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

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.
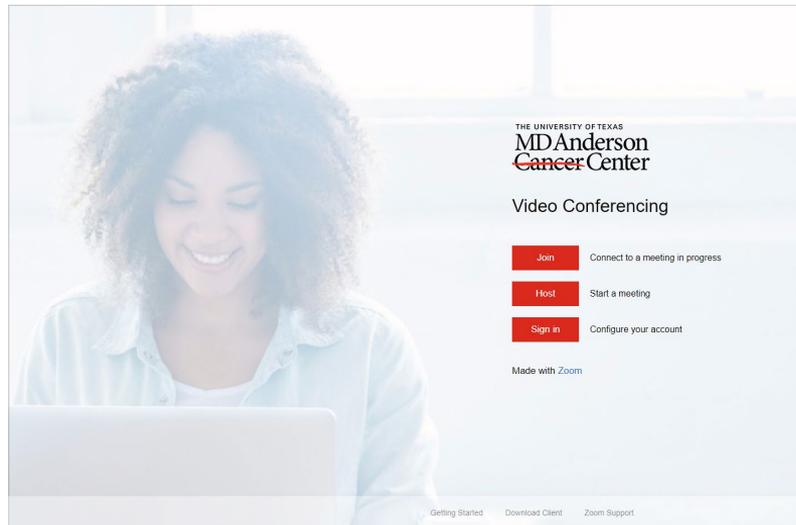
Outside Contacts

○ 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.
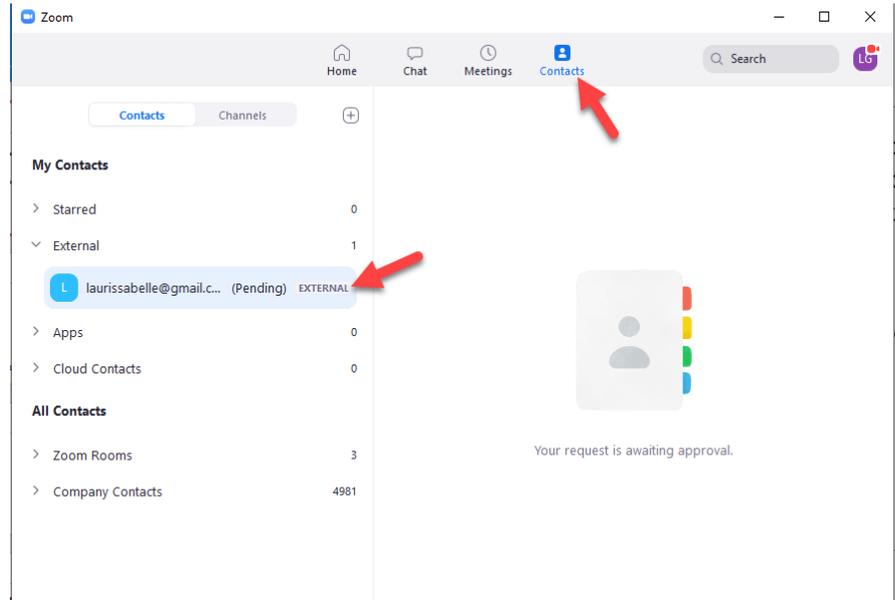
Can we connect Outlook and Zoom?

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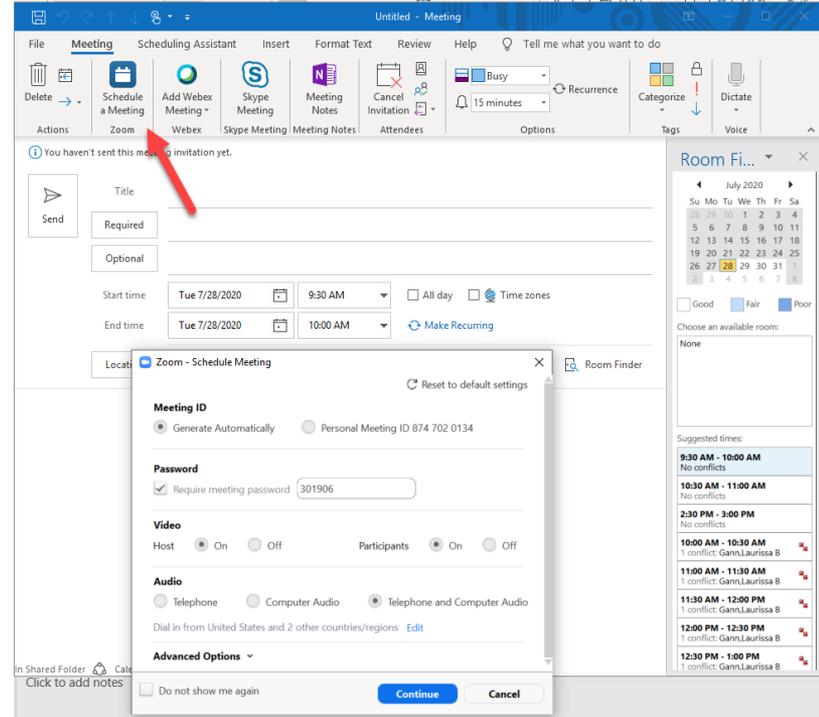
Can I see my meetings in the Zoom app/website?

- 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**

https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom

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

https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom

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.

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.

13

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 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

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.
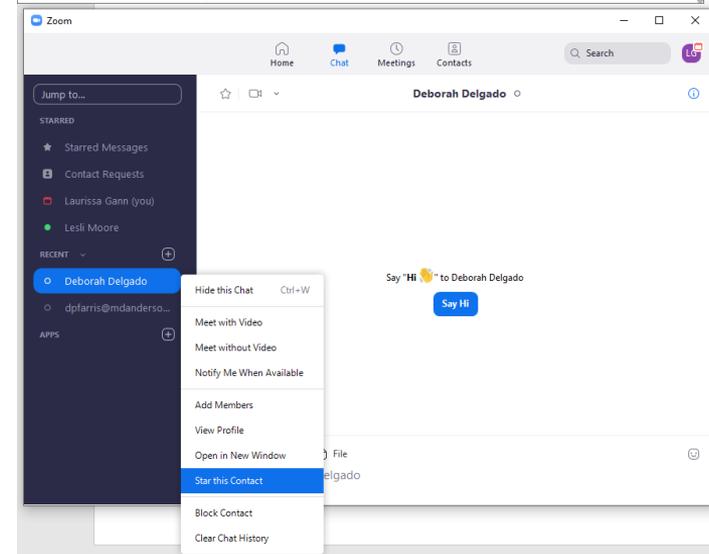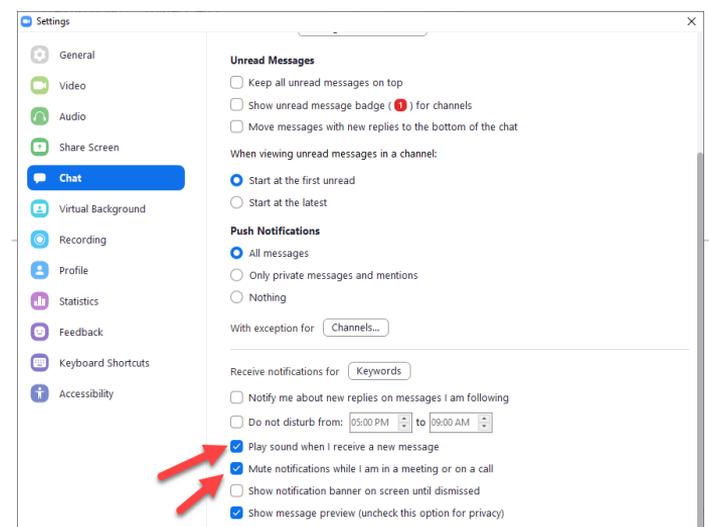
Meetings vs. Webinars

- 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

19