

## ONLINE SESSION INSTRUCTIONS

### HOW TO ENTER A CHAT SESSION (10 minutes maximum)

- Make sure your device has a webcam (optional) and microphone to communicate with the counselor.
- When a counselor is available for a Chat session, you will see a green *ONLINE* indicator.
- Click on *Chat Available Now*.
- Click on *Auto Login* with the AVC logo.
- Use your Marauder Student ID and password to log in.
- Once logged in, the counselor will allow you to *ENTER MEETING* to start your session.
- If the counselor is in session with another student, you will be required to wait in the *LOBBY*. Once the counselor is ready for your appointment, you will be added to the next session.
- To end the session, click on *Exit Meeting* to take the survey and log out.

### STUDENTS WITH APPOINTMENTS (1 Hour)

- Make sure your device has a webcam (optional) and microphone to communicate with the counselor.
- At the time of your appointment, go to the link that was provided in the Appointment Confirmation (please check your email).
- Click on *Auto Login* with the AVC logo.
- Use your Marauder Student ID and password to log in.
- To end the session, click on *Exit Meeting* and please take the survey