1. Join your Virtual Room 👋

In your Schedule Email, click the **Join Virtual Room** button, or copy and paste the link into a browser tab to join your room or view your schedule prior to the event. You'll see the page below which is your virtual lobby. At the top of the left sidepanel will be a button to **View Documents**. This button will be live before, during, and after the event. You will also be able to access a candidate's documents once inside the interview room by clicking the **View Candidate Profile** button on the left side panel.

If you do not see the **View Documents** button, then the school has opted to not use Flo Recruit for documents. Please follow up with your employer contact to access student documents!

2. Download Documents ✅

After selecting **View Documents**, you will be taken to the Bulk Download page where you can download documents for all the candidates you are interviewing. If you select an individual student on the left side, you will see their documents. If candidates have not uploaded just yet, you will see that noted. Schools control when documents are available. They can make them available as soon as the candidate uploads them, at the interview start time, or at a specific date and time. These settings will be shown via tool tips, as shown below.