



Session 21

Tool Time Tuesday

Chat in Teams





Hello!



Laurissa Gann, MSLS, AHIP

Lesli Moore, MLS

Research Medical Library

www.mdanderson.org/library/

RML-Help@mdanderson.org



Zoom Basics Guide

<https://mdanderson.libguides.com/zoom>

BOOK A STUDY ROOM ASK AN EXPERT LIBRARY CALENDAR

Zoom Basics

Search t

- Zoom Basics**
 - Before you Meet
 - Schedule a Meeting
 - Audio & Video Settings
 - Join a Zoom Meeting
 - Navigate the Room
- Zoom for Education**
- Virtual Backgrounds**

Want to add a virtual background to your Zoom call? Here are some free backgrounds to choose from:

 - Astros
 - Disney

Before you Meet

- ▶ Sign into Zoom
- ▶ Download the Apps
- ▶ One-time settings for all meetings

Schedule a Meeting

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

Audio & Video Settings

- ▶ Set up your audio and video



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:
https://www.amazon.com/Logitech-Headset-H390-Noise-Cancelling/dp/B000UXZQ42/ref=sr_1_2?crid=SCU6YF3962PA&dchild=1&keywords=logitech+headset+h390&qid=1597761532&sprefix=logitech+headset%2Caps%2C996&sr=8-2





Literature Search Basics Class

<https://mdanderson.libcal.com/event/6961869>

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.



“Racial Equality: Inclusion Makes Us Stronger.”

<https://inside.mdanderson.org/news-communications/employee-notes/2020-articles/08-august/virtual-diversity-celebration.html>

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?”

The background is a solid dark blue. In the center, there are two stylized human figures in a lighter blue color. The figure on the left is larger and has a large white letter 'T' inside a dark blue rounded square. The figure on the right is smaller and partially obscured by the first figure.

T

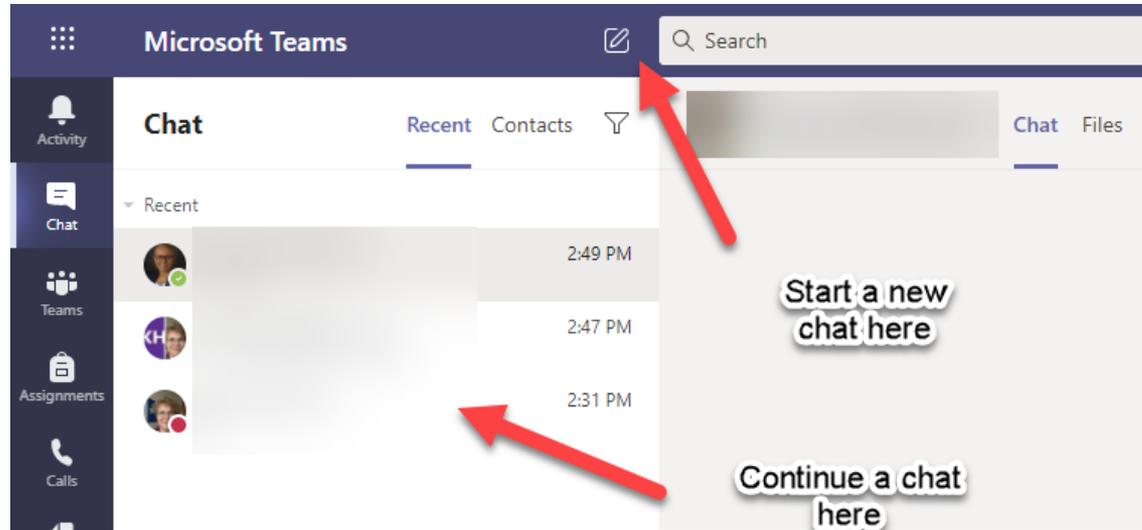
Chatting in Teams





How to get chat in Teams

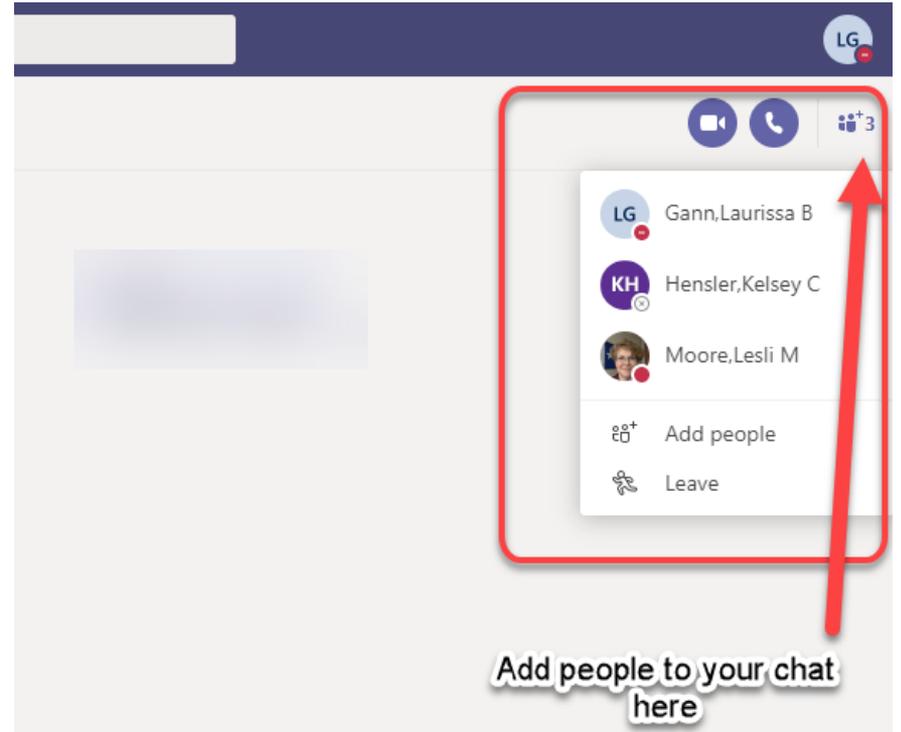
- Login at office.com with your MD Anderson credentials.
- Go to Teams
- Select Chat





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

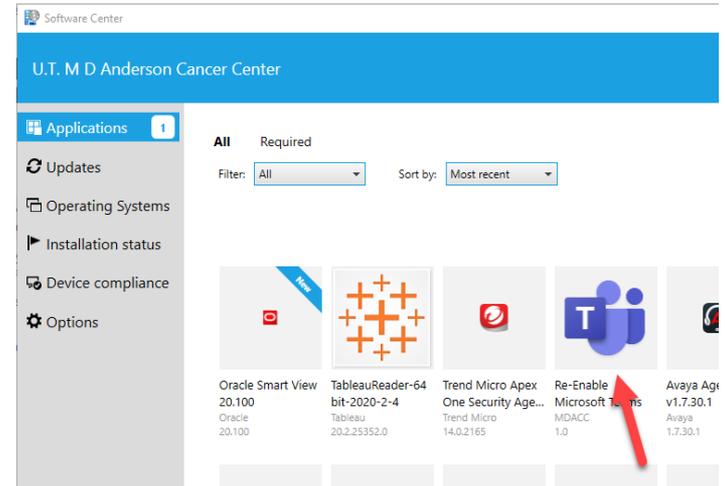
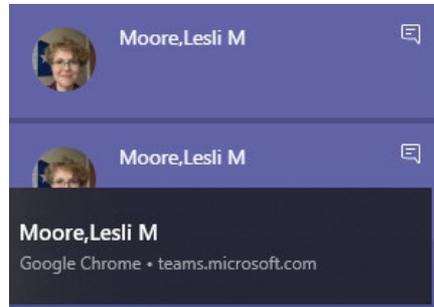


- Format your text
- Exclamation Mark: emphasize your message as important.
- Paperclip: attach a file
- Smiley Face: Emojis
- GIF: add GIFs
- Sticker: Add stickers
- Stream: add a video that's uploaded to stream
- Badge icon: Send praise; a little icon with a customizable message
- Ellipsis: Add other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



Download Teams for Desktop Notifications

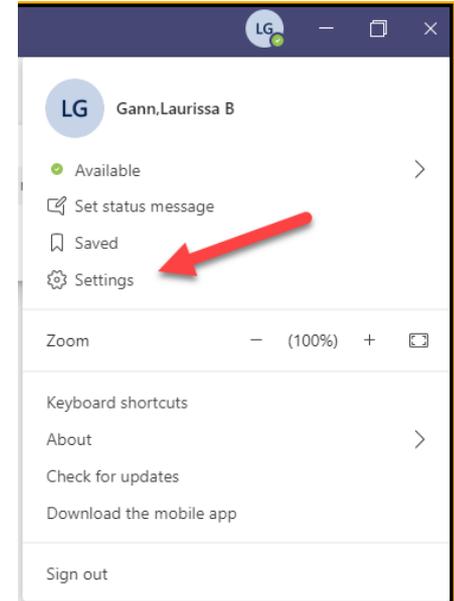
- Download from Office.com
- OR some people may have issues with Teams from Office.com. If so...
- Go to the Software Center
 - Download Re-Enable Microsoft Teams





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





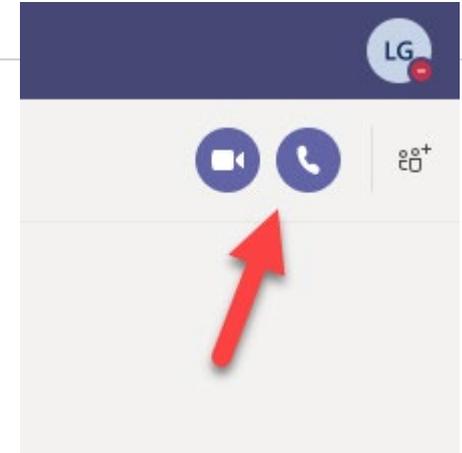
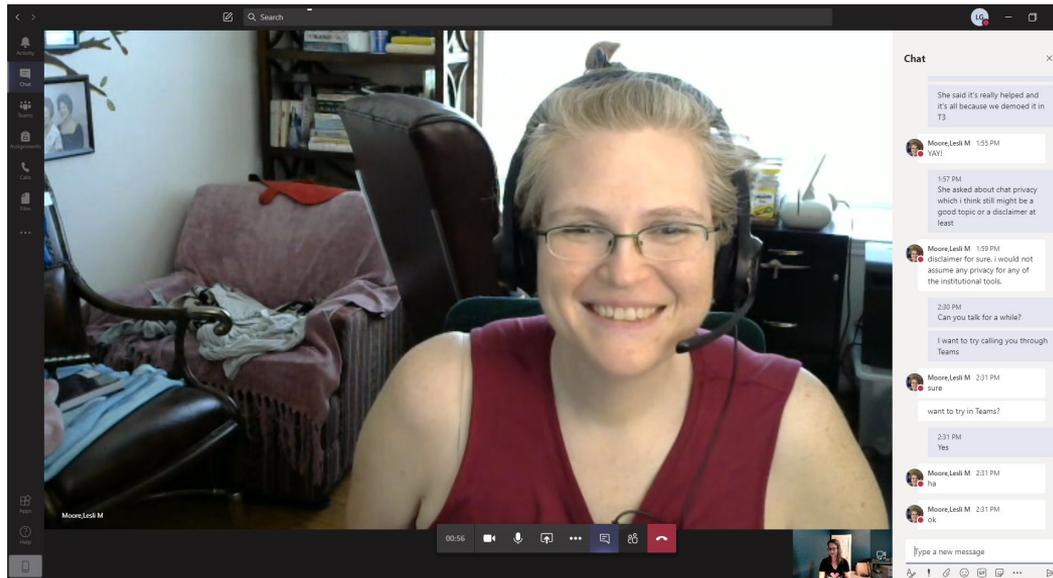
Start a Meeting Through Chat





Start a Video/Audio Call Through Chat

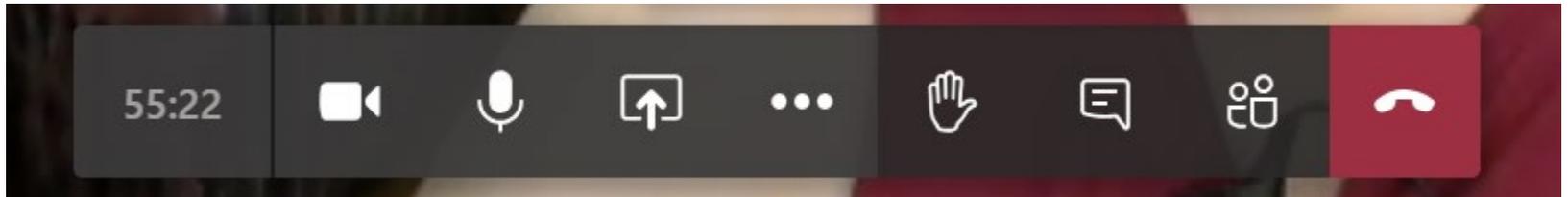
- Go to your chat.
- Click on the Video icon or Phone icon to call.





Video/Audio Controls

- 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)

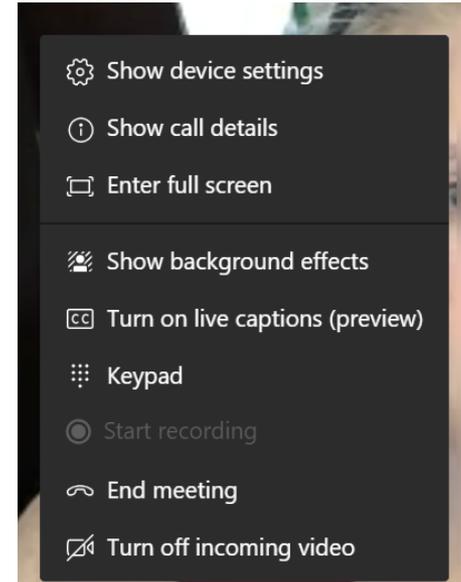




Video/Audio Controls Continued

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

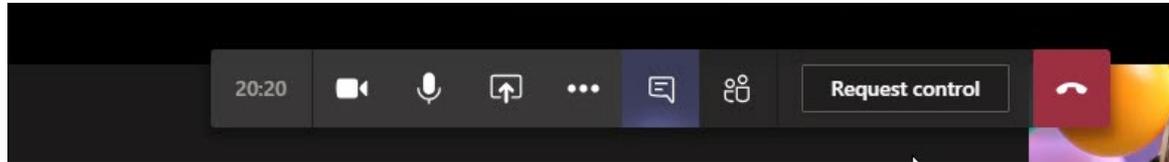
- Raise Hand: When you raise your hand it will show in the participants panel. Presenters can lower your hand.
- Chat: Show the meeting room chat
- Participants: Show who is in the room; add people to the call
 - Presenters have control to mute people , lower hands, and remove people from the meeting
 - 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.



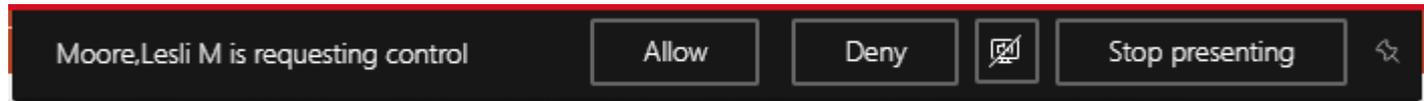
Request Control of Screens

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/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>