Session 3

Tool Time Tuesday
Flex Your Brain, Skype Tips, WebEx Training vs. Events
Rest Your Brain
Reduce Stress, Sleep Better


◉ **Sleepio**, a web-based and mobile app that provides self-help tools to improve sleep. Sign up for Sleepio here: [https://bit.ly/3ef5Ys5](https://bit.ly/3ef5Ys5)

◉ Provided by HR Wellness and Recognition Department
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.

https://onlinenetwork.bcna.org.au/discussion/17554/dr-google
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.
Start a Skype Meeting
◉ Start a meeting from your chat window.
◉ Schedule a meeting in Outlook with the add-on.

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

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

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