## How To Set Up A Virtual Career Check-In:

**Scheduling Your Appointment**

- Go to http://ithaca.joinhandshake.com and login with your *Netpass* credentials
- From the menu at the top of the page, click on "*Career Center*"
- Under the section called, "*What can we help you find?*" click on "*Appointments*"
- Click on the blue, "*Schedule A New Appointment*" button (top left of the page)
- Choose "*Drop-In*" from the "*Choose a Category*" menu
- Choose *"Career Check-In"*
- Give us a little information about how we can assist you and then click the, "*Request*" button
- You will receive an e-mail confirmation with access details. If you do not receive it, be sure to check your SPAM folder.
- You can also log into Handshake and look at your upcoming appointments.

**Sharing A Document**

- It is possible to share documents on Zoom. To do so, simply enable the *"Chat"* feature and drag the document you wish to share into the chat box area (similar to a text message).