Session 1

Tool Time Tuesday
Bandwidth, Browser Plugins, WebEx & Skype Guides
Hello!

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Research Medical Library
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COVID-19 INFO
Get access to the latest COVID-19 and clinical care resources.
Bandwidth
Speed Up the Connection

**Video**
Turn your video off when you’re not speaking. Video negatively impacts bandwidth.

**Sound**
Try calling in by phone to reduce the consumption of bandwidth.

**Hardwire**
Plug your computer into your modem old school. This is a better connection.

**VX Remote or VPN**
Use WebEx, Skype or Zoom outside of VX Remote or off the VPN. This will speed up your connection time.

**Timing**
Try to have meetings outside of prime times. Be a good steward. When you step away, disconnect from the VPN and use your personal device for casual web browsing.

**Close Applications**
Close out applications like email when you’re in a meeting. Close Skype when you’re using other meeting software like WebEx or Zoom.
Browser Extensions
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- **LibKey Nomad** – Access journal PDFs with one click
- **EndNote Capture** – Capture a reference quickly
- **The Great Suspender** – Suspend tabs in Chrome that you aren’t using
WebEx & Skype Guides
WebEx & Skype Guides

WebEx & Skype Best Practices

◉ Practice ahead of time. This will reduce anxiety.
◉ Have a room moderator to support the presenter (audio, chat, etc.).
◉ Close unnecessary applications.
◉ Mute everyone before they enter the room.
◉ Create backup screenshots in case you have connectivity issues.
WebEx - Connect Your Sound

- Connect your audio with the phone icon. Call in using a phone or your computer.
- Select the ellipsis to see more audio options.
WebEx Sound for Presenters

- Mute participants on entry to reduce background distractions.
- You can “Mute All” at anytime during the meeting.
WebEx Panels

◉ Main Meeting Room - The main meeting room is used to share content, such as your screen, documents, etc.

◉ Participants - List of attendees in the meeting which includes the host, presenters, and any participants. This is also where you can "see" your fellow participants, and where you can view audio/video connections.

◉ Chat - This allows participants to communicate with the entire group or individual participants.

Participants panel

View the chat panel here. Be sure to select who you are chatting with.
Activate Your LinkedIn Learning Account

Watch thousands of videos on how to use WebEx, Excel, PowerPoint, or learn new skills like emotional intelligence.
Thanks!

Any questions?

Ask the Research Medical Library

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- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays: https://mdanderson.libcal.com/event/6632717