

UNDERGRADUATE CENTER FOR CAREER DEVELOPMENT

PCA Chat

Instructions to GoogleChat:

- 1) Log into your Babson Email.
- 2) Click on the chat box in the lower left side.

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3) The search function of your chat should open. Search for "Peer Career Ambassador" <ccdpca@babson.edu>"



4) Check "Show in chat list" to add Peer Career Ambassadors to your chat list.



WWW.BABSON.EDU/OWNYOURCAREER



5) Hover over Peer Career Ambassador and click on the chat box

Career Ambassadar	rs Account e
Career Ambassader	rs Account e
Career Ambassadors	
1@babson.edu	
tinfo Emails	
	Add and invite

6) On the lower right hand of your screen pops a chatbox:

● Peer Career Amb		
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Peer is offline and can't receive messages right now. Press Enter to send your message.		
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7) Start chatting away! Send cover letters and resume to <u>ccdpca@babson.edu</u> during your chat! Your chat list should be saved so you can always chat with us again!

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