Session 21
Tool Time Tuesday
Chat in Teams
Hello!

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Research Medical Library

www.mdanderson.org/library/

RML-Help@mdanderson.org
Zoom Basics Guide

https://mdanderson.libguides.com/zoom

Zoom Basics

Before you Meet
- Sign into Zoom
- Download the Apps

Schedule a Meeting
- Schedule a Meeting
- Settings to Consider When Scheduling

Audio & Video Settings
- Set up your audio and video

Virtual Backgrounds
Want to add a virtual background to your Zoom call? Here are some free backgrounds to choose from:
- Astros
- Disney
Zoom Sounds Issues

- Zoom seems to have specific sound issues that are different from WebEx or Skype.
- A headset works better with Zoom. Here's one recommendation:
- Logitech 390 headset:
Thinking about starting a literature search? This introductory class provides a broad overview of how to do an effective literature search and briefly describes the steps in the process. We'll discuss how to formulate a searchable question; select resources to search; create a search strategy; use additional search techniques.

https://mdanderson.libcal.com/event/6961869
“Racial Equality: Inclusion Makes Us Stronger.”


Tuesday, Aug. 18; Noon - 1 p.m.
Virtual Panel Discussion “Fostering Inclusive Care While Combating Racism”

Wednesday, Aug. 19; 3 - 4 p.m.
Allyship 101 Training

Thursday, August 20; 7 -8 p.m.
Movie Party - Explained: The Racial Wealth Gap

Friday, August 21; 10 - 11 a.m.
Combating Racism: Becoming Anti-Racist

Friday, August 21; Noon - 1 p.m.
Virtual Book Club: “So You Want to Talk About Race?”
Chatting in Teams
How to get chat in Teams

- Login at office.com with your MD Anderson credentials.
- Go to Teams
- Select Chat
Add someone to your chat

◉ The people icon in the upper right-hand corner of your chat is where you can see who is currently in your chat.

◉ This is also where you can add others.
Chat Functions

- Format your text
- Exclamation Mark: emphasize your message as important.
- Paperclip: attach a file
- Smiley Face: Emojis
- GIF: add GIFs
- Sticker: Add stickers
- Stream: add a video that’s uploaded to stream
- Badge icon: Send praise; a little icon with a customizable message
- Ellipsis: Add other apps including weather, news, Wikipedia
Download Teams for Desktop Notifications

- Download from Office.com
- OR some people may have issues with Teams from Office.com. If so...
- Go to the Software Center
- Download Re-Enable Microsoft Teams
Notifications Settings

- Go to your initials or photo in the upper right-hand corner of Teams.
- Settings
- Notifications
  - Banner: Notifications pop up in the lower right-hand corner of your screen
  - Banner and Email: you will get a pop-up and an email
  - Off: turn the notifications off
Start a Meeting Through Chat
Start a Video/Audio Call Through Chat

- Go to your chat.
- Click on the Video icon or Phone icon to call.
Once you’re in a call you will have a control panel.

- Camera – turn camera on and off
- Microphone – Mute/unmute
- Share –
  - Share your desktop, window or browse to share anything from your computer or OneDrive.
  - If you share a PowerPoint, the viewers can cycle through it without you. Turn off “private viewing” in your settings (under the ellipsis)
Ellipsis

- Show device settings – adjust volume; turn off private viewing
- Enter full screen
- Show background effects – change your background
- Live captions – Captions are live, but they do not identify speakers
- End Meeting
- Turn off incoming video – this will disable the video for all meeting participants, apart from your own.
Video/Audio Controls Continued

- **Raise Hand:** When you raise your hand it will show in the participants panel. Presenters can lower your hand.
- **Chat:** Show the meeting room chat
- **Participants:** Show who is in the room; add people to the call
  - Presenters have control to mute people, lower hands, and remove people from the meeting
  - Use the ellipsis next to the participant name to change someone to an attendee
  - Attendees can interact but cannot add/remove people from the meeting.
You may want to allow someone to control your desktop.

- Once someone shares their screen (presenters only), anyone (presenter or attendee) can ask to “Request control” of the screen.

- The person sharing their screen can “Allow” or “Deny” the request.
Thanks!

Any questions?

Ask the Research Medical Library

- RML-Help@mdanderson.org
- [www.mdanderson.org/library/](http://www.mdanderson.org/library/)
- Register for future Tool Time Tuesdays: [https://mdanderson.libcal.com/event/6632717](https://mdanderson.libcal.com/event/6632717)