THE UNIVERSITY OF TEXAS
MD Anderson Cancer Center
Making Cancer History®

Research Medical Library
Access. Answers. Expertise.

Session 1

Tool Time Tuesday

Bandwidth, Browser Plugins, WebEx & Skype Guides

Hello!

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Research Medical Library

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RML-Help@mdanderson.org

http://mdanderson.libguides.com/covid19

Bandwidth

Speed Up the Connection

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

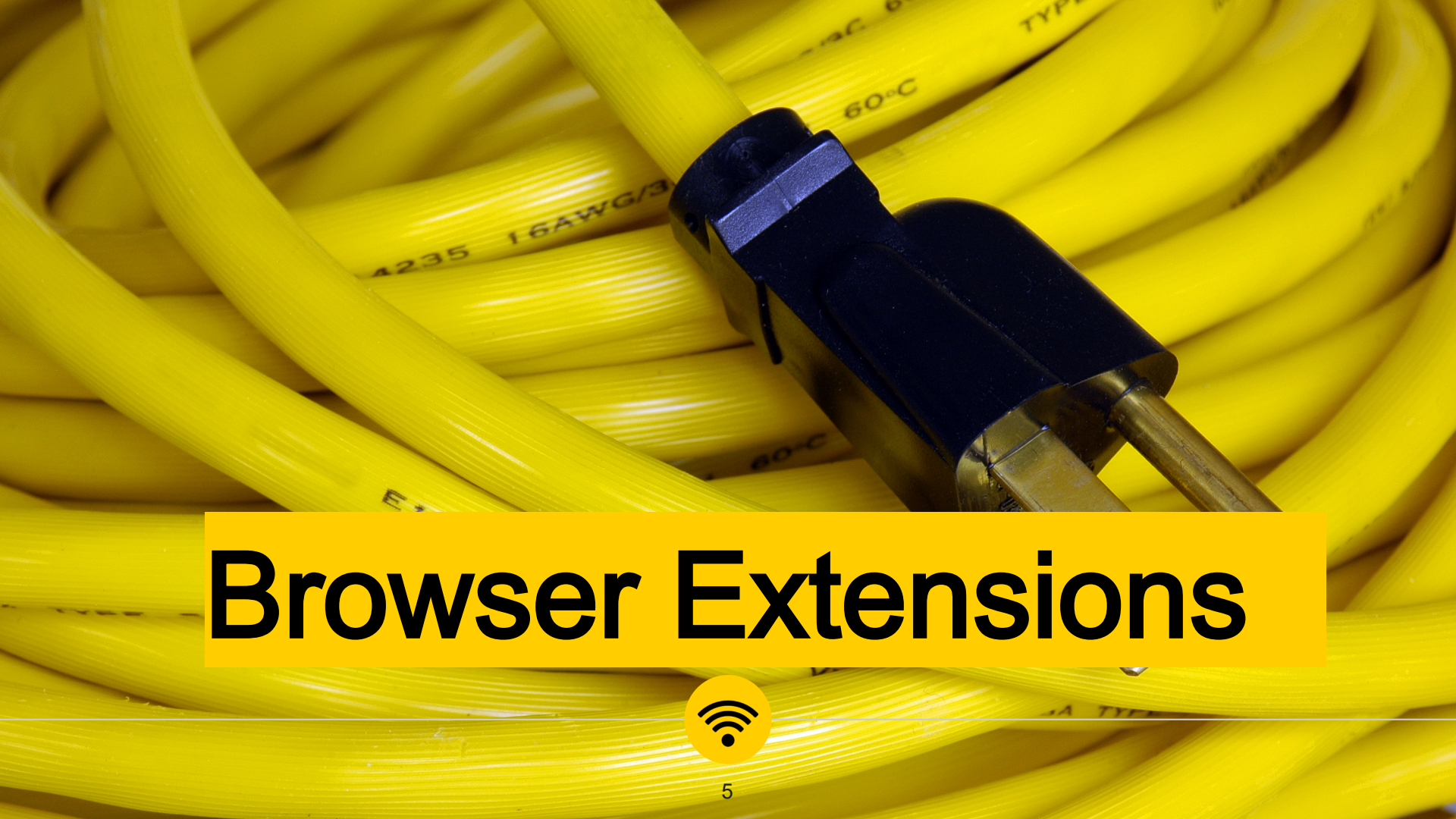
Use WebEx, Skype or Zoom outside of VX Remote or off the VPN. This will speed up your connection time.

Timing

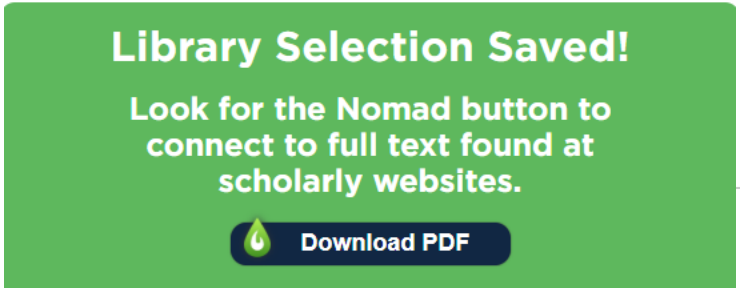
Try to have meetings outside of prime times. Be a good steward. When you step away, disconnect from the VPN and use your personal device for casual web browsing.

Close Applications

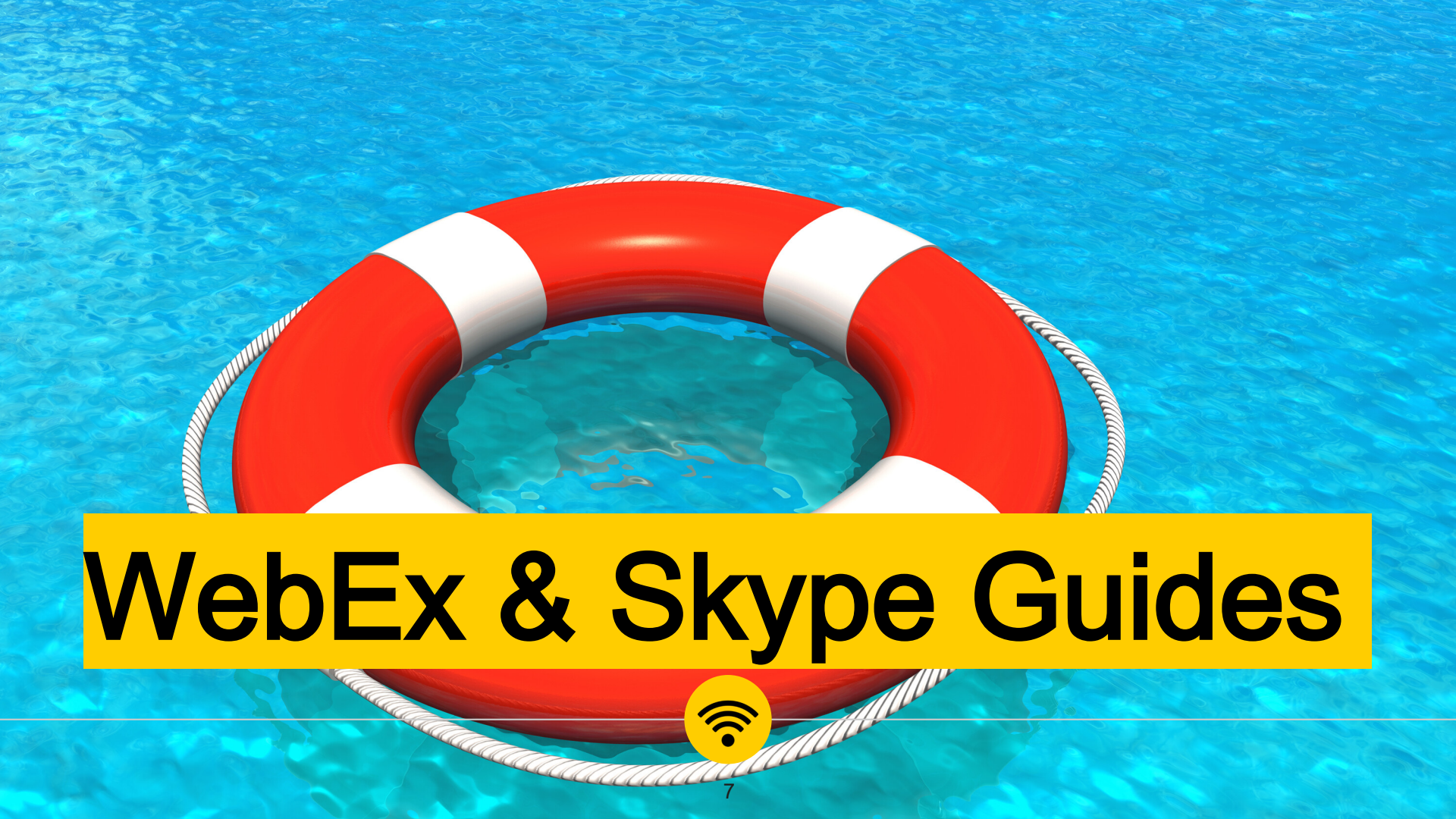
Close out applications like email when you're in a meeting. Close Skype when you're using other meeting software like WebEx or Zoom.


Browser Extensions

Browser Extensions



- LibKey Nomad – Access journal PDFs with one click
- EndNote Capture – Capture a reference quickly
- The Great Suspender – Suspend tabs in Chrome that you aren't using


WebEx & Skype Guides

WebEx & Skype Guides

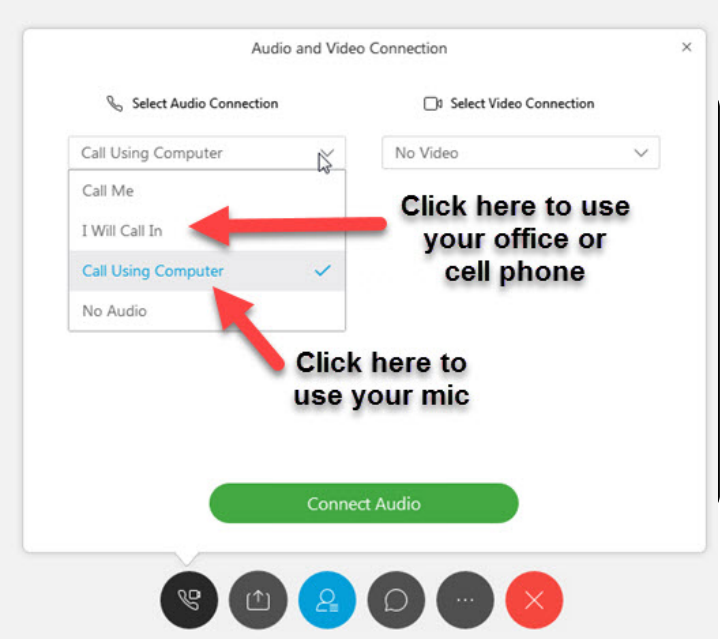
- WebEx Guide – http://mdanderson.libguides.com/webex
- Skype Guide – http://mdanderson.libguides.com/skype

WebEx & Skype Best Practices

- Practice ahead of time. This will reduce anxiety.
- Have a room moderator to support the presenter (audio, chat, etc.).
- Close unnecessary applications.
- Mute everyone before they enter the room.
- Create backup screenshots in case you have connectivity issues.

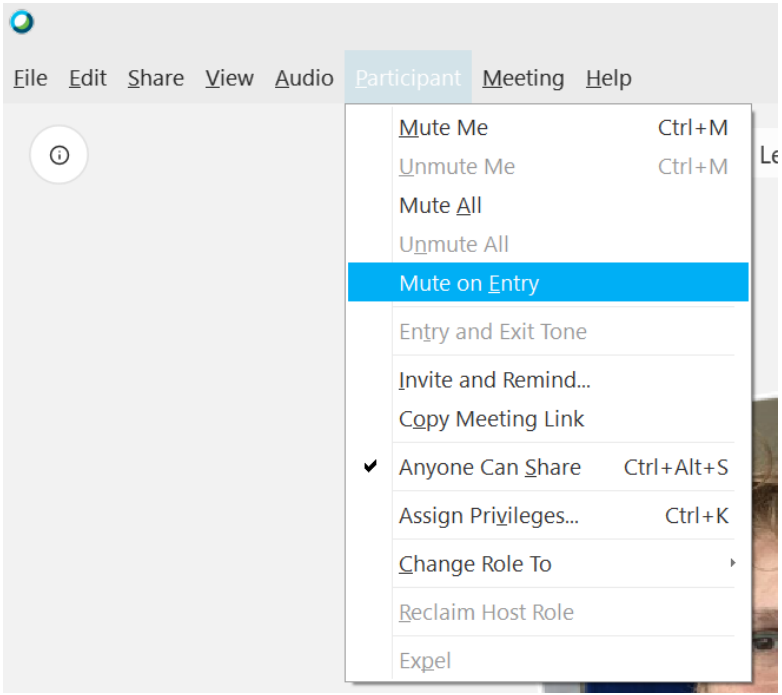
WebEx - Connect Your Sound

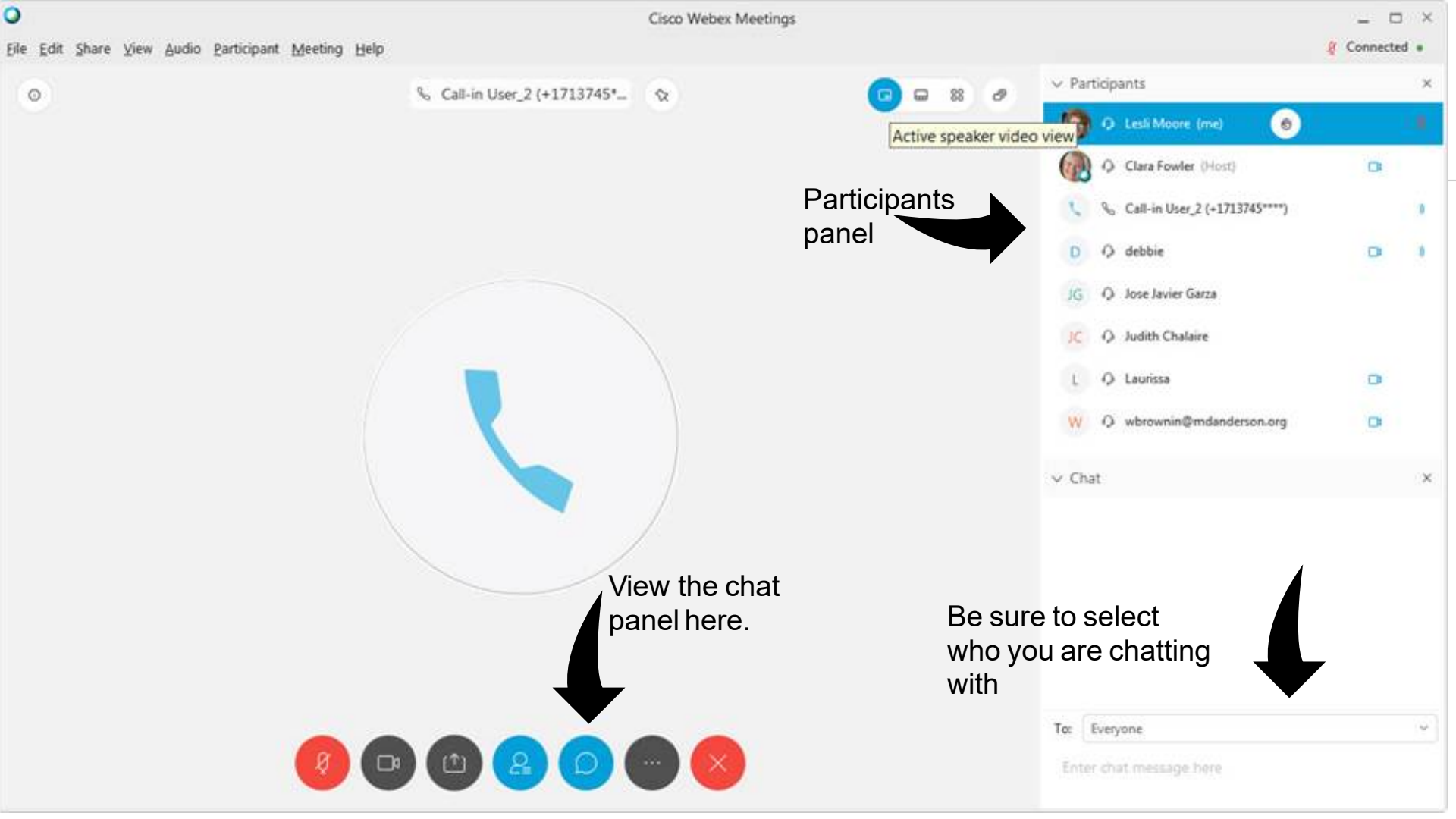
- Connect your audio with the phone icon. Call in using a phone or your computer.
- Select the ellipsis to see more audio options.



WebEx Sound for Presenters

- Mute participants on entry to reduce background distractions.
- You can “Mute All” at anytime during the meeting.




Cisco Webex Meetings
File Edit Share View Audio Participant Meeting Help
Connected
Call-in User_2 (+1713745*...
Active speaker video view
Participants
Lesli Moore (me)
Clara Fowler (Host)
Call-in User_2 (+1713745****)
debbie
Jose Javier Garza
Judith Chalaire
Laurissa
wbrownin@mdanderson.org
Participants panel
Chat
To: Everyone
Enter chat message here
View the chat panel here.
Be sure to select who you are chatting with

Activate Your LinkedIn Learning Account

Watch thousands of videos on how to use WebEx, Excel, PowerPoint, or learn new skills like emotional intelligence.

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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