Below are instructions for Applicant to Access the Virtual Video Platform on interview day

1. Log into Thalamus.

2. Select the "Schedule" and then "My Schedule" to view the scheduled interview sessions.

3. Navigate to the correct interview session by using the arrows or by selecting the interview session on the menu on the left side of the page.

4. If you are scheduled for multiple interview sessions on the same day, you will have multiple events listed with different times, types, and Faculty information. Choose the event that you would like to join.

5. If a Thalamus virtual interview session has been scheduled, you will see the "Join Meeting" button. Select this button to join the meeting.

6. A new tab will open in your browser. **Note: The preferred browser for using the Thalamus Virtual Interview platform is Chrome.**

7. In the new tab, you will be prompted to re-enter your Thalamus log in information and you will be immediately added into the interview session.

8. You will be prompted by your browser to allow the Thalamus Interview platform to access your camera and microphone. Click Allow.

9. Once in the Virtual Interview room, you have access to the following features at the top of the screen:

- Chat: A text chat room used to communicate with other users in the room.
- Settings: Allows you to change the webcam and microphone.
- Log out: to remove yourself from the interview.

10. Along the bottom of the screen, you can:

- Turn your microphone on/off
- Turn your camera on/off
- Hang up the call using the "Phone" icon.
- Change your microphone or webcam through the settings
- Track the amount of time spent in this interview

11. Once your Interviewer joins the room, you will see their video on your screen. As more participants join the room, the videos will resize to accommodate multiple users.

12. If there are no other users in the room, you will see a notification: "There is no one else currently in this room. Once another individual joins they will appear here."

13. If you should accidentally leave the interview room before you have finished, you can return to the room via the steps used to previously access the room.

14. When you are done with your interview, you can select the phone icon to end the meeting or close your browser window and return to the interview schedule tab to join your next meeting.