



Session 2

Tool Time Tuesday

Soothing Sounds, WebEx Sounds, Security





Hello!



Laurissa Gann, MSLS, AHIP

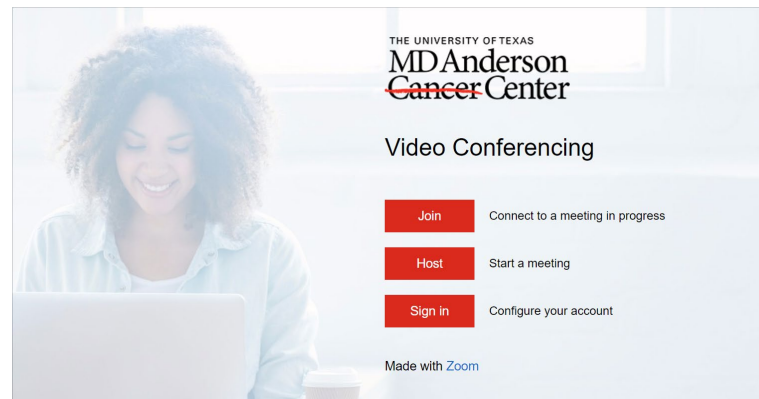
Lesli Moore, MLS

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Shelita Kimble will present Zoom on April 14!



A long-exposure photograph of a waterfall cascading over several tiers of dark, moss-covered rocks in a dense, green forest. The water is blurred, creating a soft, ethereal effect. The surrounding foliage is vibrant and lush, with sunlight filtering through the trees.

Soothing Sounds





Sounds to Soothe

- ◎ [Purrli](#) – Cat sounds (browser; free)
- ◎ [Noisli](#) – Nature, fans, trains, white noise (browser or app; free or paid for versions)
- ◎ [Calm](#) – Soothing sounds and meditations; Bob Ross (browser or app; free and paid for versions)
- ◎ [Coffitivity](#) – Sounds of public spaces (free with a premium version available)



WebEx Tips





WebEx Guide with FAQs

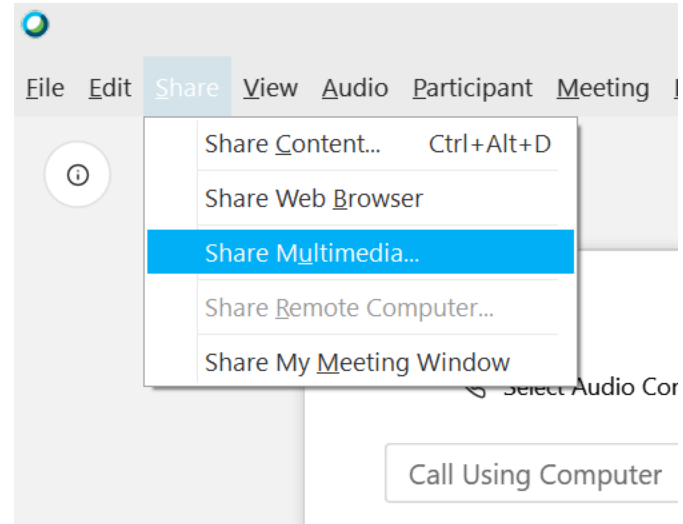
- WebEx Guide –
<http://mdanderson.libguides.com/webex>





WebEx Sharing Videos & Music

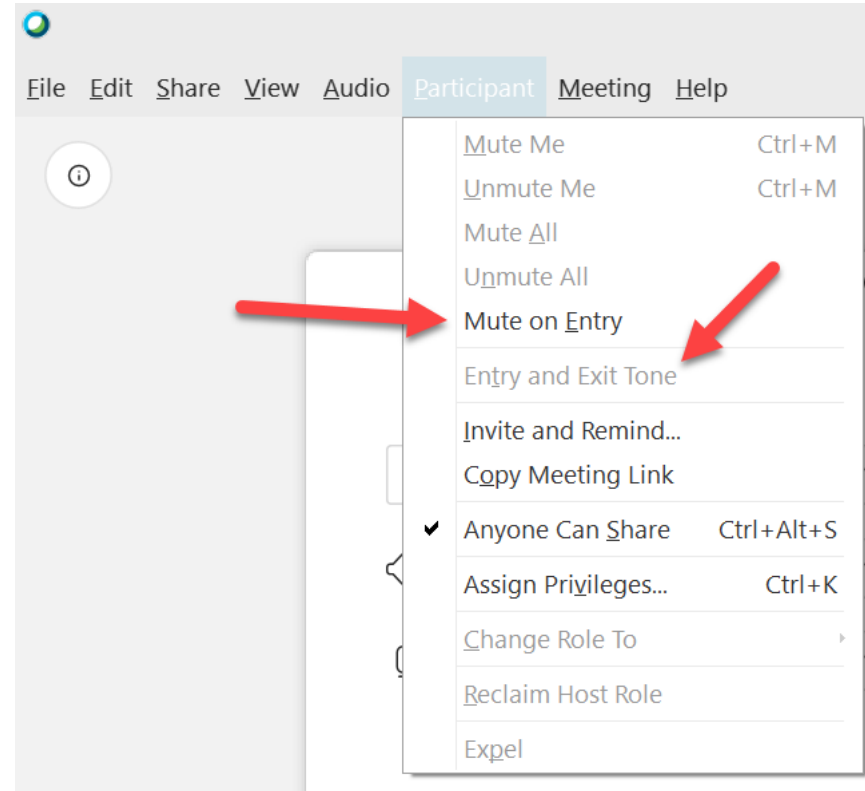
- Playing computer sounds is a little challenging.
- Using the Share menu, you can share multimedia like YouTube videos to share sounds.
- Zoom is better at this! Use the “Share Computer Sounds” option.





WebEx Notifications

- **HOSTS:** When you schedule a meeting in Outlook, click “change settings” and select “No Tone”.
- **EVERYONE:** During a meeting, from the “Participant” menu, click “Entry and Exit Tone”.
- **PARTICIPANTS:** Go to “Edit”, “Preferences”, and turn off notifications.



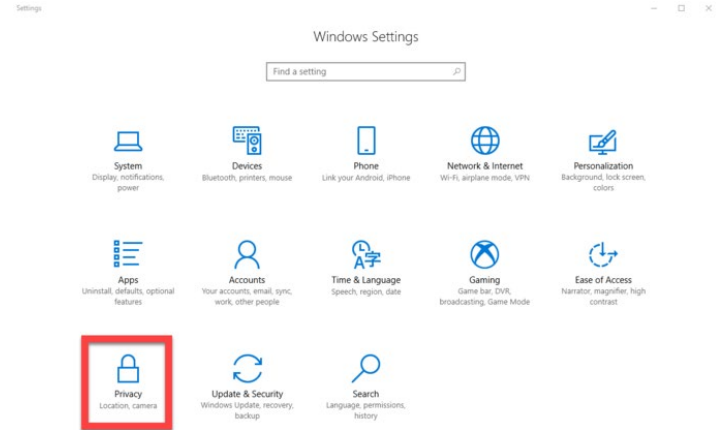


WebEx Microphone Troubleshooting

- Windows 10, you should also double check your privacy settings.
- Confirm your device is enabled.
- Double check the levels and the mute button

PAGE URL:

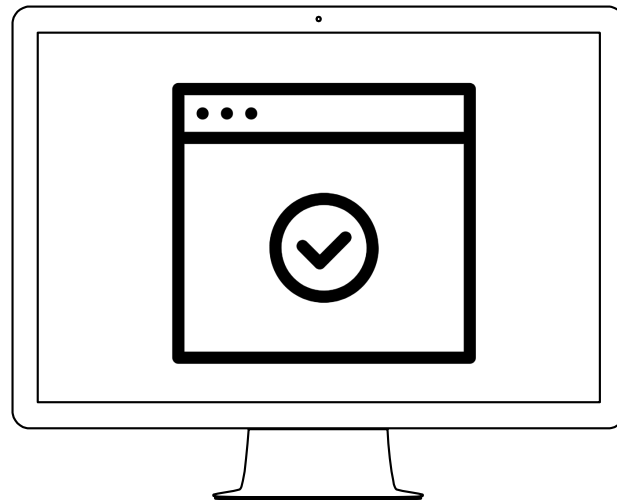
<https://mdanderson.libguides.com/webex/audio>





WebEx for Moderators

- Moderators can follow the comments and questions in the chat module and report to the host at the appropriate time.
- Moderators can [mute and unmute participants](#) as needed.
- Moderators might be responsible for [sharing the screen and advancing slides](#) if the presenter would like the assistance.
- Moderators can [block video to preserve bandwidth](#).





Meeting Security



<https://arstechnica.com/information-technology/2020/04/security-tips-every-work-from-homer-needs-to-know-about-zoom-right-now/>



Meeting Security

Passwords

You can password protect your meeting.

Don't Announce Meetings

Don't announce meetings on social media or other public outlets.

Review Participants

Review the participants to make sure you know who is attending.

Have a Moderator

If all else fails, a good moderator can block or eject an intruder quickly from the meeting.

Control Screen Sharing and Mics

Check your settings. Not everyone needs to speak, use their camera or screenshare. Bonus: Blocking mics and cameras saves on bandwidth!

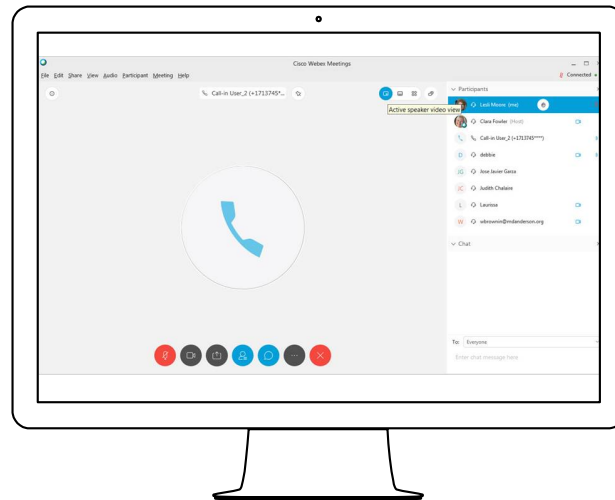
Lock Your Meeting

WebEx allows you to lock a meeting after its started so no one can barge in. You can also make people use a "lobby" to verify them.



WebEx Security for Hosts/Presenters

- **Block cameras** – Go to **“Meeting”**, **“Options”** and uncheck the box to **“Allow all participants to turn on video”**
- **Lock Meeting** – Go to **“Meeting”**, **“Lock Meeting”**. This will keep people from entering the meeting room once the meeting has started. They will be forced to wait in a **“Lobby”** instead.
- **WebEx Events & WebEx Trainings** allow the host to mute participants permanently. Participants will not be able to unmute themselves.





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>