Step 1

Receive schedule email

Before the event, the recruitment team will forward you an email that contains your schedule, and a link to your virtual room. Your link is unique to you and should not be shared with other attorneys.

Step 2

Join your virtual room

Click the Join Virtual Room button, or copy and paste the link into a browser tab to join your room or view your schedule prior to the event. Google Chrome is the recommended browser. Internet Explorer is not supported. Don’t worry, this won’t throw you into a meeting room yet.

Step 3

Enter your virtual lobby

You will now be in what we call the “virtual lobby.” You will see your schedule on the left and once it is within two minutes of the meeting start time, you will see a Join Meeting button in the middle of the screen. Click the button to be connected to your first meeting.
Step 4

Join your first meeting

The student(s) will join you in the virtual room. If you have back-to-back meetings, you will see and hear a two minute warning and notification prompting you to join the next meeting. Click Join Call to move you to the next meeting, or Remind Me to snooze the notification for 1 minute. The red Leave button will take you back to the virtual lobby. After all meetings are complete, you can click Leave and exit the tab.

Support chat

If you have any questions or need assistance, you can use the support chat, which is this blue icon on the bottom left of the screen.