

Guide to Participating in 2020 MSU HR Benefits Open Enrollment Fair

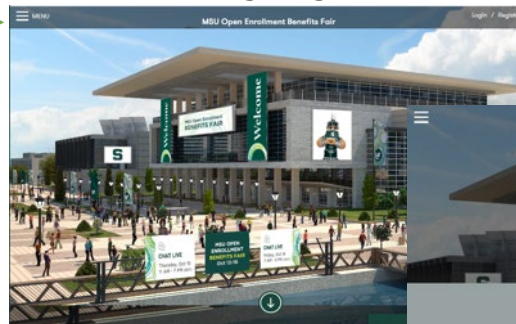
spartans2.easyvirtualfair.com

- > Go to spartans2.easyvirtualfair.com
- > Click on the 'Register' link (located in upper right-hand corner)
- > Complete Registration (only name and email required; all other fields optional)

From the main site landing page, use the "Menu" link to view key event information and for shortcuts. You can also access the **Info Stand** for questions and support.

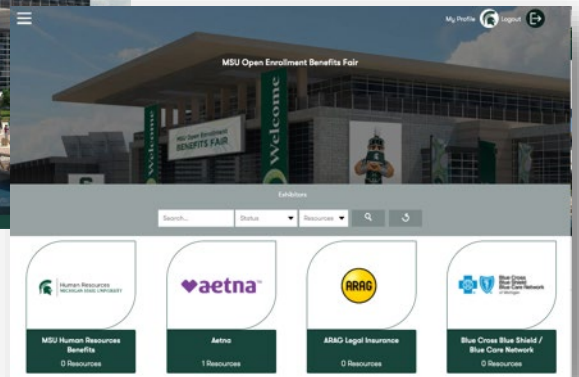
Scroll down as indicated by the green arrow button in the bottom center of the page to access booths of benefit providers and partners.

Site Landing Page



Two ways to access booths:

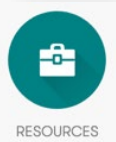
- 1) Scroll down to view booths
- 2) Use "Benefits Providers & Partners" link in top left menu



Click on exhibit booths to view **Resources** and information; use your scroll button to access information icons.

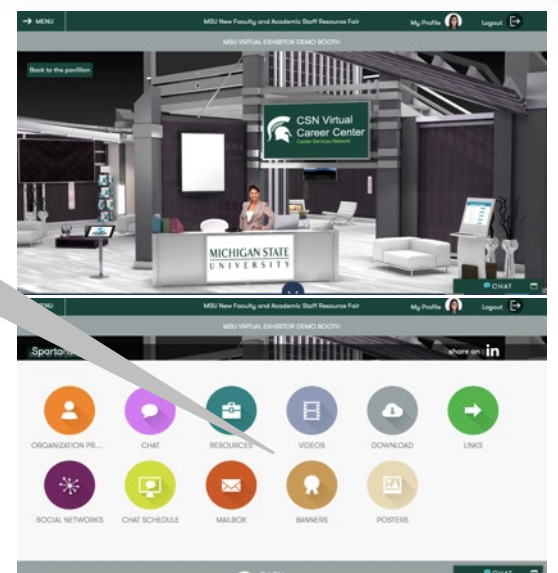


Click on **CHAT SCHEDULE** icon to view schedule of live chats hosted by booth staff. Times listed may be in addition to the official live chat schedule for the event.



Click on **RESOURCES** icon to view available resources, guides, and more information for which you can express specific interest.

Copies of available resources may also be included and accessed using the DOWNLOAD icon. Downloads can be saved to your computer for future reference and continued access.

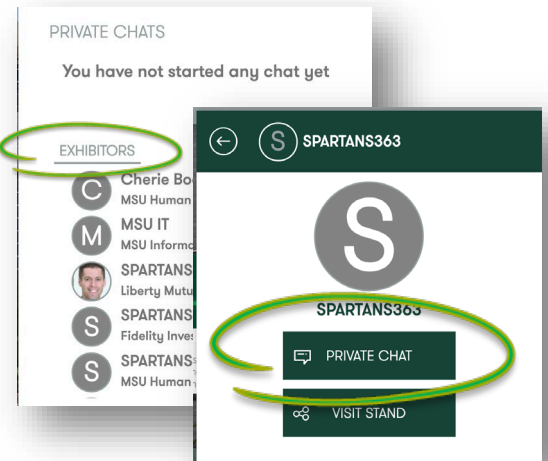


Chat Instructions and Options



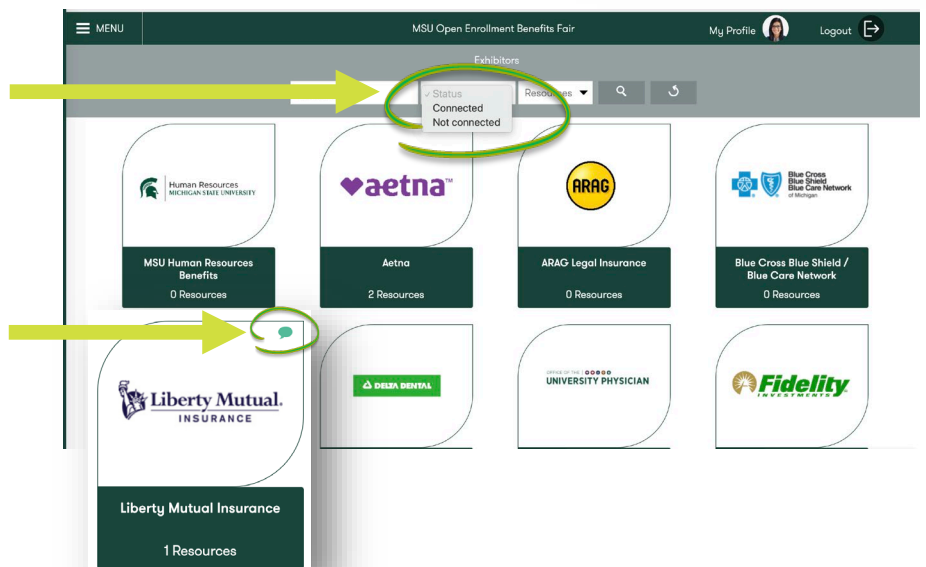
From the Chat Window that appears on the right-side of your page once you log in, you can view the list of all exhibitors online and available for chat.

Click on name of a vendor to initiate a PRIVATE CHAT conversation.



Easily view list of exhibitors which are online and available to chat, using the dropdown menu from the vendor booths page and search for "Connected."

Also, a blue chat bubble icon appears in the upper right-hand corner of any booth in which staff are available to chat from your chat window.



Important Note: Exhibitors or vendors have option to initiate a video chat using integrated video chat technology. The integrated video chat feature will use your computer's camera and microphone. Participate in only one video chat at a time to avoid technical issues.

HAVE QUESTIONS?



Visit the virtual INFO STAND for technical support and assistance. Access the INFO STAND from the main site menu.

For all other questions, please click on the MSU HUMAN RESOURCES BENEFITS Booth for assistance.

