the 'Profile' icon on the top right of the screen (see below), and selecting 'Sign out' if using a laptop. Or, if using a mobile phone, go to 'Settings' and 'sign-out' at the bottom of the screen to protect your privacy.



You may decide you do not wish to engage with the Career Development Centre in this way which is absolutely your choice, just let us know. Phone career guidance is also an option. Please e-mail the Career Development Centre team member who gets in touch with you to outline your preference.

If the internet signal drops for any reason, we may need to continue the session by phone. If this is the case, we will try to call you on the telephone number listed on your Careers Connect profile and the call may appear as 'Private number' on your screen.

As outlined above I would appreciate if you could confirm that you intend to avail of this appointment either by replying to this email or accepting the MS Teams meeting, if you have difficulty with the initial set-up of MS Teams, please email me directly.