

Session 1

Tool Time Tuesday

Bandwidth, Browser Plugins, WebEx & Skype Guides



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Bandwidth

- **Video:** Turn your video off when you're not speaking. Video negatively impacts bandwidth.
- **Sound:** Try calling in by phone to reduce the consumption of bandwidth.
- **Hardwire:** Plug your computer into your modem old school. This is a better connection.
- **VX Remote or VPN:** Use WebEx, Skype or Zoom outside of VX Remote or off the VPN. This will speed up your connection time.
- **Timing:** Try to have meetings outside of prime times. Be a good steward. When you step away, disconnect from the VPN and use your personal device for casual web browsing.
- **Close Applications:** Close out applications like email when you're in a meeting. Close Skype when you're using other meeting software like WebEx or Zoom.

Browser Extensions

- [LibKey Nomad](#) – Access journal PDFs with one click
- EndNote Capture – Capture a reference quickly by creating a free [EndNote Online](#) account, and downloading the capture button.
- [The Great Suspender](#) – Suspend tabs in Chrome that you aren't using

WebEx & Skype Guides

- WebEx Guide – <http://mdanderson.libguides.com/webex>
- Skype Guide – <http://mdanderson.libguides.com/skype>
- LinkedIn Learning – Activate your account to learn more about Skype, WebEx and other software at <https://mdanderson.libanswers.com/faq/260189>.

