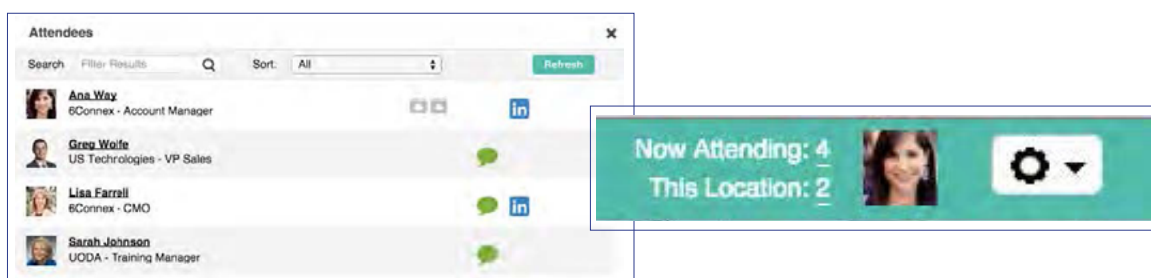
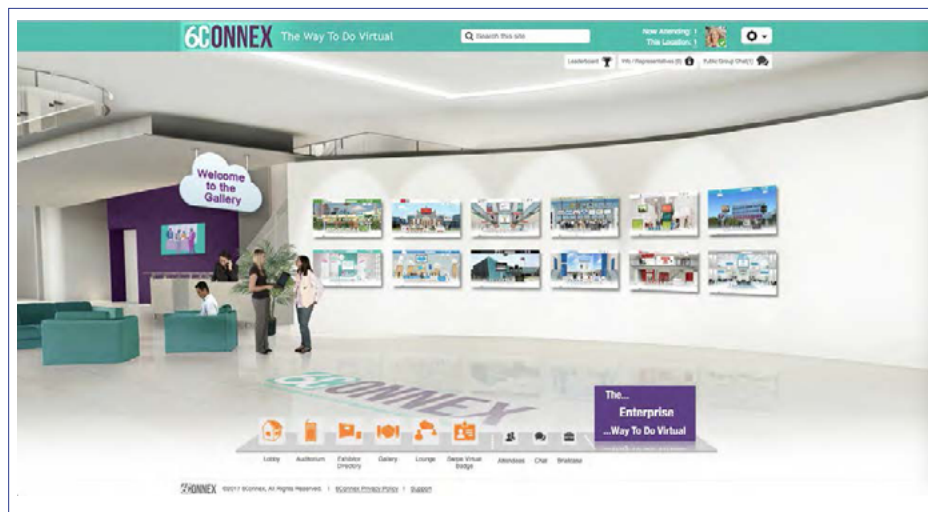


CONNECTING WITH STAFF & ATTENDEES



How do I connect with *Staff & Attendees* inside a virtual environment?

You can easily view and connect with others in the virtual environment. Simply click on the **“Now Attending”** or **“This Location”** numbers at the top of the environment, or click the **“Attendees”** or **“Chat”** icons in the bottom navigation bar. These options will be persistent on every page.



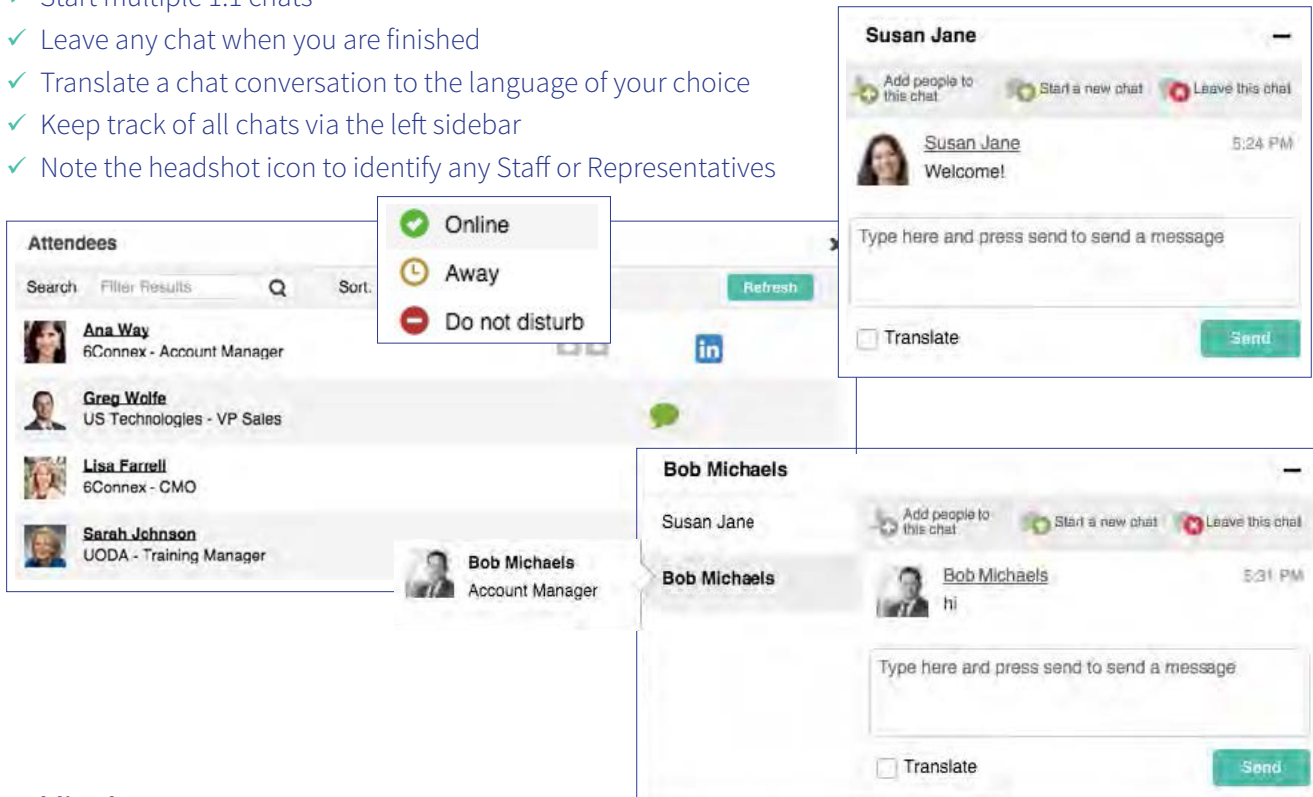
Once you open an **Attendee** list:

- ✓ Click the green chat bubble to initiate a 1:1 chat
- ✓ Click the LinkedIn icon to view a public profile (*if available*)
- ✓ Click the download icon to view profile attachments (*such as resumes; if available*)
- ✓ Click on an attendee’s name for an expanded view and an option for email

✓ WHAT ARE MY OPTIONS FOR CHAT?

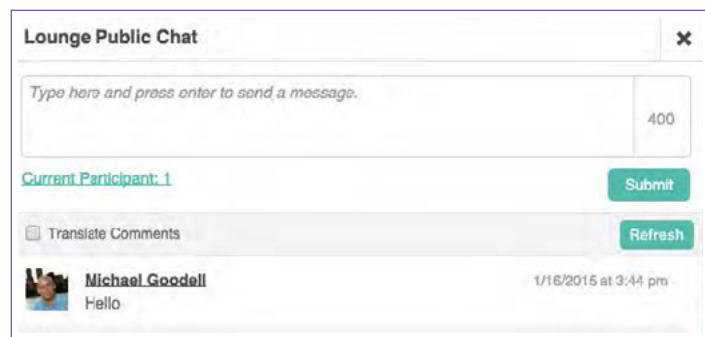
1:1 and Small Group Chat

- ✓ Invite others to chat by clicking on the green chat icon; attendees who are away will have a yellow icon and attendees who do not wish to be disturbed will have a red icon.
- ✓ Add people to a chat one at a time to create a small group conversation
- ✓ Start multiple 1:1 chats
- ✓ Leave any chat when you are finished
- ✓ Translate a chat conversation to the language of your choice
- ✓ Keep track of all chats via the left sidebar
- ✓ Note the headshot icon to identify any Staff or Representatives



Public Chat

- ✓ If a Public Chat is available, click on the relevant sign within the room, or click the public chat button in the upper right of the page
- ✓ Post a comment for viewing by all attendees in the chat
- ✓ Browse previous comments
- ✓ View a list of who's participating in the chat
- ✓ Translate all chat comments to a language of your choice



Chat Queue

- ✓ If a Chat Queue is available, click the sign to be added to the queue; a staff member will be in touch as soon as they are able