



Session 18

Tool Time Tuesday

Zoom Tips





Hello!



Laurissa Gann, MSLS, AHIP

Lesli Moore, MLS

Research Medical Library

www.mdanderson.org/library/

RML-Help@mdanderson.org



The Learning Center – Patient Education

Patients can get individualized help with their questions from expert librarians and health educators.

- Recommended Resources for Patients:
<https://mdandersontlc.libguides.com/>
- Videos & Booklets for patients:
<https://bit.ly/32XuxGW>
- Contact the Learning Center:
asktlcstaff@mdanderson.org

The Learning Center

THE DEPARTMENT OF TEXAS
MDAnderson
Cancer Center
"Making Cancer History"

MD Anderson Learning Center / LibGuides / TLC Recommended Resources / Home

TLC Recommended Resources: Home

Enter Search Words Search

To ensure the safety of our patients, visitors and staff, all Learning Center locations are currently closed, but we are still available to assist you with your information needs. For information about our services, hours, and how to contact us, please see [The Learning Center webpage](#).

If you have questions or need information about the issues and concerns faced by cancer patients during the coronavirus pandemic, we've put together a guide to help: [Coronavirus \(COVID-19\) and Cancer Recommended Resources](#).

New in The Learning Center

Midpoint: Manhood, Midlife and Prostate

Welcome to The Learning Center's Recommended Resources

Recommended Resources are guides to information on cancers and cancer-related topics which have been developed by the librarians and health educators in The Learning Center at The University of Texas MD Anderson Cancer Center. (Esta página en español.)

Recommended Resources

Cancer Types

- Bladder Cancer Recommended Resources
by Valerie Philip Last Updated Jun 17, 2020
- Brain Tumors Recommended Resources
by Adella Justice Last Updated May 27, 2020
- Breast Cancer Recommended Resources
by Valerie Philip Last Updated Jun 17, 2020
- Childhood Cancer Recommended Resources
by Jennifer Frances Last Updated May 27, 2020
- Colorectal and Anal Cancer Recommended Resources
by Rita Tinkler Last Updated May 27, 2020

Access MyChart

THE UNIVERSITY OF TEXAS
MDAnderson
Cancer Center

About The Learning Center

Upcoming Events

Lunch & Learn Online
Tuesdays, 12:30 p.m.-1:30 p.m.



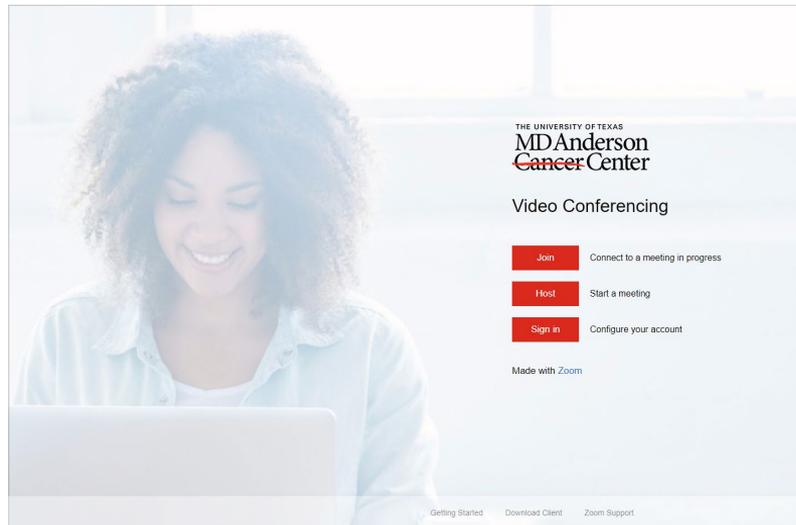
Zoom Tips





Activate your Account

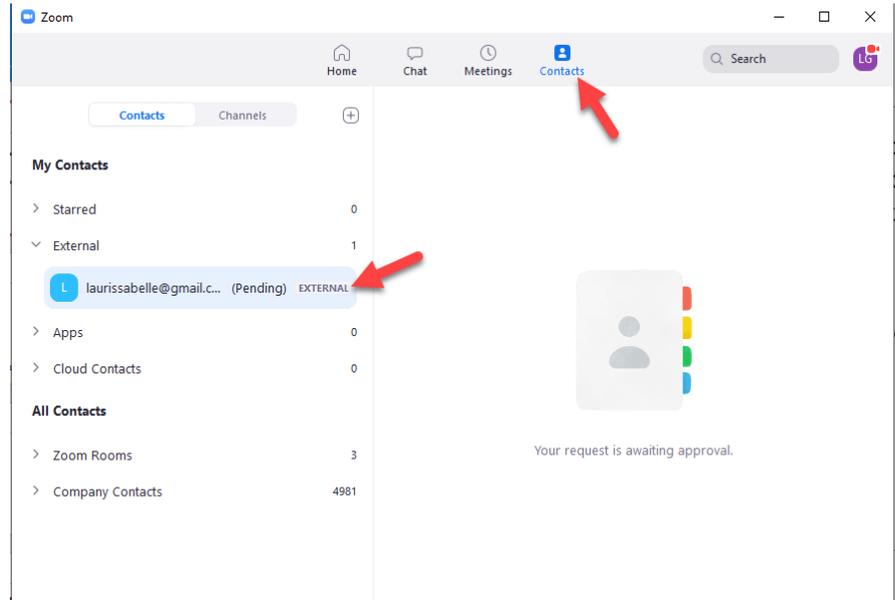
- Activate your MDA Zoom Account by logging into <https://mdacc.zoom.com>. You are not a “contact” in the MDACC Zoom contact book until you do this.





Outside Contacts

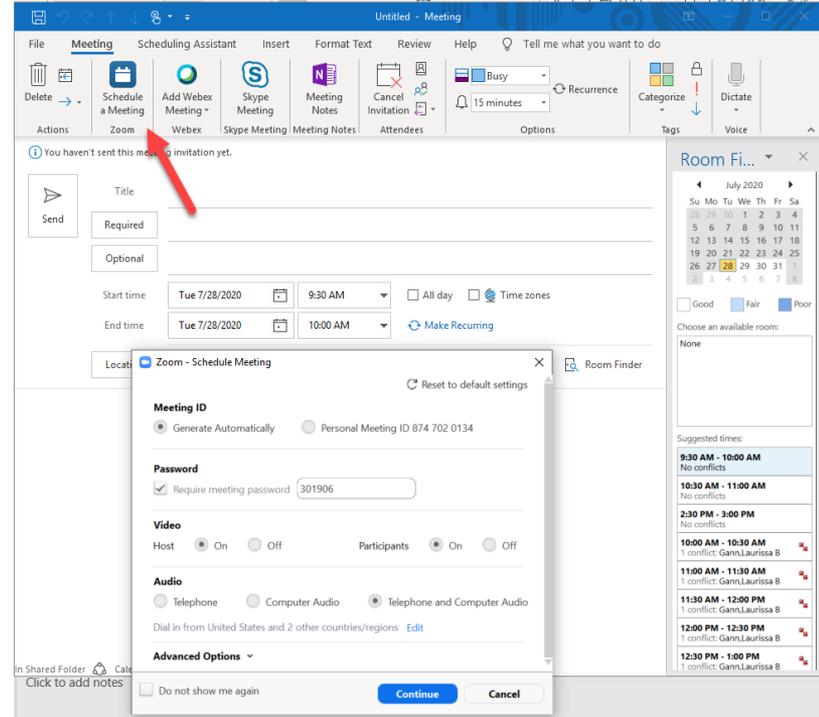
- Add an outside contact: Open Zoom app, go to Contacts, click the plus sign and enter email. The person will receive an email and must set up a Zoom account.





Can we connect Outlook and Zoom?

- Download the plugin from the Software Center.
- You cannot directly link your Outlook contact list to Zoom right now. This feature is not enabled for MD Anderson.
- You can schedule a Zoom meeting with the Zoom plugin in Outlook.





Can I see my meetings in the Zoom app/website?

- Only meetings that you schedule will appear in the Zoom app and on the Zoom website. We're not sure why this is, but you should rely on your Outlook calendar for meetings.



Keyboard Shortcuts for Hosts

- Mute everyone but the host (only available to host)
 - PC: Alt+M
 - MAC: Command(⌘)+Control+M
- Minimize your meeting controls
 - PC: Ctrl+Alt+Shift+H
 - **MAC: Ctrl+Option+Command+H**



Keyboard Shortcuts for Participants

- Mute or unmute yourself
 - PC: Alt+A
 - MAC: Command(⌘)+Control+A
- Start and stop video
 - PC: Alt+V
 - MAC: Command(⌘)+Shift+V
- Screenshot
 - PC: Alt+Shift+T
 - MAC: Command(⌘)+T



New Share, Pause

- While presenting, switch which screens you are sharing by selecting “New Share”. This allows you to share a different document or screen without your participants seeing the share window.
- Pause your screen sharing with the Pause button. This will allow you to move around your desktop without your participants seeing.

The screenshot shows the Zoom meeting interface. The top toolbar includes buttons for Unmute, Start Video, Security, Participants, Polls, New Share, Pause Share, Annotate, and More. A green notification bar at the top of the content area says "You are screen sharing". A dropdown menu is open from the "More" button, listing options: Chat (Alt + H), Breakout Rooms, Record (Alt + R), Meeting Info, Closed Caption, Disable participants annotation, Show Names of Annotators, Hide Floating Meeting Controls (Ctrl + Alt + Shift + H), Share computer sound, Optimize Share for Full-screen Video Clip, and End (Alt + Q). Two callout boxes are present: a green one pointing to the "New Share" button with the text "Change the window or application you wish to share." and a yellow one pointing to the "Pause Share" button with the text "Pause sharing. This will freeze the screen until you unpaue". The background shows a browser window with the Anderson Cancer Center website.



Spotlight a Speaker

- Spotlight one video as the main view for all participants
 - Click on the three dots on the speaker video and choose spotlight. This will force all participants to view the spotlighted video.
- Pin a video to focus on a specific speaker. This will only affect your view. Others will not see who you pinned.
 - Click on the three dots on the video you wish to pin. Select Pin.



Alternative Hosts

- Make sure you have more than one host.
- Anyone who has been made an alternative host can start the meeting and run a meeting without the original meeting creator.
- Co-hosts are assigned once the meeting begins. They can run the meeting, but don't have the privilege to start the meeting.

Zoom - Schedule Meeting Reset to default settings

Meeting ID
 Generate Automatically Personal Meeting ID 874 702 0134

Password
 Require meeting password

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting on the local computer
- Include invite link in location field
- Insert Zoom meeting invitation above existing text
- Enable additional data center regions for this meeting

Select a language for meeting invitation:

Alternative hosts:

Do not show me again Continue Cancel



Registration

- You can ask individuals to register for a meeting or webinar. This will allow you to get information about attendees ahead of time, and require the attendee to fill out the form before obtaining meeting information.
 - Login to mdacc.zoom.us
 - Create or edit your meeting
 - Select Registration
 - Save your meeting
- Click on your meeting title, scroll to the bottom of the screen and choose “Edit”. From this screen you can choose automatic or manual approval, add registration questions.
- Choose Save.



Reporting

- Login to mdacc.zoom.us
- Go to Reports
 - Reports are saved for 12 months
 - **Usage** – View a list of meetings, the duration and number of participants. Identifying information for participants is currently unavailable
 - **Meeting** – This gives you reports on who registered for the meeting and on polls.
 - **Webinar** – Search for Registration, Attendee, Performance, Q&A, and Poll Reports for webinars.



International Numbers

The screenshot displays the Outlook interface for editing a Zoom meeting. The main window shows the 'Zoom - Edit Meeting' dialog with the following settings:

- Meeting ID:** Generated ID 971 8131 6524
- Password:** Require meeting password (239915)
- Video:** Host: On; Participants: On
- Audio:** Telephone and Computer Audio

A red arrow points to the [Edit](#) link under the text 'Dial in from United States and 2 other countries/regions'.

The 'Select Global Dial in Countries/Regions' dialog is also open, showing a list of countries and regions. The 'Selected Countries/Regions' list includes:

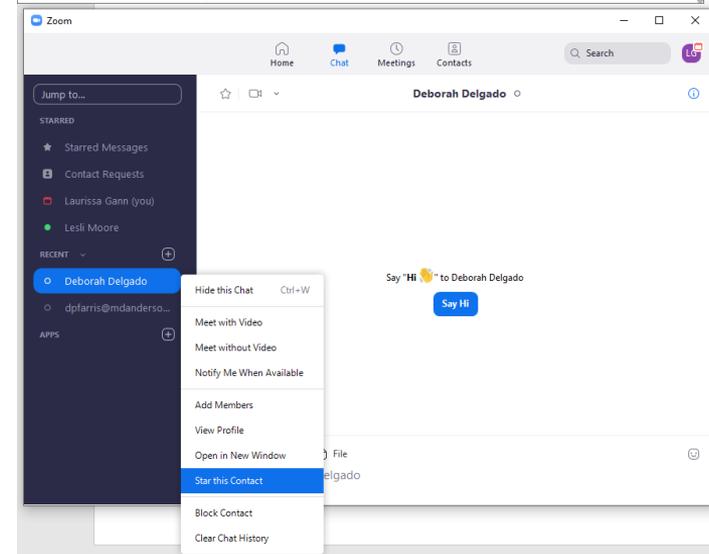
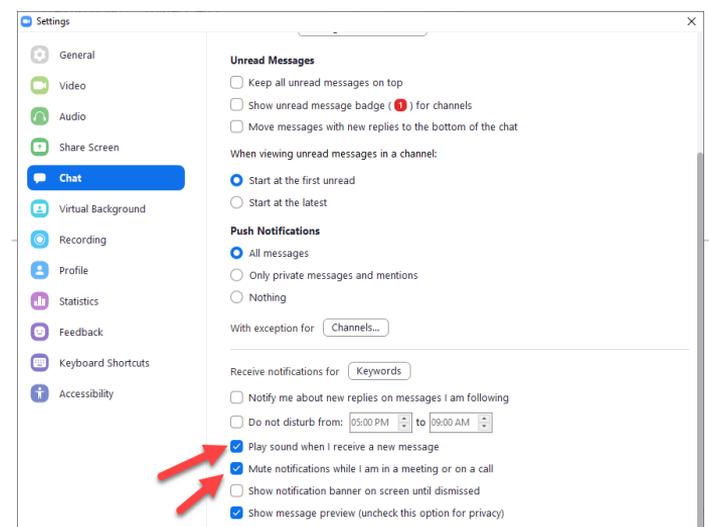
- United States
- Canada
- United Kingdom

The 'Include toll free number' checkbox is checked.



Zoom Chat

- Zoom has a chat feature.
- You must have the Zoom app open to chat.
- Change your settings to get a notification when someone chats you.
- Star your favorite people.





Meetings vs. Webinars

- Meetings are for interactive collaborative sessions with multiple speakers.
 - Everyone can mute or unmute themselves.
 - Participants are visible to everyone.
 - Everyone can use video.
 - Breakout rooms are available.
 - No Q&A

- Webinars are for large lectures or events with panelists.
 - Attendees join in a listen only mode and cannot unmute themselves at all.
 - Only panelists are seen
 - The participant list is only visible to the host and panelists.
 - Breakout rooms are not available.
 - There is a Q&A module.

<https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison>



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>