

VIRTUAL INVOLVEMENT FAIR ATTENDANCE INSTRUCTIONS

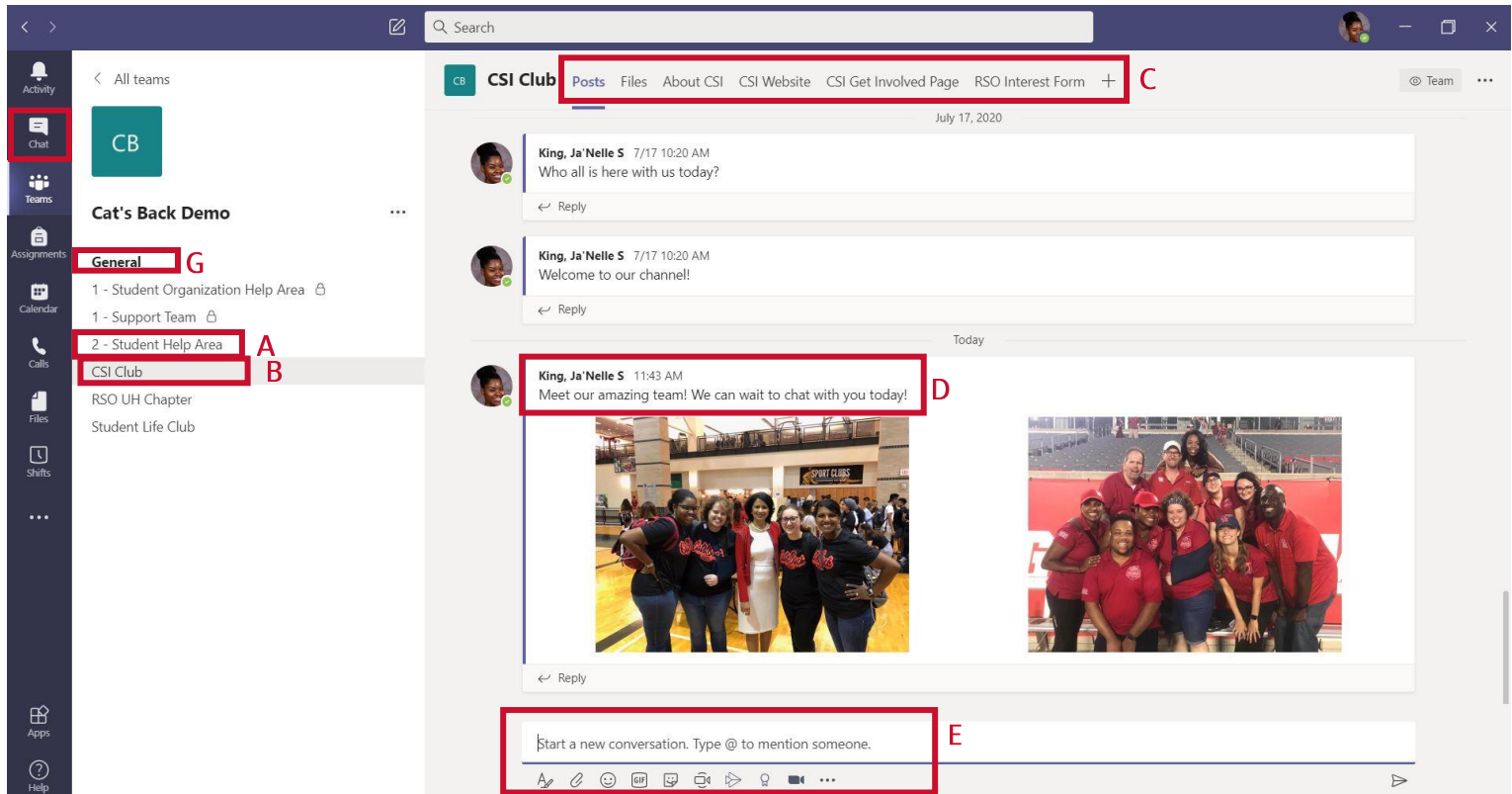
PRIVACY/ PARTICIPATION GUIDELINES

By participating in the Virtual Involvement Fair, students agree to the following guidelines:

- ✓ Messages and comments in the organization channels are **PUBLIC**. Do NOT share any private or personal information such as PSIDs within the channel.
- ✓ Messages and video calls in the chat feature are private but can be accessed by UH staff.
- ✓ If at any time, a student is uncomfortable or feels like the conversation is not organization or involvement oriented, we ask that the student report the conversation through the “Student Help Desk” and stop the conversation immediately.
- ✓ Students agree to keep the conversations involvement and organization oriented. If at any time, a student does not maintain professionalism within the site, they will be removed by UH staff.

VIRTUAL INVOLVEMENT FAIR PLATFORM

This is what the site will look like for you upon entry.



A – Student Help Desk: Go here to ask questions of UH staff or report issues.

B – Organization Channel: Each Student Organization has their own channel. Think of the channel as a virtual booth! Students will be able to click into each channel to interact with student organization leaders and members.

C – Inside the Channel – TABS: Students can learn more about the organization through their “About Us” and “Get Involved” tabs. Additionally, students who are interested in getting more information from the organization can complete the “RSO Interest Form” and we will provide your information to the organization.

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D – Inside the Channel – POSTS: Student organizations will ask questions and post content to create engagement with students. Students can ask questions and reply to student leaders!

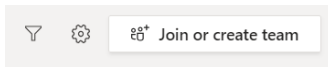
E – Inside the Channel – TOOLS: Students can use the tools section to send messages to student leaders, format messages, and share appropriate reactions or GIFs. **(NOTE: Do NOT Submit ANY personal information such as PSID or other important personal information in the Main Channels. This information should only be submitted through the RSO Interest Form (for staff use only). This is for your privacy.)**

F – Inside the Channel – CHAT: On the left-hand panel, there is a CHAT section. This is where private chats or video calls with student leaders will show up.

G – General: Here is where general information will be posted, as well as information regarding which groups are “live” each day.

HOW TO ACCESS MICROSOFT TEAMS

1. Download Teams and sign in with your CougarNet ID and Password:
 - a. Download Teams for your desktop, iOS, or Android, or just use Teams on the web at <https://teams.microsoft.com>
 - b. Sign in with your CougarNet ID and password (make sure to append @cougar.net.uh.edu after your username).
2. The Team will be discoverable on the Microsoft Teams by clicking “Join or Create a Team”



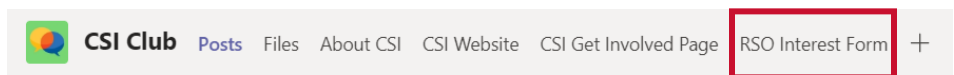
and entering WOW Virtual Involvement Fair under “Search Teams”

A screenshot of the Microsoft Teams search bar. The text "Search teams" is visible in the search input field, and a magnifying glass icon is on the right.

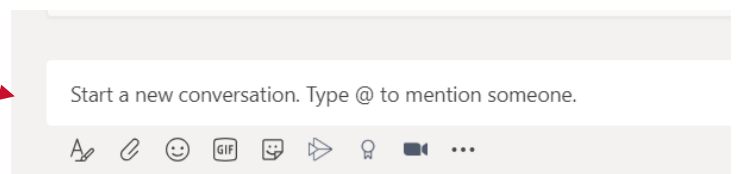
Or clicking the link provided at www.uh.edu/wow or [here](#).

WAYS TO INTERACT WITH STUDENT ORGANIZATIONS

- Submit the RSO Interest Form

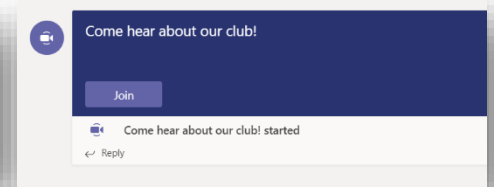
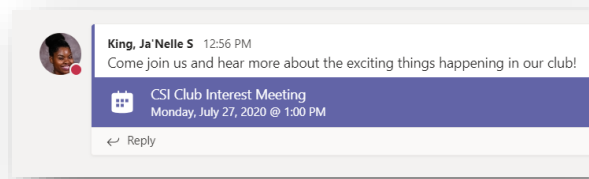


- Feel free to share about yourself and your interests in the channel
- Ask the student organization questions
- Respond to other students' questions or comments

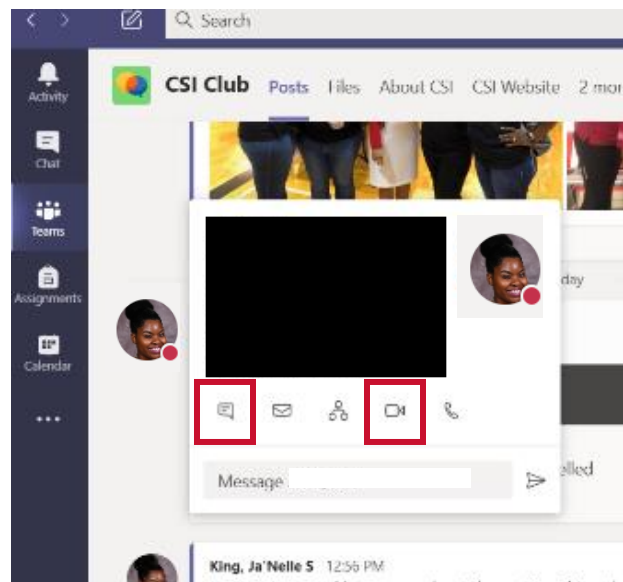


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- Participate in the public video calls within the channels



- Private chat or video call through the CHAT feature with student leaders



If you need any help or are having issues, be sure to come to the Student Help Area and we will be happy to assist you!