



## **VIRTUAL APPOINTMENT INSTRUCTIONS**

### **Schedule Your Virtual Appointment**

1. Visit the Career Center in Bell Tower 1548 or call 805-437-3270 to schedule your virtual appointment. Alumni are only eligible for virtual appointments during Drop-In Career Counseling hours.
2. Once your appointment is confirmed an email will be sent to your school registered myCI email address with a link to accessing your virtual appointment

### **Prepare For Virtual Appointment**

1. Prepare any documents in advance to be reviewed and have them open and ready to be edited prior to the meeting. Zoom will allow the Counselor to edit your document(s) virtually during your appointment.
2. You will want to test the link to make sure your computer is up-to-date. It is critical that you download Zoom information in advance as this process requires most computers to restart. This entire setup process takes about 5-10 minutes depending on the speed of the computer. **If your system is not setup prior to your appointment we may have to re-schedule or you can only work the Career Counselor the remaining time scheduled.**
3. If you have any technical issues with your computer's setting, please contact the IT Help Desk for support. **Career Development Services does not have the ability to provide technical support for your computer or Zoom account.**

### **Starting The Appointment**

1. Call 2-5 minutes prior to your scheduled virtual appointment.
2. Click on the link provided in the appointment confirmation email
3. If you are the first person in the meeting room please wait for the staff member to join the virtual appointment.
4. If no one appears in the virtual meeting 5 minutes after the scheduled start time, please call the Career Development Center at 805-437-3270

### **Technical Support Assistance**

Please contact the [IT Help Desk](#), for audio, visual or other technical troubleshooting issues. The Career Center cannot assist you with video or audio support on your personal computer.

### **Career Development Services Assistance**

If you need additional assistance in-person, please visit us during [Drop-In Career Counseling](#), or you can contact the Career Development Center at 805-437-3270.