



Session 3

Tool Time Tuesday

Flex Your Brain, Skype Tips, WebEx Training vs. Events





Hello!



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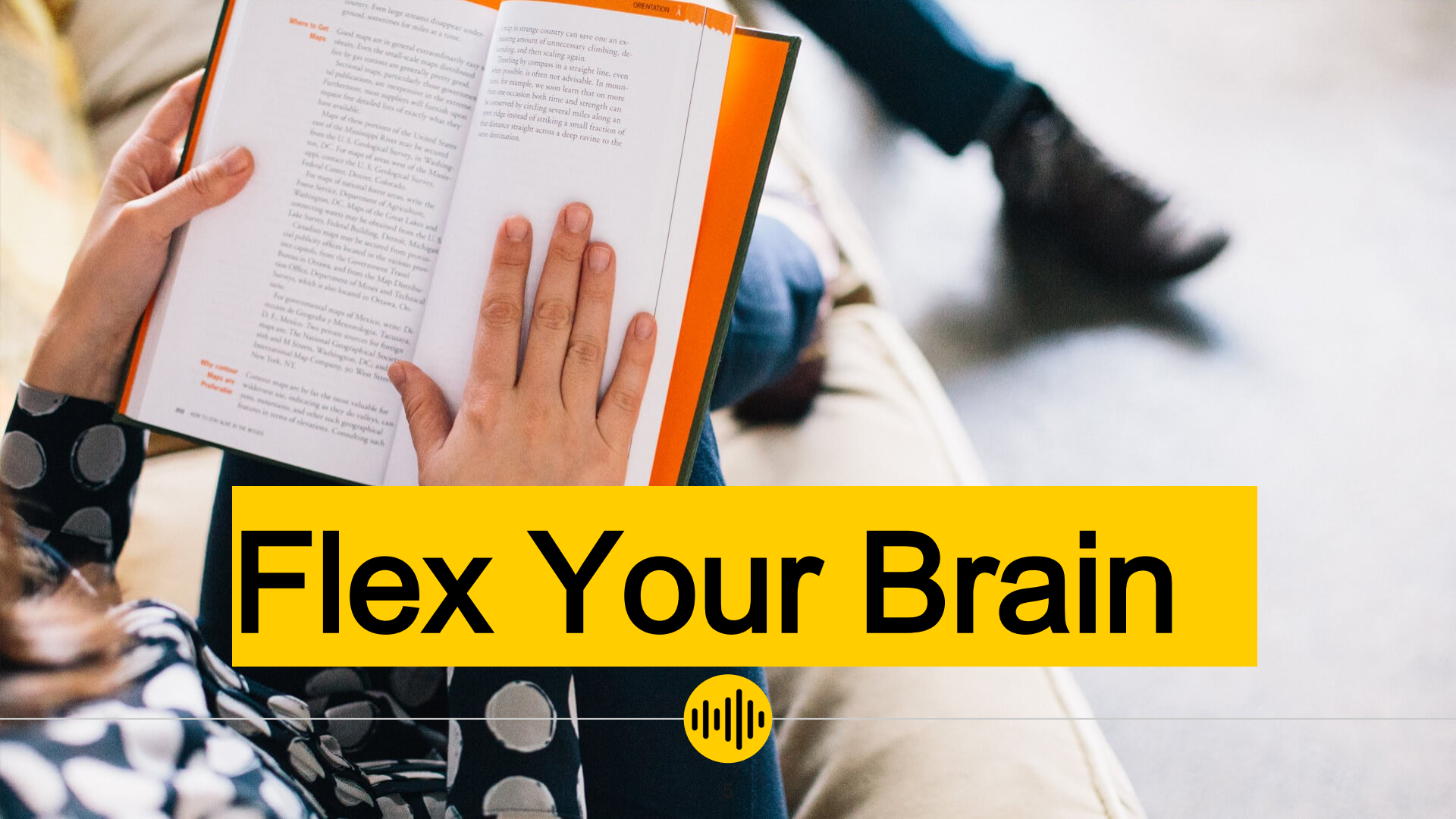
Rest Your Brain





Reduce Stress, Sleep Better

- **Daylight**, a personalized web-based and mobile app designed to help individuals learn and practice proven strategies to navigate stress and worry. Sign up for Daylight here: <https://bit.ly/34vIWdn>
- **Sleepio**, a web-based and mobile app that provides self-help tools to improve sleep. Sign up for Sleepio here: <https://bit.ly/3ef5Ys5>
- Provided by HR Wellness and Recognition Department



Where to Get Maps

Good maps are in general extraordinarily easy to obtain. Even the small-scale maps distributed free by gas stations are generally pretty good. Sectional maps, particularly those government publications, are inexpensive in the extreme. Furthermore, most suppliers will furnish upon request detailed lists of exactly what they have available.

Maps of those portions of the United States from the U. S. Geological Survey may be secured upon request. For maps of areas west of the Mississippi contact the U. S. Geological Survey, Federal Center, Denver, Colorado.

For maps of national forest areas, write the Forest Service, Department of Agriculture, Washington, D. C. Maps of the Great Lakes and Lake Survey, Federal Building, Detroit, Michigan and Canadian maps may be obtained from the U. S. and Canadian public offices located in the various provincial capitals, from the Government Travel Bureau in Ottawa, and from the Map Distribution Office, Department of Mines and Technical Surveys, which is also located in Ottawa, Ontario.

For governmental maps of Mexico, write: Dirección de Geografía y Meteorología, Tacámbaro, D. F., Mexico. Two private sources for foreign maps are: The National Geographical Society, 1215 16th Street, Washington, D. C., and the International Map Company, 90 West Street, New York, N. Y.

Why contour maps are preferable

Contour maps are by far the most valuable for wilderness use, indicating as they do valleys, canyons, mountains, and other such geographical features in terms of elevations. Consulting such

maps in strange country can save one an exhausting amount of unnecessary climbing, descending, and then scaling again. It is often possible, if one learns that on more than one occasion both time and strength can be conserved by circling several miles along a mountain ridge instead of striking a small fraction of that distance straight across a deep ravine to one's destination.

Flex Your Brain





Read for Free

- Harris County Public Library offers a free digital library card.
- Download OverDrive and get full access to their eBooks and audiobooks.
- Download Flipster for the latest magazines.

<https://www.hcpl.net/services/digital-media>



Apps for Health Information

- [DynaMed](#) – evidence based health info
- [UpToDate](#) – quick health info
- Create a free account with your MD Anderson email address. Download the apps.



Skype

Skype Tips





Skype Guide with FAQs

- Skype Guide –
<http://mdanderson.libguides.com/skype>





When Should I Use Skype?

- Great for small groups (2-10 ppl).
- Good for meetings or impromptu conversations.
- Easy way to chat with people.
- Allows users to control another participants screen (with permission).





Skype Chatting vs. Meeting

- Skype allows you to call anyone through the chat portal. These are usually impromptu sessions.
- Skype also allows you to schedule a meeting through Outlook or Skype chat.
- Scheduling a meeting gives the host more permission to control attendee permissions like sharing and sound.

The screenshot shows the Outlook ribbon with the 'Home' tab selected. The 'Send / Receive' group contains the 'New Skype Meeting' button, which is highlighted with a red box. Other buttons in this group include 'New Appointment Meeting Items' and 'Schedule Meeting'. Below the ribbon, a calendar view for March 2020 is visible, showing the current date as March 20th.

The screenshot shows the Skype for Business interface. The top bar displays 'What's happening today?' and the user's name 'Gann, Laurissa B'. Below this is a search bar and a list of contacts. A context menu is open over a contact, showing options such as 'Send an IM', 'Call', 'Start a Video Call', 'Send an Email Message', 'Schedule a Meeting', 'Copy', 'Find Previous Conversations', 'Add to Favorites', 'Copy Contact To', 'Move Contact To', 'Remove from Group', 'Remove from Contacts List', 'Tag for Status Change Alerts', 'Change Privacy Relationship', and 'See Contact Card'.

PARTICIPANTS

Presenters (2)

- Gann, Laurissa B
- Moore, Lesli M



[Invite More People](#) [Participant Actions](#)

What's happening today?

Presenting Set Your Location



Find someone or dial a number

GROUPS STATUS RELATIONSHIPS NEW

FAVORITES

OTHER CONTACTS (1)

- In a meeting

RESEARCH MEDICAL LIBRARY (13)

- Available
- Available - Video Capable
- Out of Office 4 hours
- Offline 6 hours

Select Your Primary Device

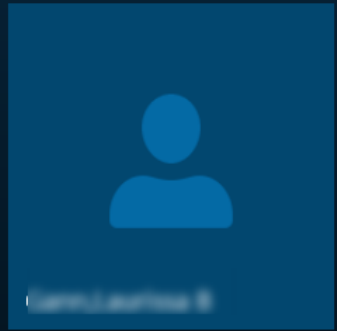
- PC Mic and Speakers (5 mins)
- Audio Device Settings (0 Capable)
- Check Call Quality

CALL FORWARDING OFF

Stop Presenting

The rest of this screen is an example of your Skype meeting room.

This is your contacts list. You can initiate most Skype functions from this window.





Participant Roles

The screenshot displays a Skype meeting interface with a sidebar on the left and a main meeting area on the right. The sidebar is divided into two sections: 'PARTICIPANTS' and 'CONVERSATION'. The 'PARTICIPANTS' section shows 'Presenters (4)' with icons for chat, mute, video, and screen sharing. Below this are two buttons: 'Invite More People' and 'Participant Actions'. A red arrow points from the 'Participant Actions' button to a larger 'Participant Actions' dialog box that is open in the foreground. This dialog box contains several options, each with a blue circular icon: 'Mute Audience' (microphone icon), 'No Meeting IM' (chat bubble icon), 'No Attendee Video' (video camera icon), 'Hide Names' (person icon), 'Everyone an Attendee' (group of people icon), and 'Invite by Email' (envelope icon). A red arrow points from the 'No Meeting IM' option to the 'Participant Actions' button in the sidebar. The main meeting area shows a 'Conversation (4 Participants)' window with a '4 Participants' header, 'Request Control', and 'Actual Size' buttons. Below this is a video feed of a meeting with a 'Participant Actions' dialog box overlaid on top.



Downloads in Skype

- If you see this error message, you may need to set your defaults to download images or files from Skype.

C:\Users\sleyton\Documents\My Received Files\2020-04-13_8-33-34.png



This file does not have an app associated with it for performing this action. Please install an app or, if one is already installed, create an association in the Default Apps Settings page.

OK



Skype Security

- Like WebEx, don't advertise your URL for your meeting. Anyone can enter the room with a URL.





Differences Between Skype & WebEx Meetings

	Skype	WebEx Meetings
Presenting your screen	Presents everything you are doing.	Presents only your desktop, not your personal meeting room.
Controlling the desktop	Allows you to give or take control of your screen.	Allows you to share your screen, but not control someone's desktop.
Availability (Status)	Skype allows you to set a status called "Do Not Disturb" so no one can chat you when you're presenting.	WebEx allows chats during a meeting.
Control Attendees	Skype automatically gives everyone the ability to present. The host can select Participant Actions and make everyone an attendee.	WebEx automatically makes everyone a participant. The host has to allow presentation rights individually.

A black French Bulldog is the central focus, looking directly at the camera with a neutral expression. It is wearing two bright red, shiny boxing gloves. The background is plain white. A yellow banner with black text is overlaid across the middle of the image.

WebEx Training vs. Events





What Makes WebEx Events Unique

- Designed for large presentations versus meetings.
- Simpler viewer interface.
- Panel presenter functionality.
- More audio functionality, though this might require IT support.
- Mute attendees and control their mics.



What Makes WebEx Training Unique

- Meant for trainings.
- Allows breakout sessions within the training.
- Allows testing and instructor scoring.
- Offers a registration form.
- Mute attendees and control their mic.
- Q&A and Polling features.



Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>