

Virtual Career Lab Student Login Instructions

Please expect some difficulty with this process as we all learn to adjust to the new technology.

Setting up Microsoft Teams:

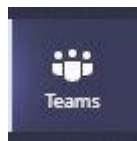
1. Visit <https://teams.microsoft.com/downloads>
2. Scroll down to "Download Teams"



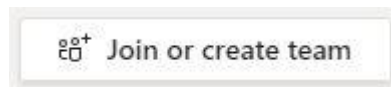
3. Locate your downloaded file and install the application (visit Microsoft for any technical issues).
4. Once the app has been downloaded and you receive a prompt to login. Please login in with your **MSU Denver email address and password**. Please contact IT if you have not received this information (303-352-7548).

Joining the Virtual Career Lab team:

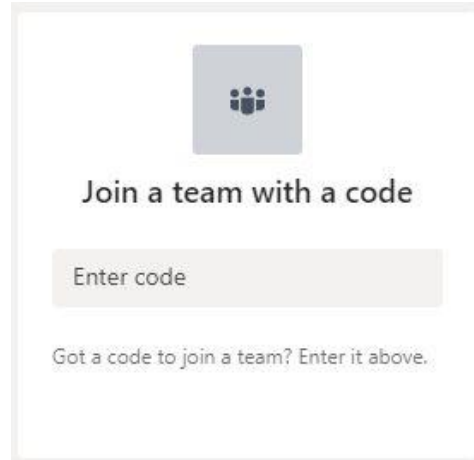
1. Select the "teams" icon on the left side of the application:



2. Locate the "Join or create team" button in the upper right-hand corner



3. Locate the button called "Join a team with a code" and enter the following code:
hf59c5w



Navigating Virtual Career Lab in Microsoft Teams:

1. Once you have joined the Virtual Career Lab in Teams look for the channel called “1 Front Desk” and click on it. Do not use “general” (you may have to click “hidden channels” to open these up).
2. This will bring you to a live chat room where you will request your service.
3. Please make sure the following information is included in your request:
 - a. First and last name, major, type of service requested and contact preference. Please use the list below to identify which service and which method of contact you prefer.

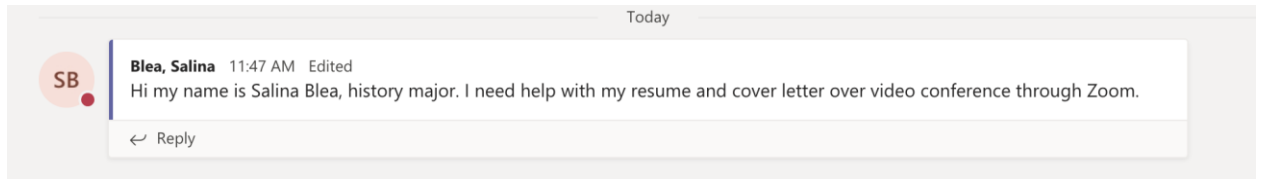
Services offered:

1. Resume review via VMock online review system
2. Resume and/or cover letter review
3. Internship or job search
4. General help
5. Other – please specify

Preferred method of contact:

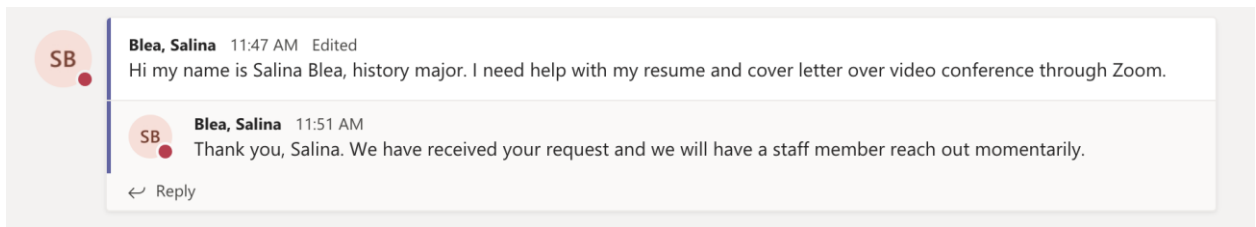
1. Phone call
2. Email
3. Video conference via:
 - a. Skype
 - b. MS Teams
 - c. Zoom
 - d. Other – please specify

4. Once you identified which services you need. Please enter this information into the chat box feature. See example below.



5. Once you post your request, an employee will immediately respond back with next steps. Please be prepared to provide additional information via MSU Denver email or direct message in Teams.

****Please do not list any contact information in the chat room as this space is not secure and anyone in the chatroom can see your post.***



6. You will then be connected to a Career Lab staff member to help you out with your request.

If you have any trouble with this process, please feel free to email in your request to c2hub@msudenver.edu. Please provide the same details as listed above in step 3.