THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER™

Remote Tools, Tech & Security

Employment Engagement Series 2020

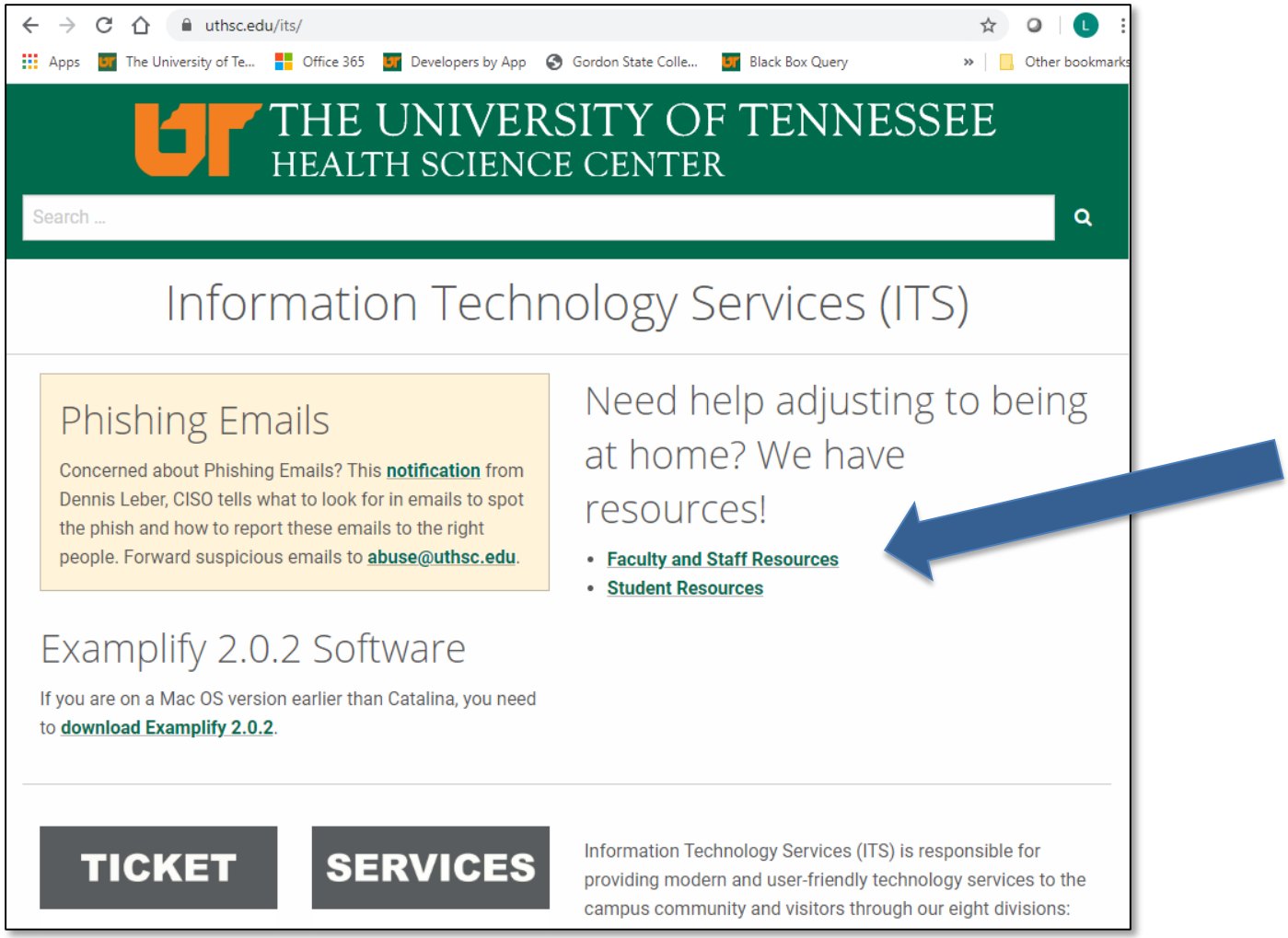
June 16, 2020

Presented by:
Lisa Hall, Executive Director of Business Productivity Solutions
Dennis Leber, Chief Information Security Officer

Agenda

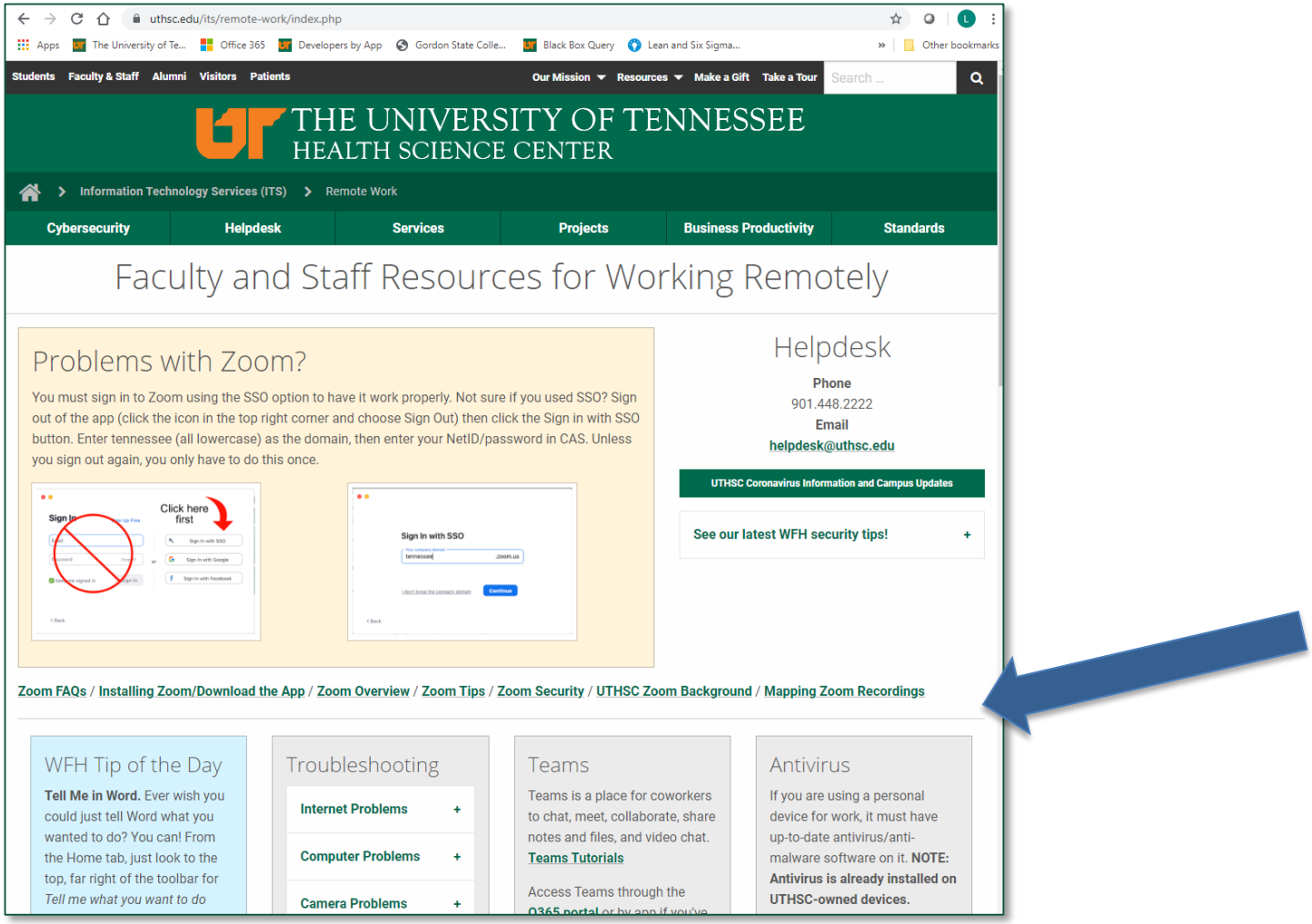
- Remote Tools & Tech – Lisa Hall
  - Zoom
  - SharePoint
  - Teams
  - OnBase
- Security – Dennis Leber

Remote Work website



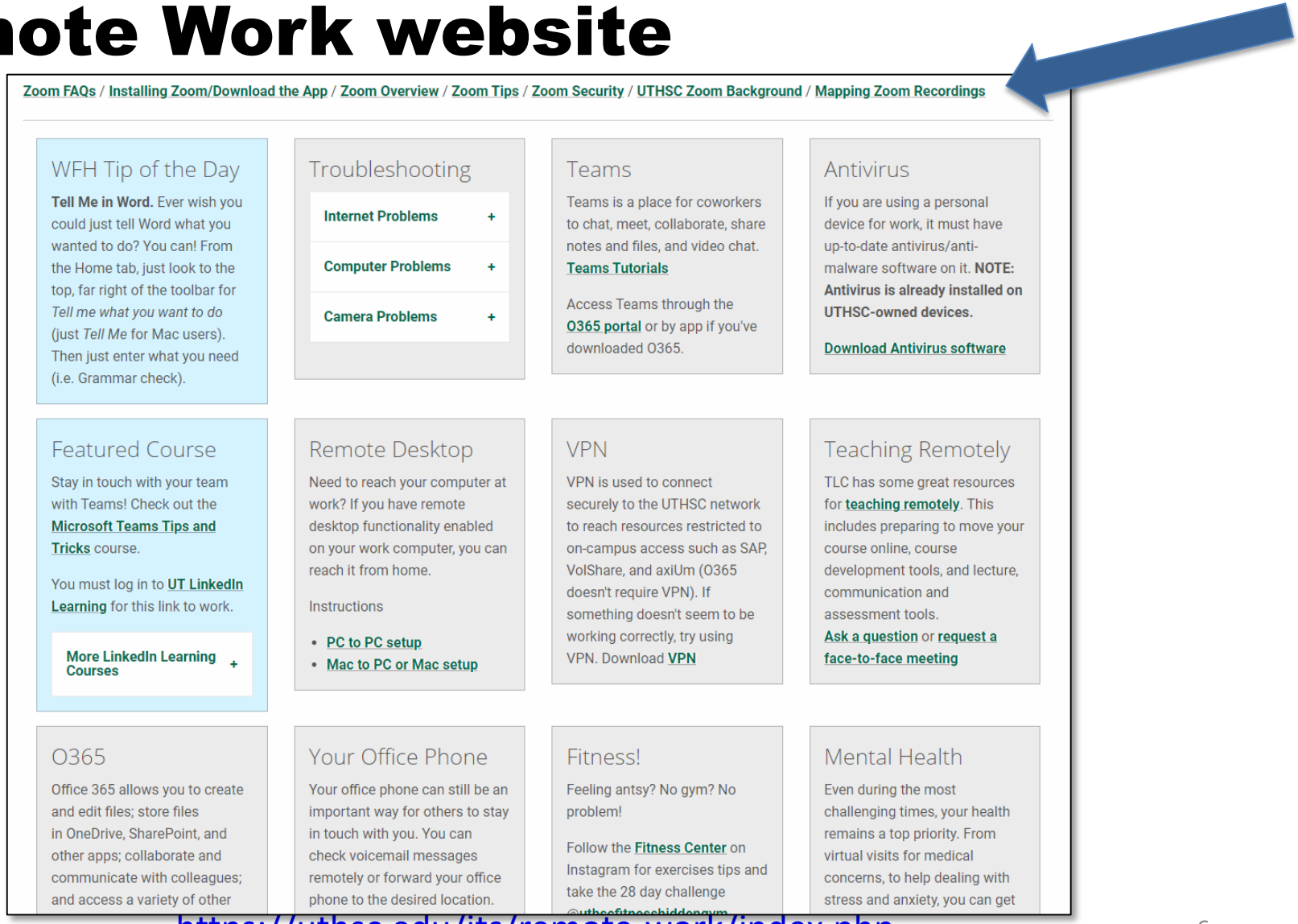
https://uthsc.edu/its/

Remote Work website



https://uthsc.edu/its/remote-work/index.php

Remote Work website

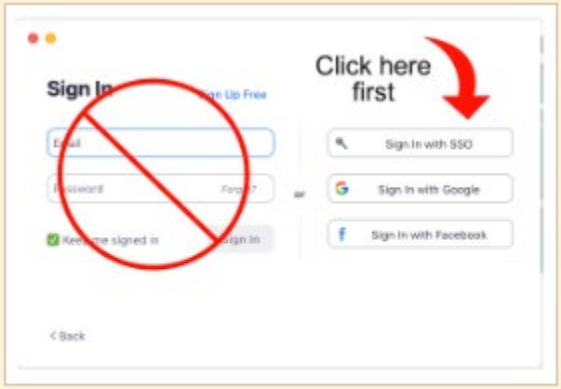


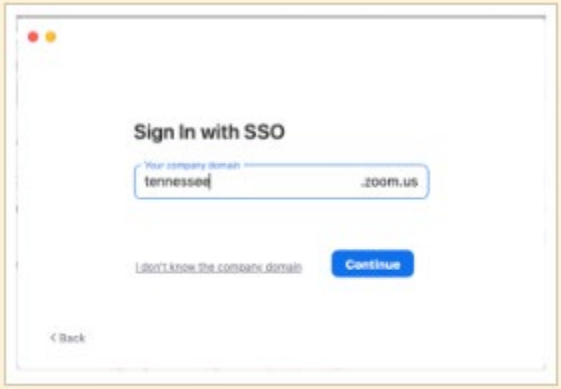
https://uthsc.edu/its/remote-work/index.php

Zoom

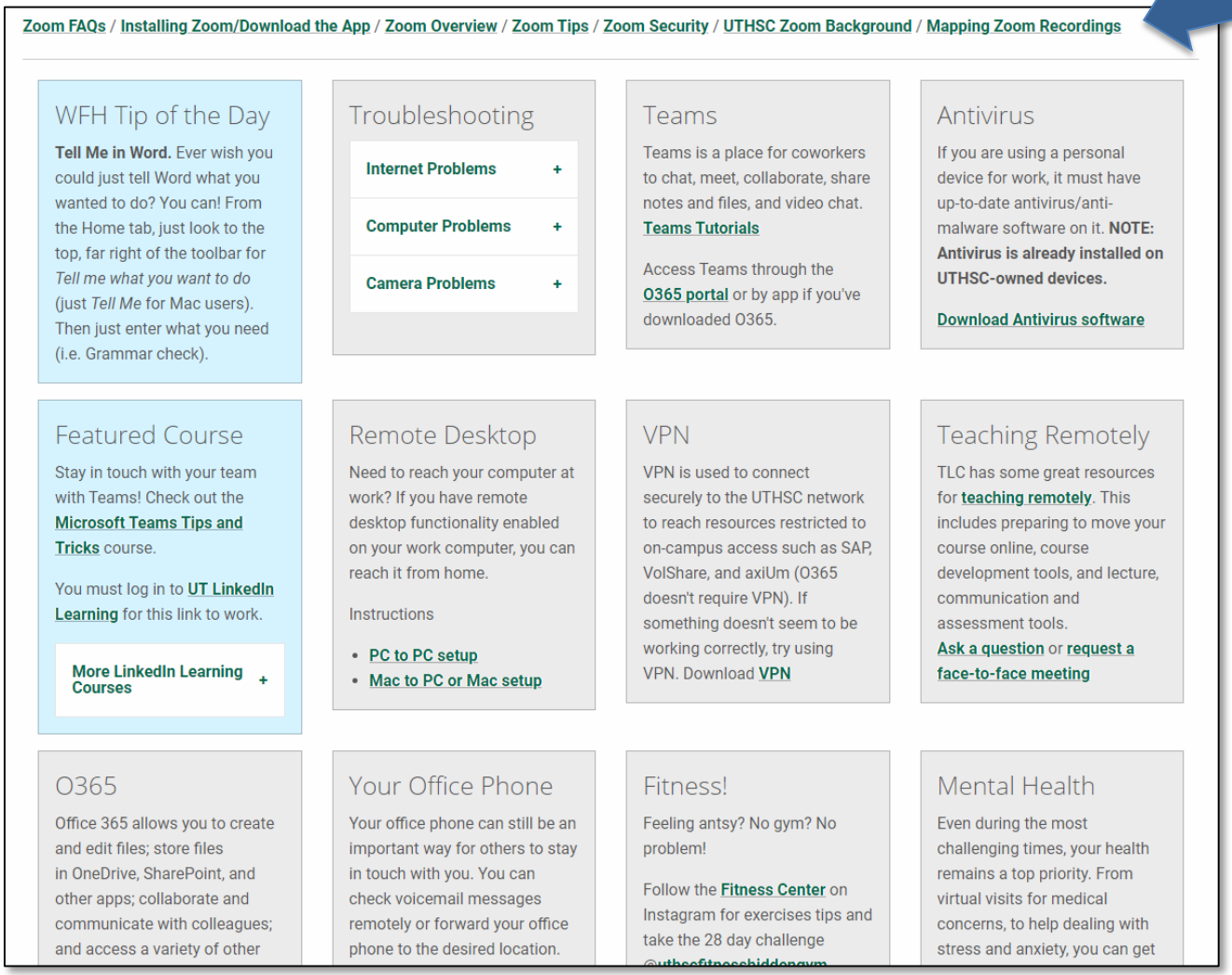
Problems with Zoom?

You must sign in to Zoom using the SSO option to have it work properly. Not sure if you used SSO? Sign out of the app (click the icon in the top right corner and choose Sign Out) then click the Sign in with SSO button. Enter tennessee (all lowercase) as the domain, then enter your NetID/password in CAS. Unless you sign out again, you only have to do this once.





Remote Work website



Zoom FAQs / Installing Zoom/Download the App / Zoom Overview / Zoom Tips / Zoom Security / UTHSC Zoom Background / Mapping Zoom Recordings

WFH Tip of the Day

Tell Me in Word. Ever wish you could just tell Word what you wanted to do? You can! From the Home tab, just look to the top, far right of the toolbar for *Tell me what you want to do* (just *Tell Me* for Mac users). Then just enter what you need (i.e. Grammar check).

Troubleshooting

- Internet Problems +
- Computer Problems +
- Camera Problems +

Teams

Teams is a place for coworkers to chat, meet, collaborate, share notes and files, and video chat. Teams Tutorials

Access Teams through the O365 portal or by app if you've downloaded O365.

Antivirus

If you are using a personal device for work, it must have up-to-date antivirus/anti-malware software on it. **NOTE: Antivirus is already installed on UTHSC-owned devices.**

Download Antivirus software

Featured Course

Stay in touch with your team with Teams! Check out the Microsoft Teams Tips and Tricks course.

You must log in to UT LinkedIn Learning for this link to work.

More LinkedIn Learning Courses +

Remote Desktop

Need to reach your computer at work? If you have remote desktop functionality enabled on your work computer, you can reach it from home.

Instructions

- PC to PC setup
- Mac to PC or Mac setup

VPN

VPN is used to connect securely to the UTHSC network to reach resources restricted to on-campus access such as SAP, VolShare, and axiUm (O365 doesn't require VPN). If something doesn't seem to be working correctly, try using VPN. Download VPN

Teaching Remotely

TLC has some great resources for teaching remotely. This includes preparing to move your course online, course development tools, and lecture, communication and assessment tools.
Ask a question or request a face-to-face meeting

O365

Office 365 allows you to create and edit files; store files in OneDrive, SharePoint, and other apps; collaborate and communicate with colleagues; and access a variety of other

Your Office Phone

Your office phone can still be an important way for others to stay in touch with you. You can check voicemail messages remotely or forward your office phone to the desired location.

Fitness!

Feeling antsy? No gym? No problem!

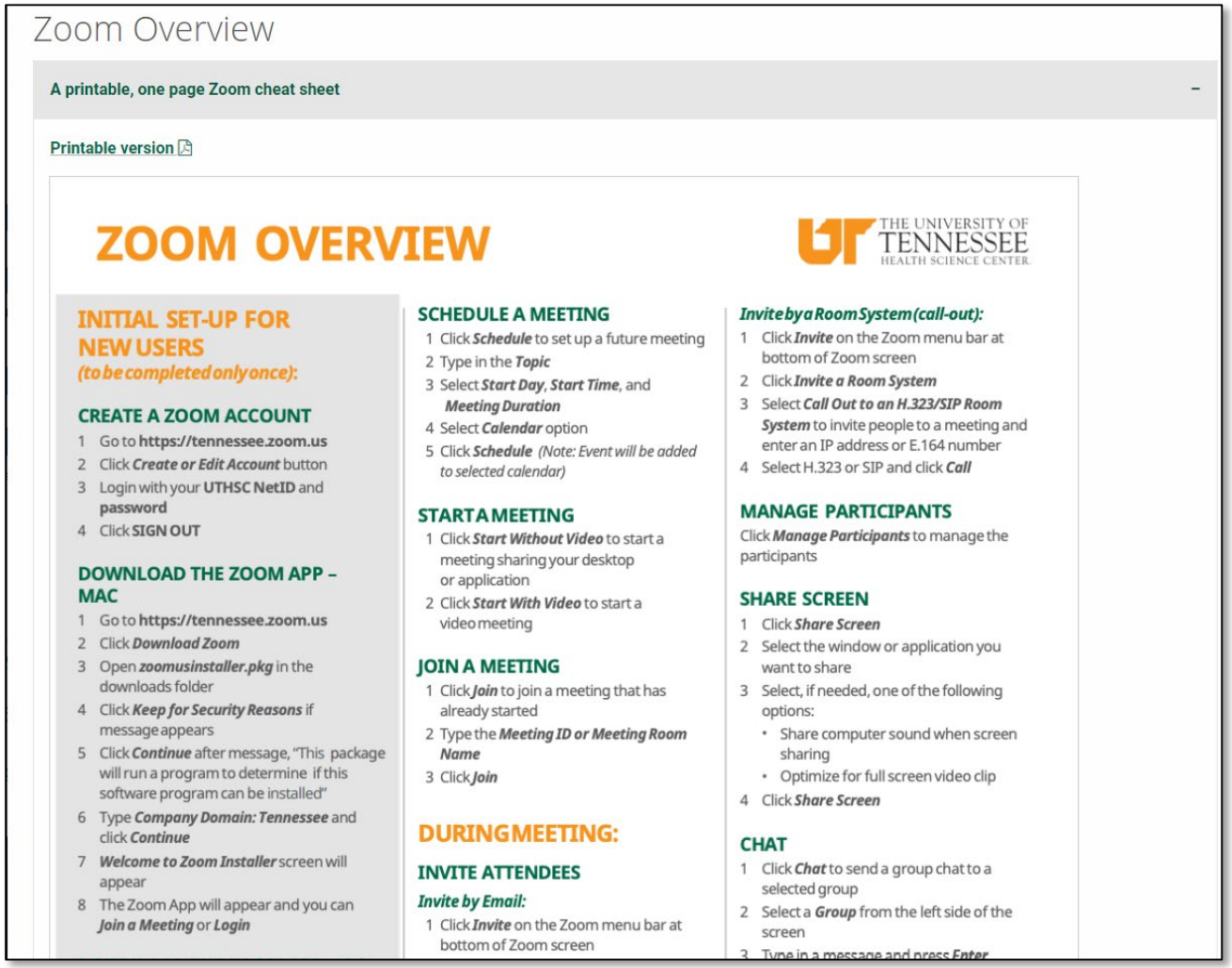
Follow the Fitness Center on Instagram for exercises tips and take the 28 day challenge

Mental Health

Even during the most challenging times, your health remains a top priority. From virtual visits for medical concerns, to help dealing with stress and anxiety, you can get

https://uthsc.edu/its/remote-work/index.php

Zoom Overview – Cheat Sheet



Zoom Overview

A printable, one page Zoom cheat sheet

Printable version

ZOOM OVERVIEW

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

INITIAL SET-UP FOR NEW USERS
(to be completed only once):

CREATE A ZOOM ACCOUNT
1. Go to **https://tennessee.zoom.us**
2. Click ***Create or Edit Account*** button
3. Login with your **UTHSC NetID** and **password**
4. Click **SIGN OUT**

DOWNLOAD THE ZOOM APP – MAC
1. Go to **https://tennessee.zoom.us**
2. Click ***Download Zoom***
3. Open ***zoomusinstaller.pkg*** in the downloads folder
4. Click ***Keep for Security Reasons*** if message appears
5. Click ***Continue*** after message, "This package will run a program to determine if this software program can be installed"
6. Type ***Company Domain: Tennessee*** and click ***Continue***
7. ***Welcome to Zoom Installer*** screen will appear
8. The Zoom App will appear and you can ***Join a Meeting*** or ***Login***

SCHEDULE A MEETING
1. Click ***Schedule*** to set up a future meeting
2. Type in the ***Topic***
3. Select ***Start Day***, ***Start Time***, and ***Meeting Duration***
4. Select ***Calendar*** option
5. Click ***Schedule*** *(Note: Event will be added to selected calendar)*

START A MEETING
1. Click ***Start Without Video*** to start a meeting sharing your desktop or application
2. Click ***Start With Video*** to start a video meeting

JOIN A MEETING
1. Click ***Join*** to join a meeting that has already started
2. Type the ***Meeting ID or Meeting Room Name***
3. Click ***Join***

DURING MEETING:

INVITE ATTENDEES
Invite by Email:
1. Click ***Invite*** on the Zoom menu bar at bottom of Zoom screen

Invite by a Room System (call-out):
1. Click ***Invite*** on the Zoom menu bar at bottom of Zoom screen
2. Click ***Invite a Room System***
3. Select ***Call Out to an H.323/SIP Room System*** to invite people to a meeting and enter an IP address or E.164 number
4. Select H.323 or SIP and click ***Call***

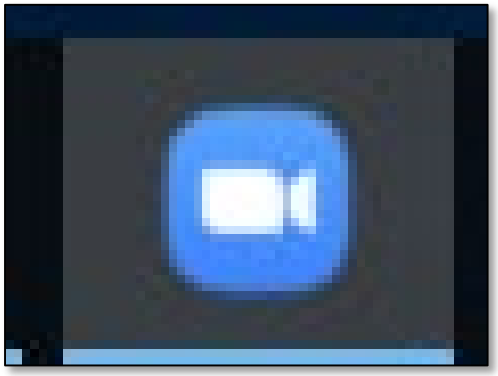
MANAGE PARTICIPANTS
Click ***Manage Participants*** to manage the participants

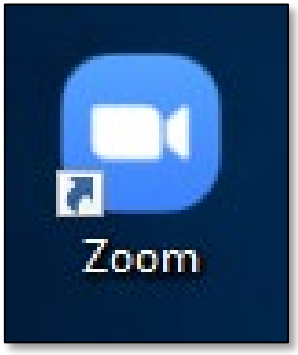
SHARE SCREEN
1. Click ***Share Screen***
2. Select the window or application you want to share
3. Select, if needed, one of the following options:
   - Share computer sound when screen sharing
   - Optimize for full screen video clip
4. Click ***Share Screen***

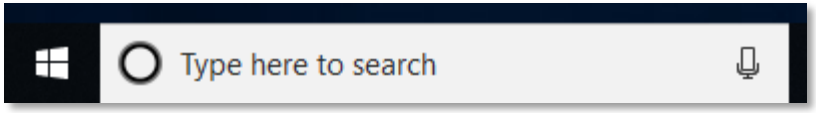
CHAT
1. Click ***Chat*** to send a group chat to a selected group
2. Select a ***Group*** from the left side of the screen
3. Type in a message and press ***Enter***

https://uthsc.edu/its/business-productivity-solutions/training/zoom/index.php#cheat-sheet

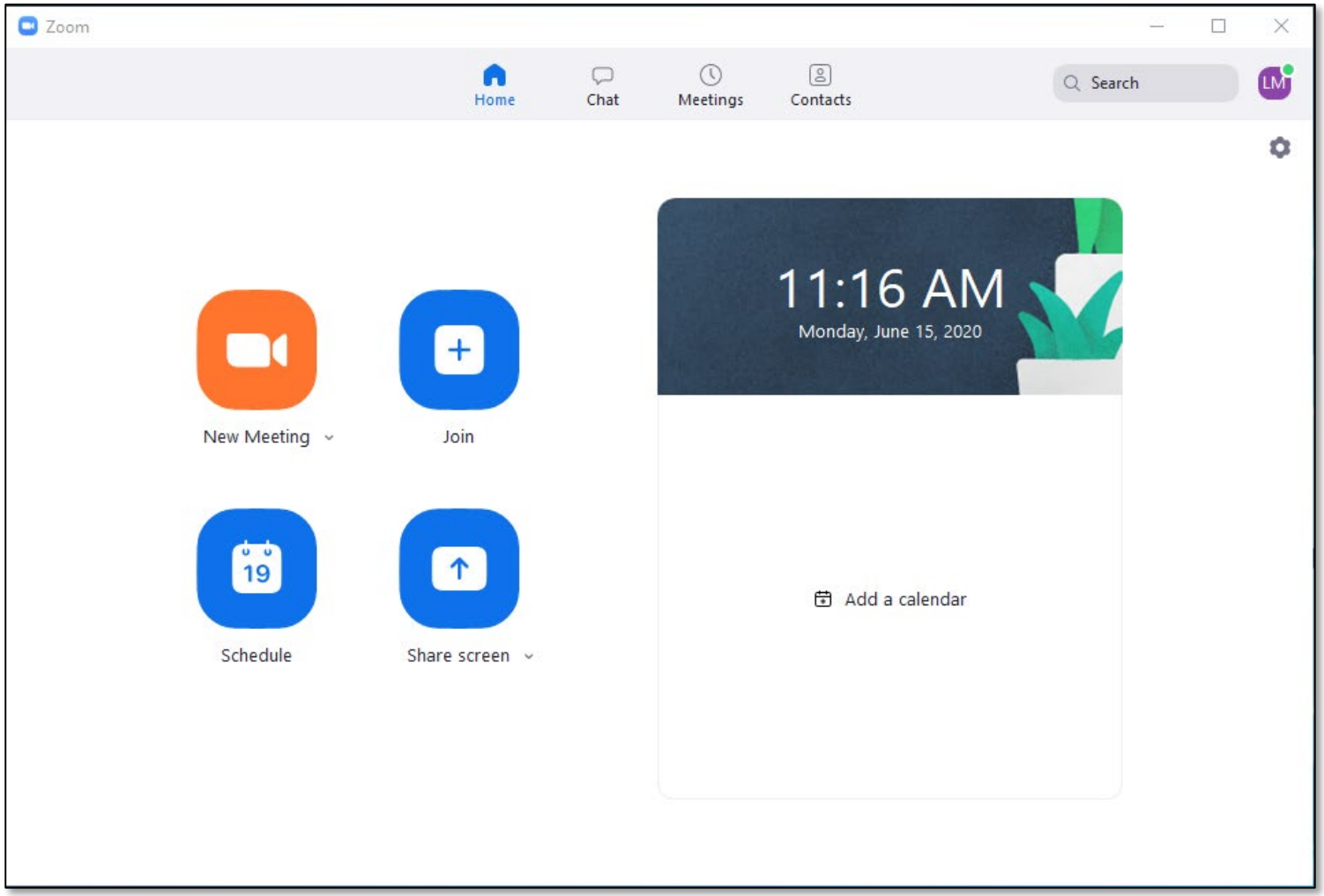
Zoom – Open Zoom



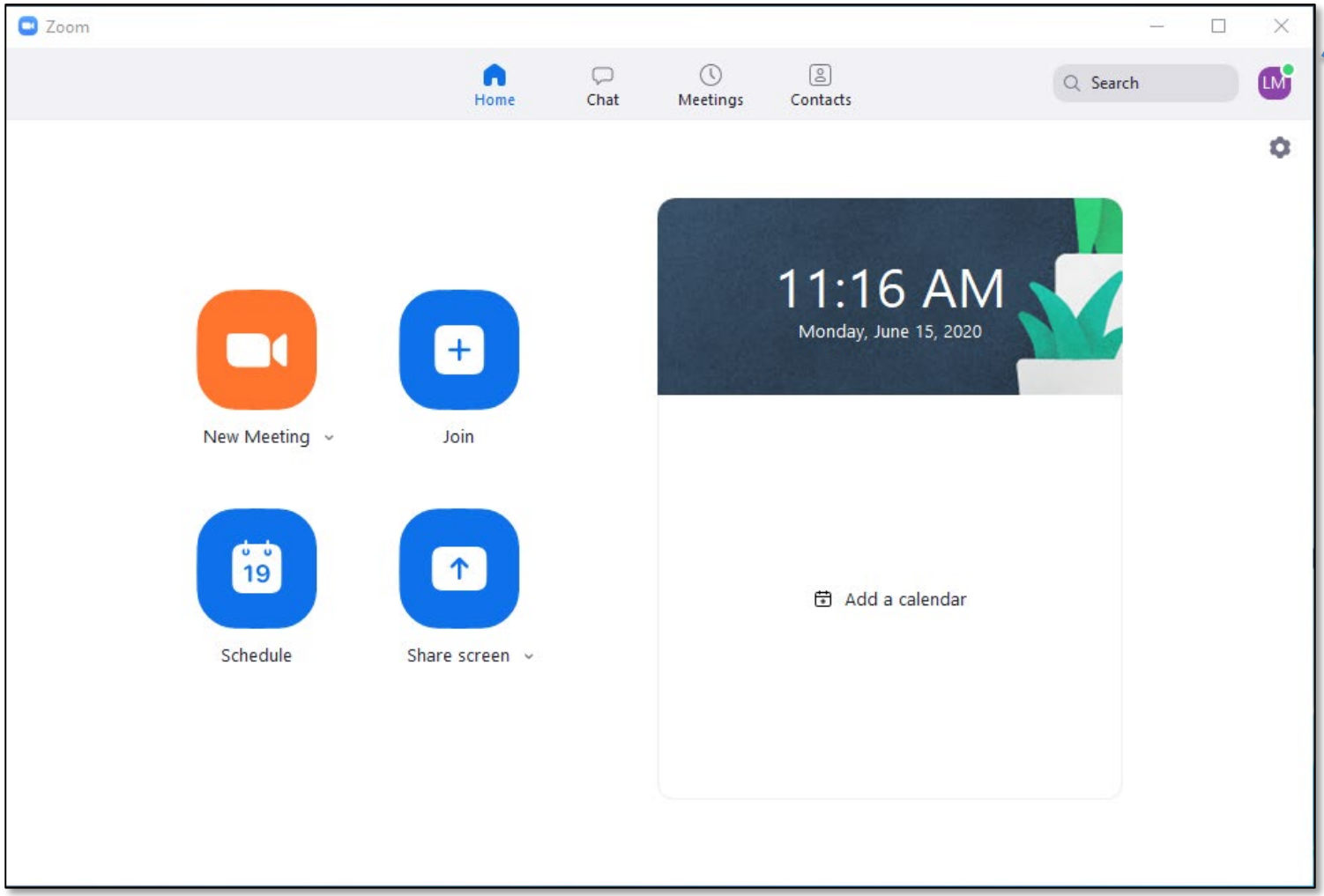




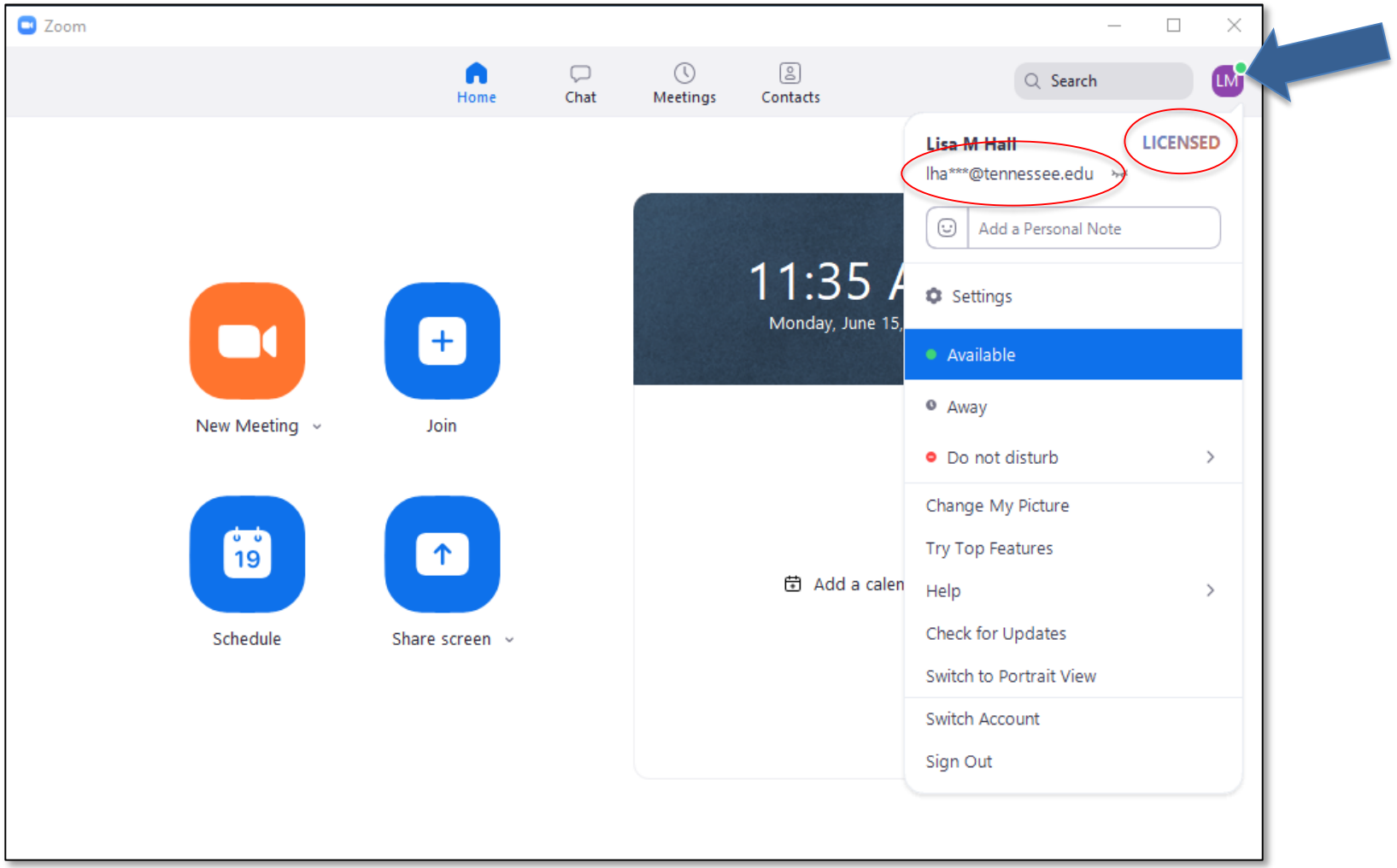
Zoom Home Page



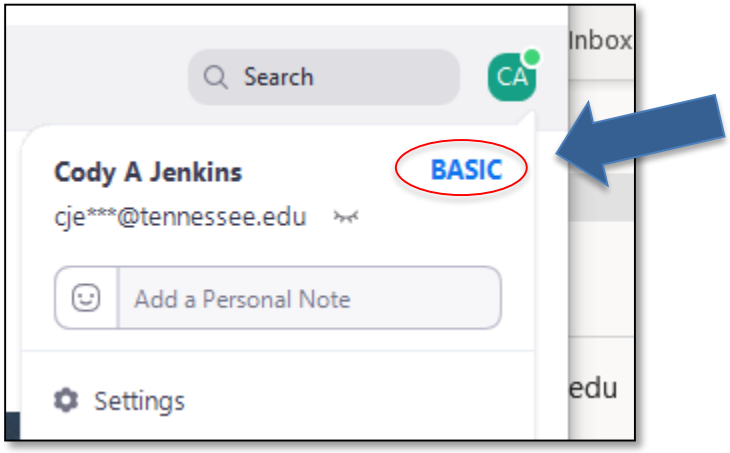
Zoom – Profile & Settings



Zoom – Profile

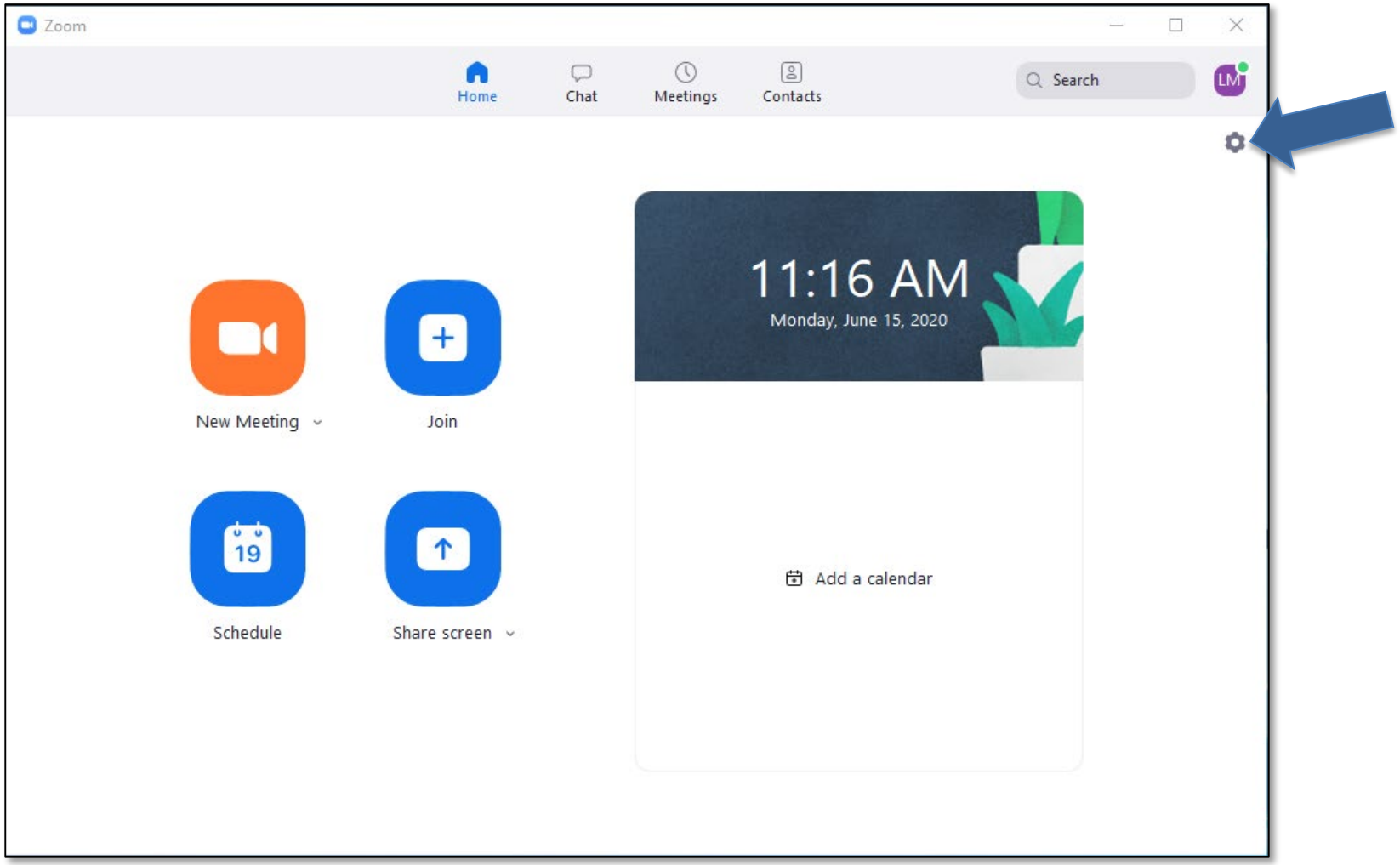


Zoom – Profile

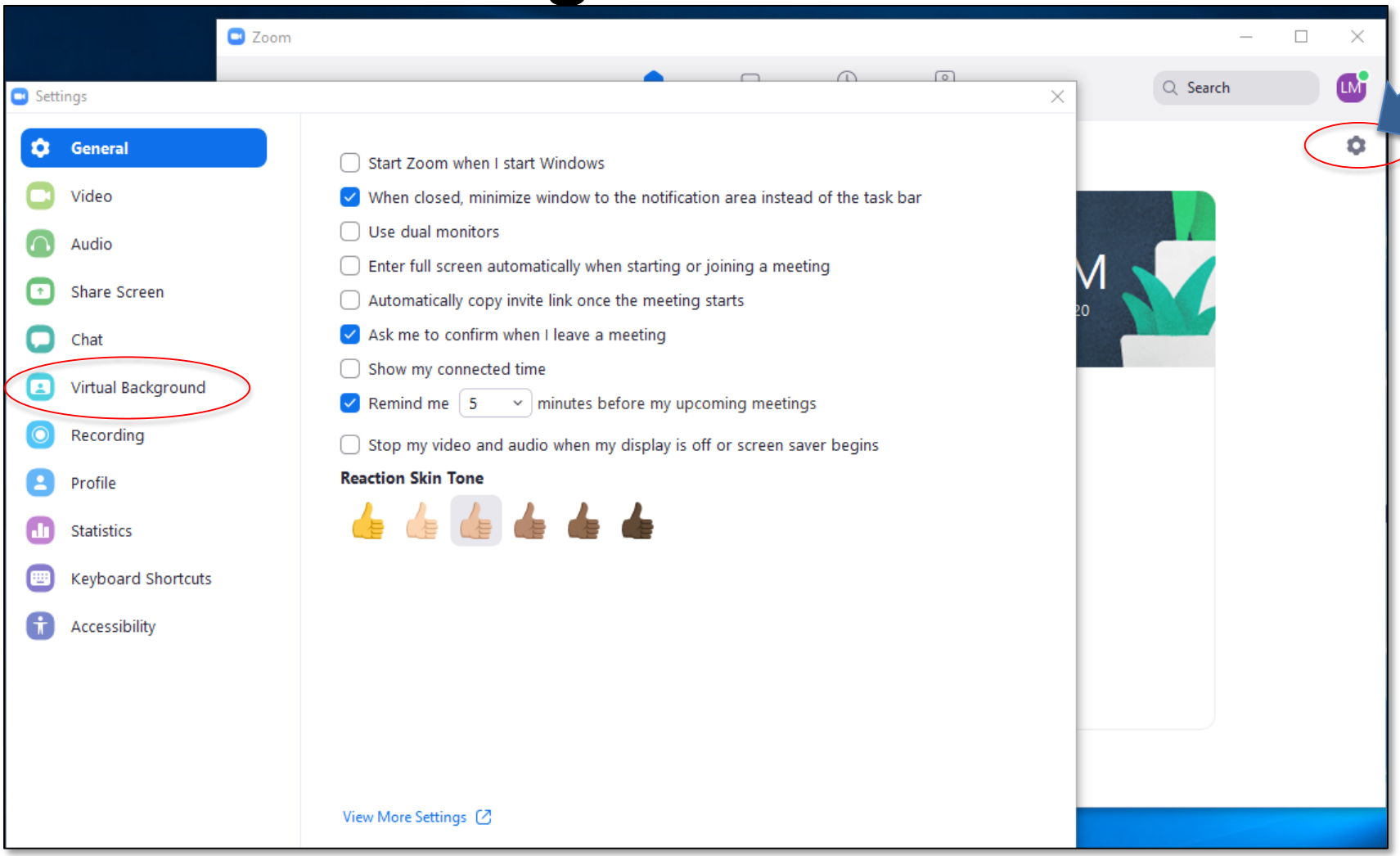


Need more time? Have more than 20 people? Need to setup a Co-Host?
Request a Zoom Licensed account by submitting the Zoom Licensed Request Form.

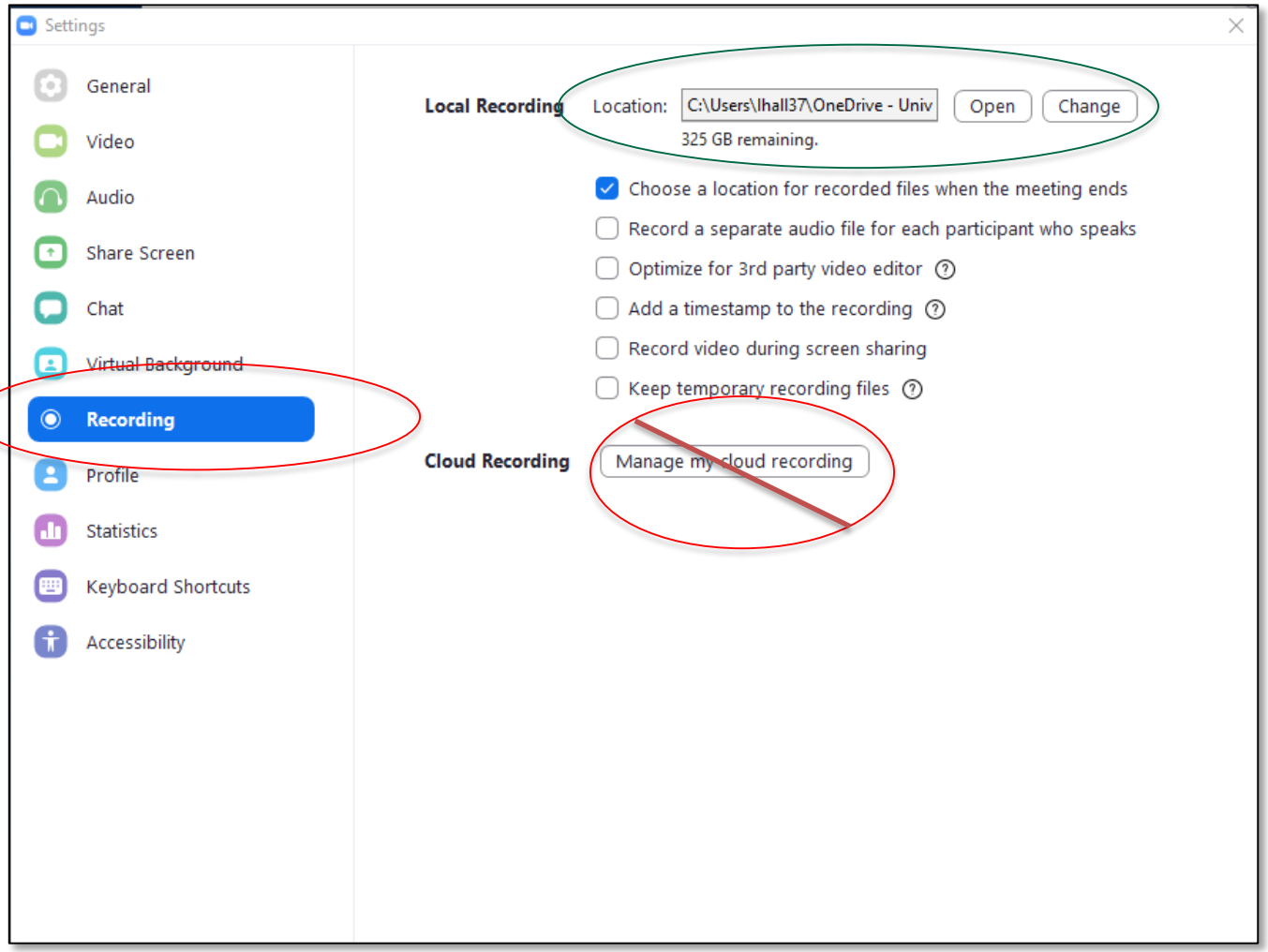
Zoom – Settings



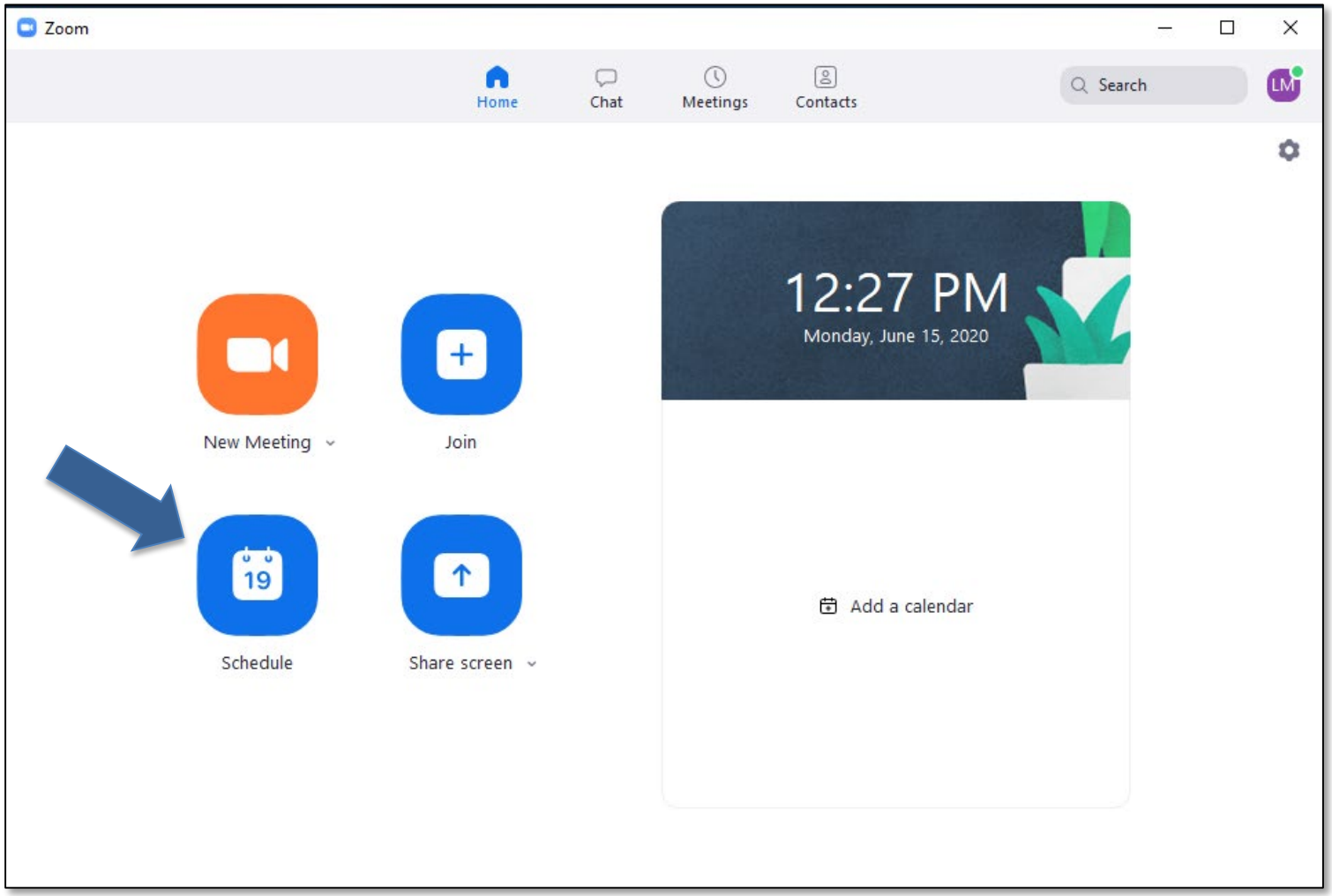
Zoom – Settings



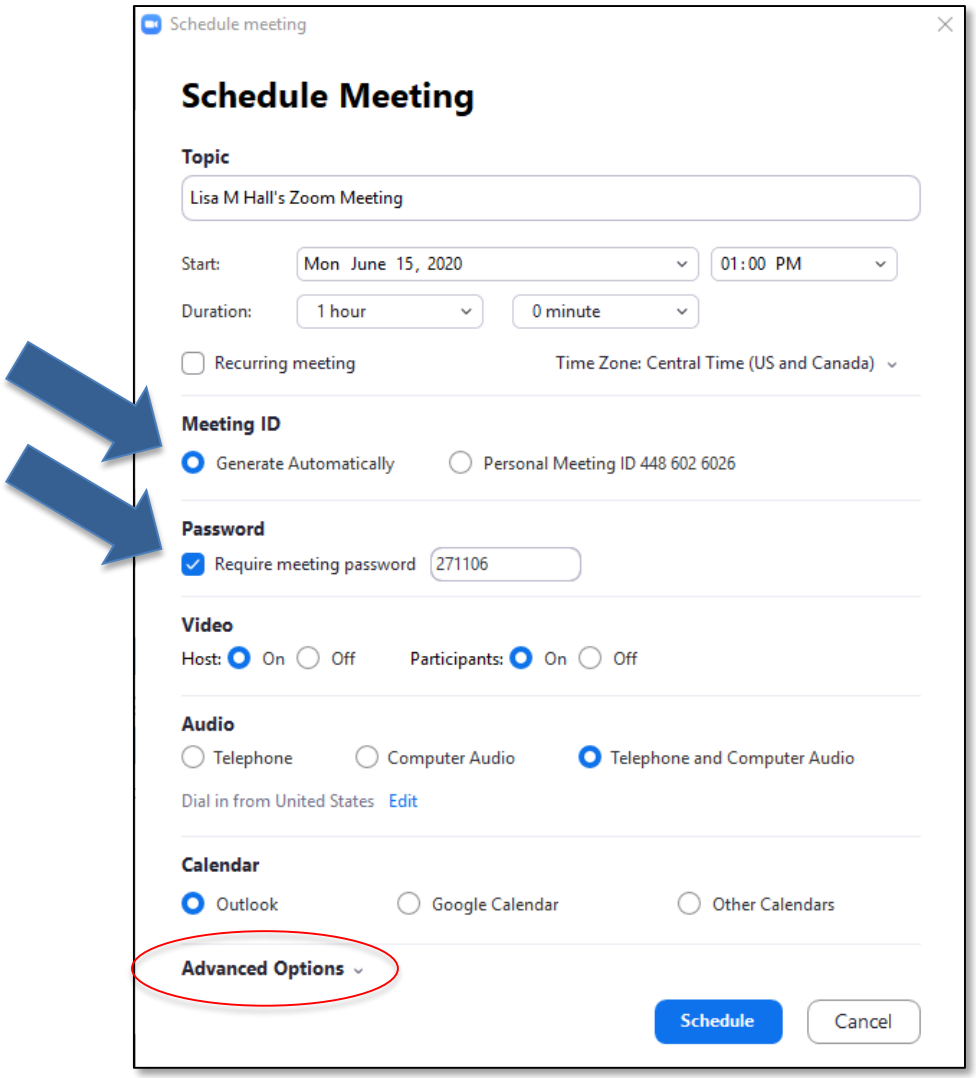
Zoom – Recordings



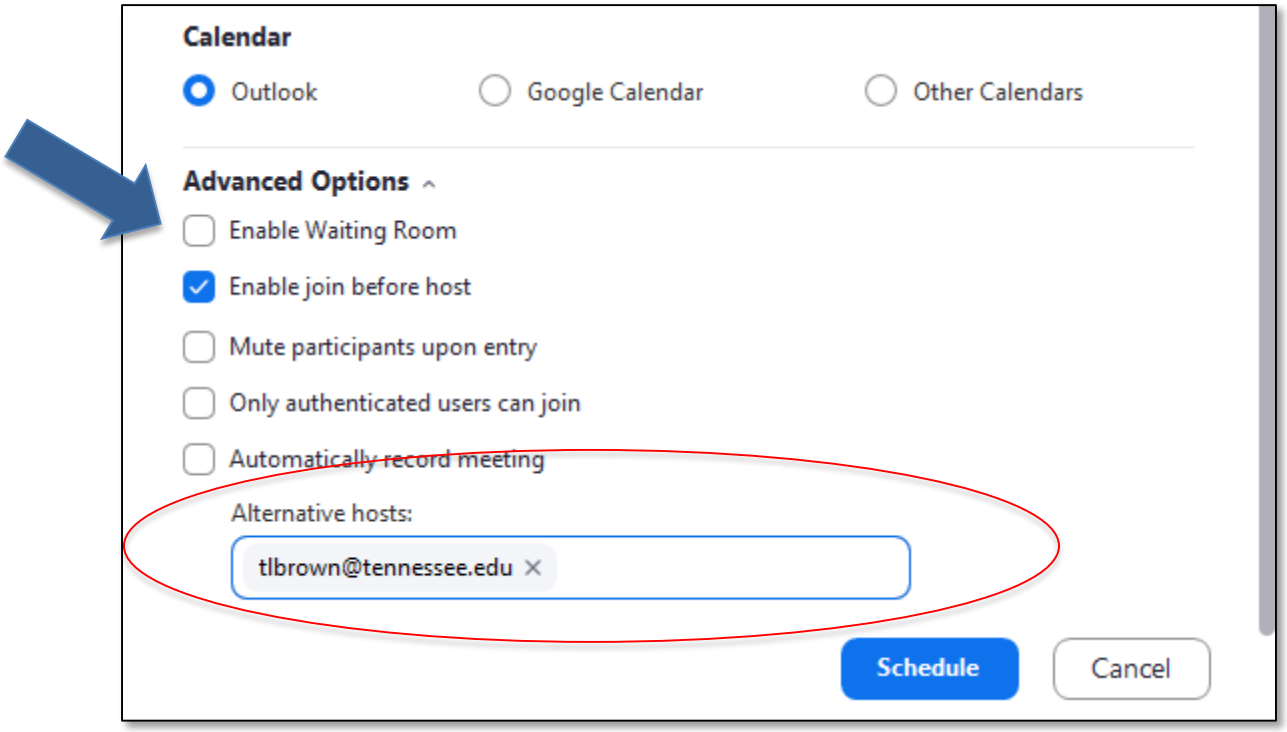
Zoom – Scheduling a meeting #1



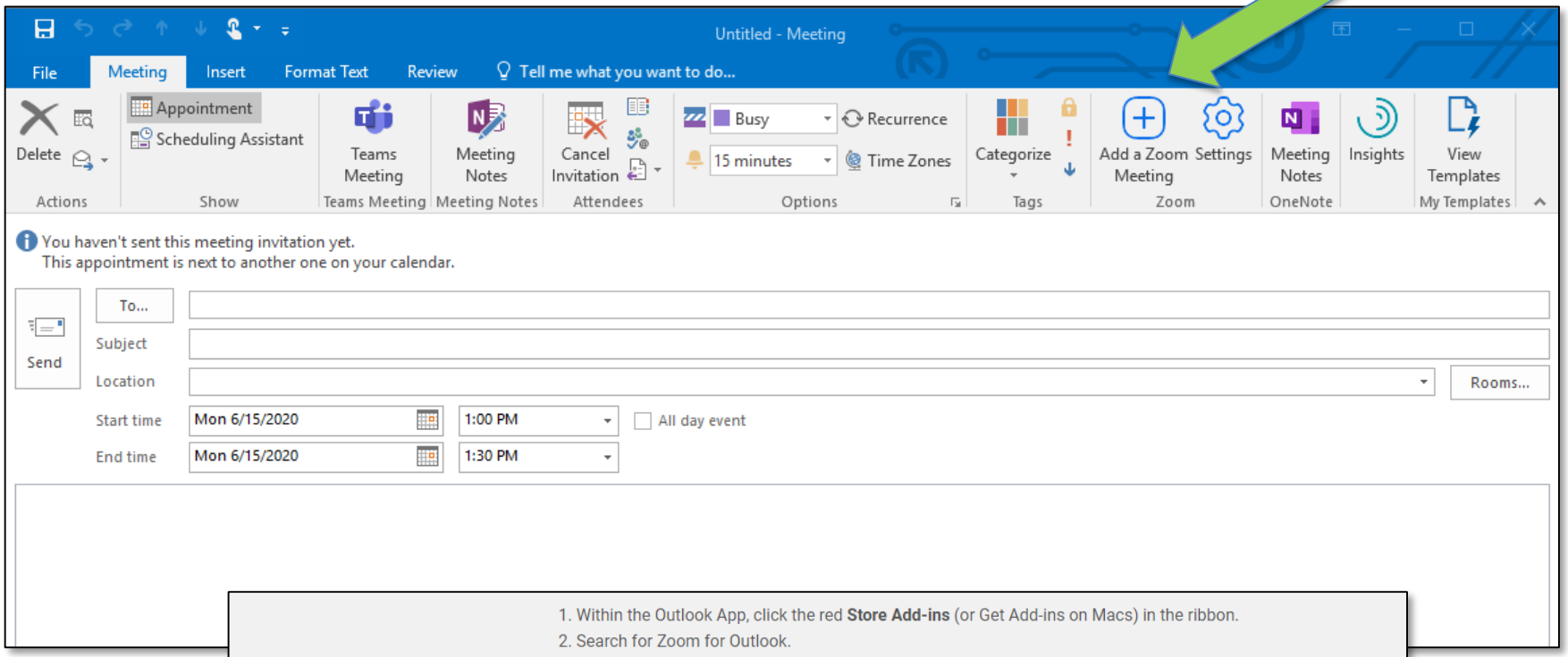
Zoom – Scheduling a meeting



Zoom – Scheduling a meeting

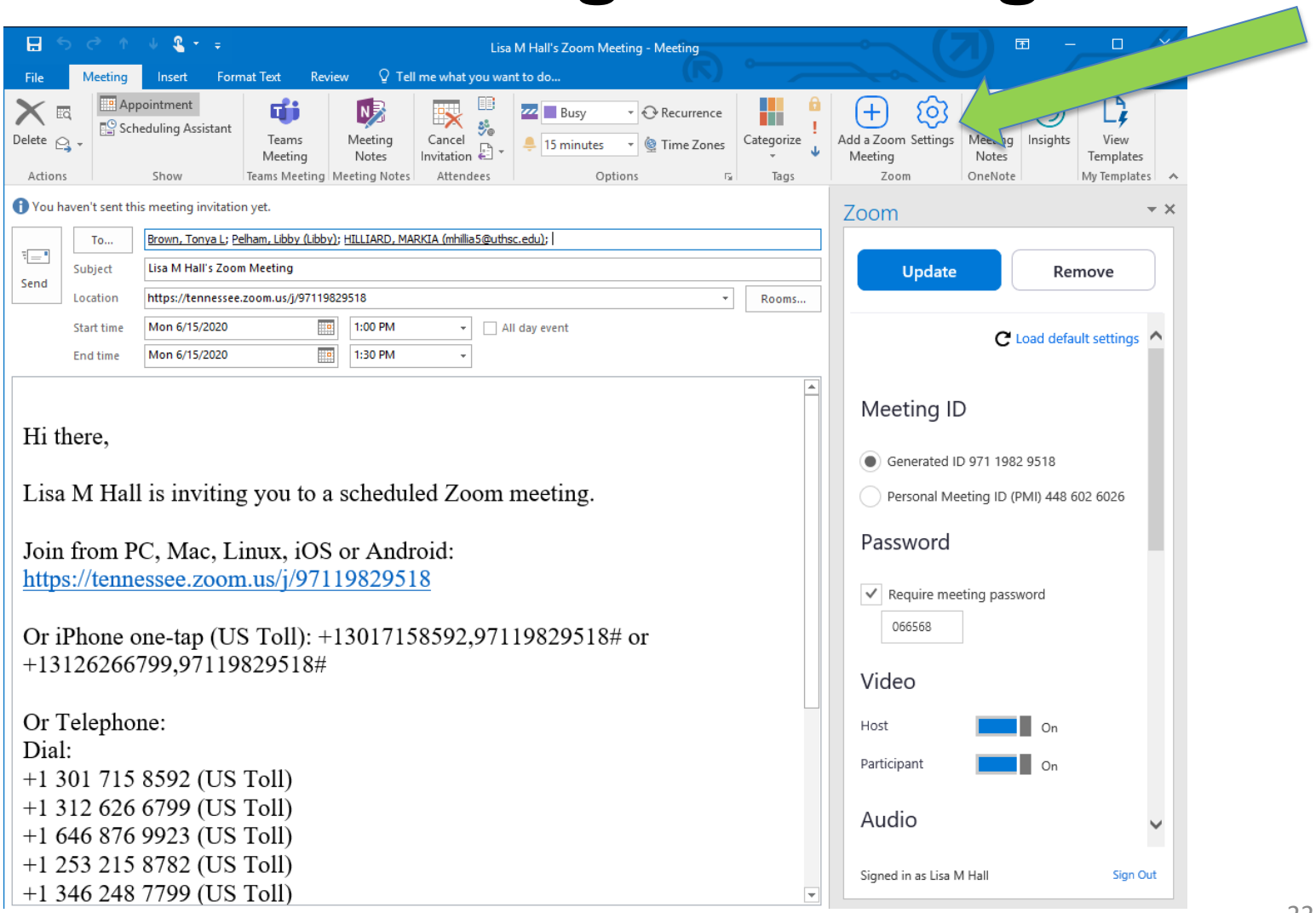


Zoom – Scheduling a meeting #2

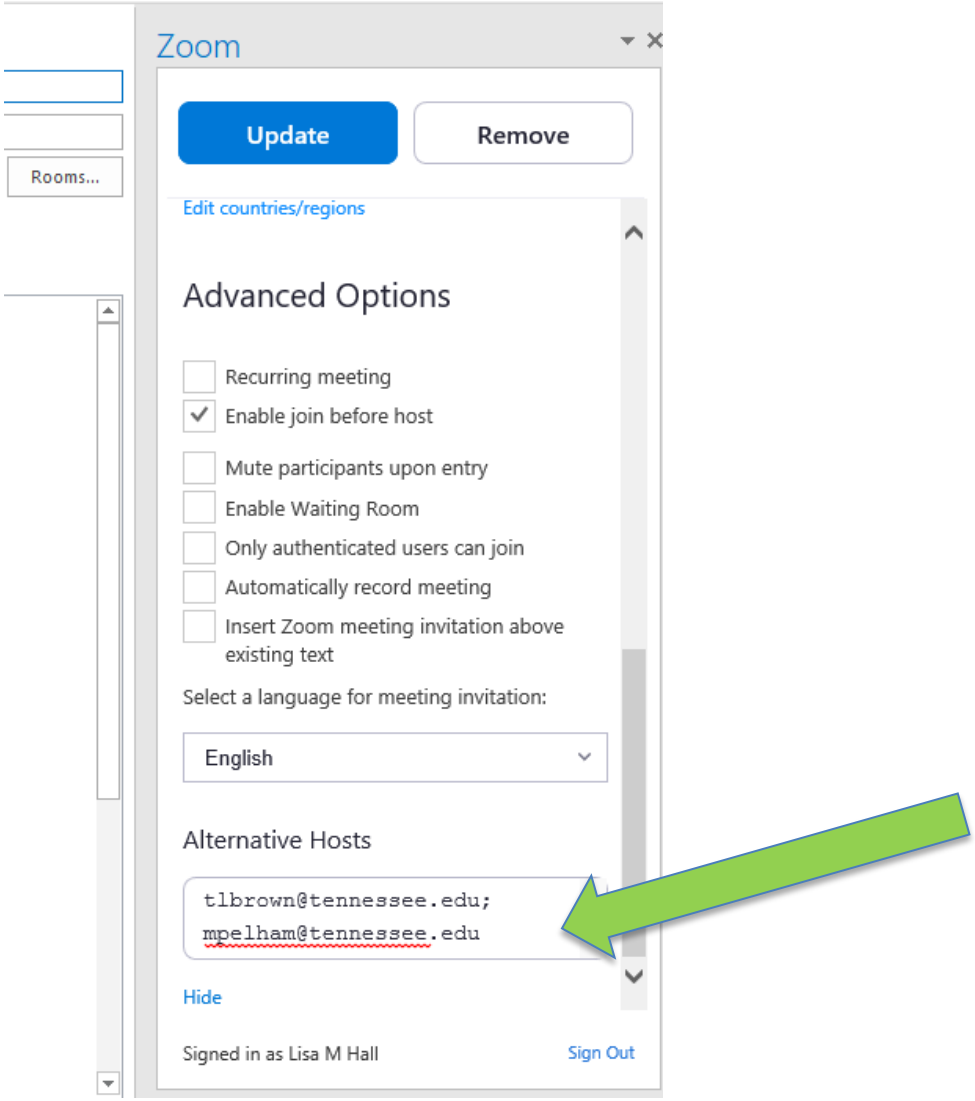


Schedule a Meeting through Zoom for Outlook Add-in	1. Within the Outlook App, click the red **Store Add-ins** (or Get Add-ins on Macs) in the ribbon. 2. Search for Zoom for Outlook. 3. Click **Add** at the bottom of Zoom for Outlook. 4. When creating a new meeting in Outlook, select the **Add a Zoom Meeting** button on the ribbon. 5. You may be asked to log into Zoom. **You must click SSO and enter tennessee in all lowercase in the Domain field, then sign in with your NetID/password.** 6. Your meeting info (link, call in numbers, password (if set), etc.) is added to the meeting invite. Add users, date, and time. For Outlook on the Web, click on the Zoom icon. The Zoom invite will be added to the invitation.

Zoom – Scheduling a meeting #2



Zoom – Scheduling a meeting #2

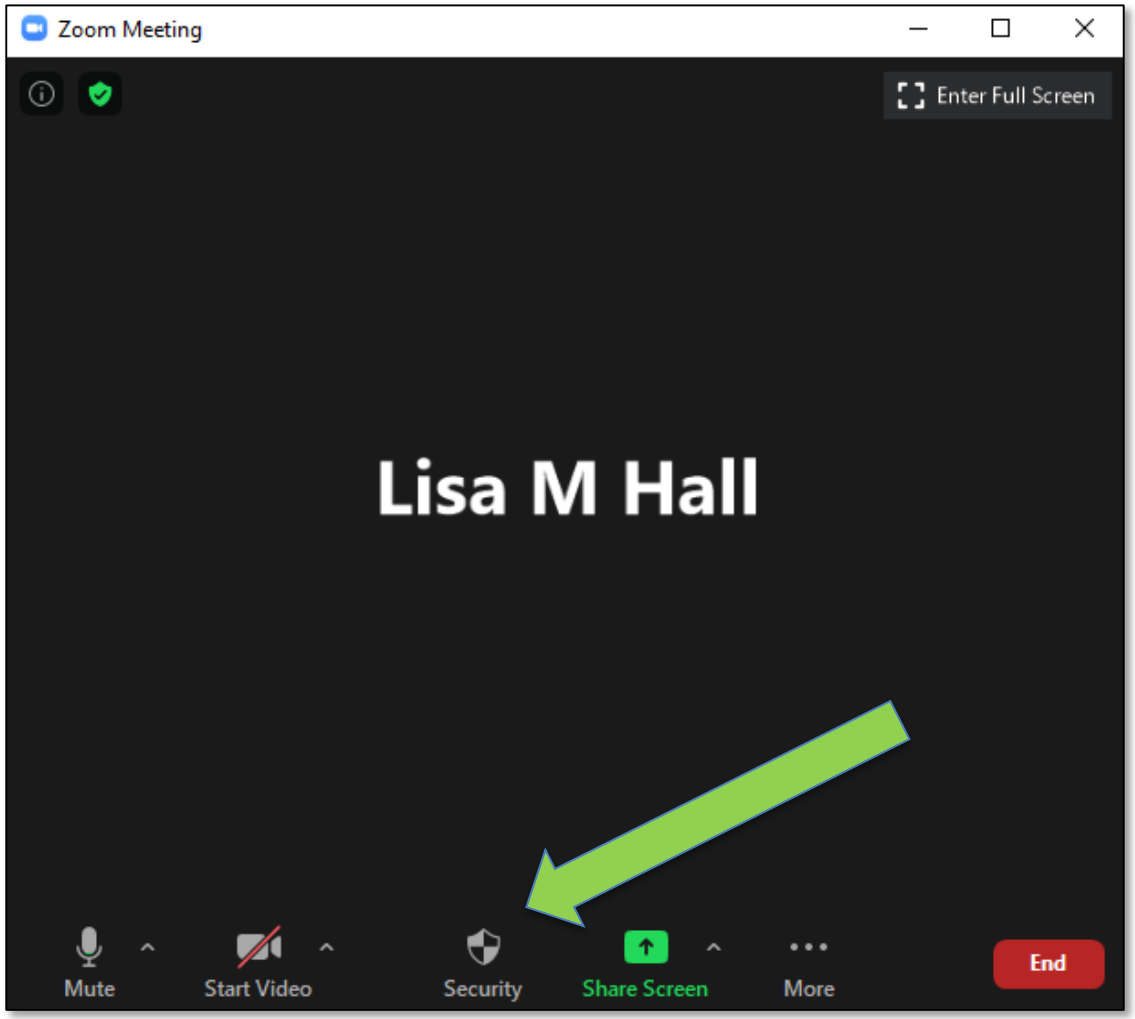


Zoom – Why use a Co-Host?

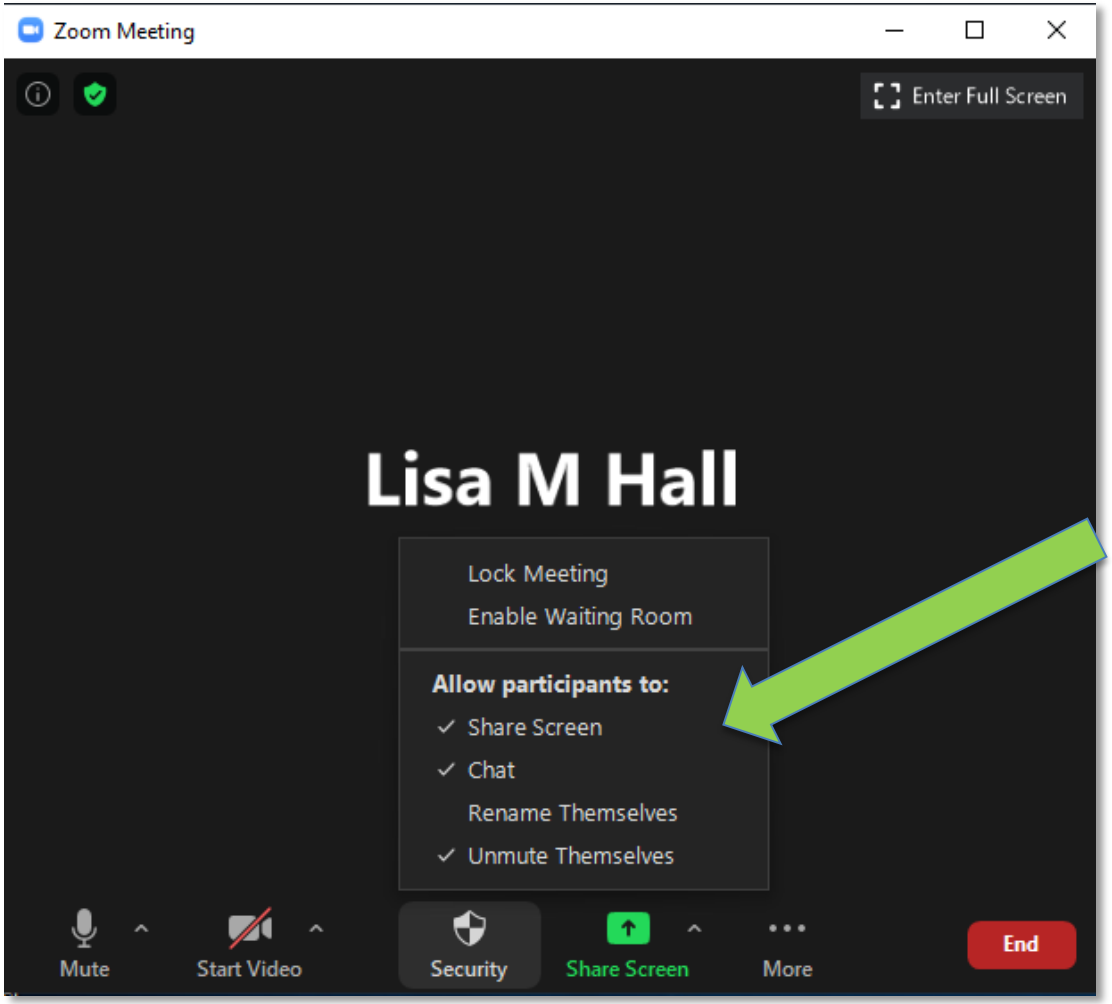
- If you are scheduling a meeting, but will not be attending. (e.g. Interviews)
- Especially if the co-host will need to share their screens with participants. (e.g. Admin scheduling meeting for VC)
- Co-host becomes the host, in the absence of the host.
  - E.g. Network issues

Alternative Host is a great feature for meeting flow

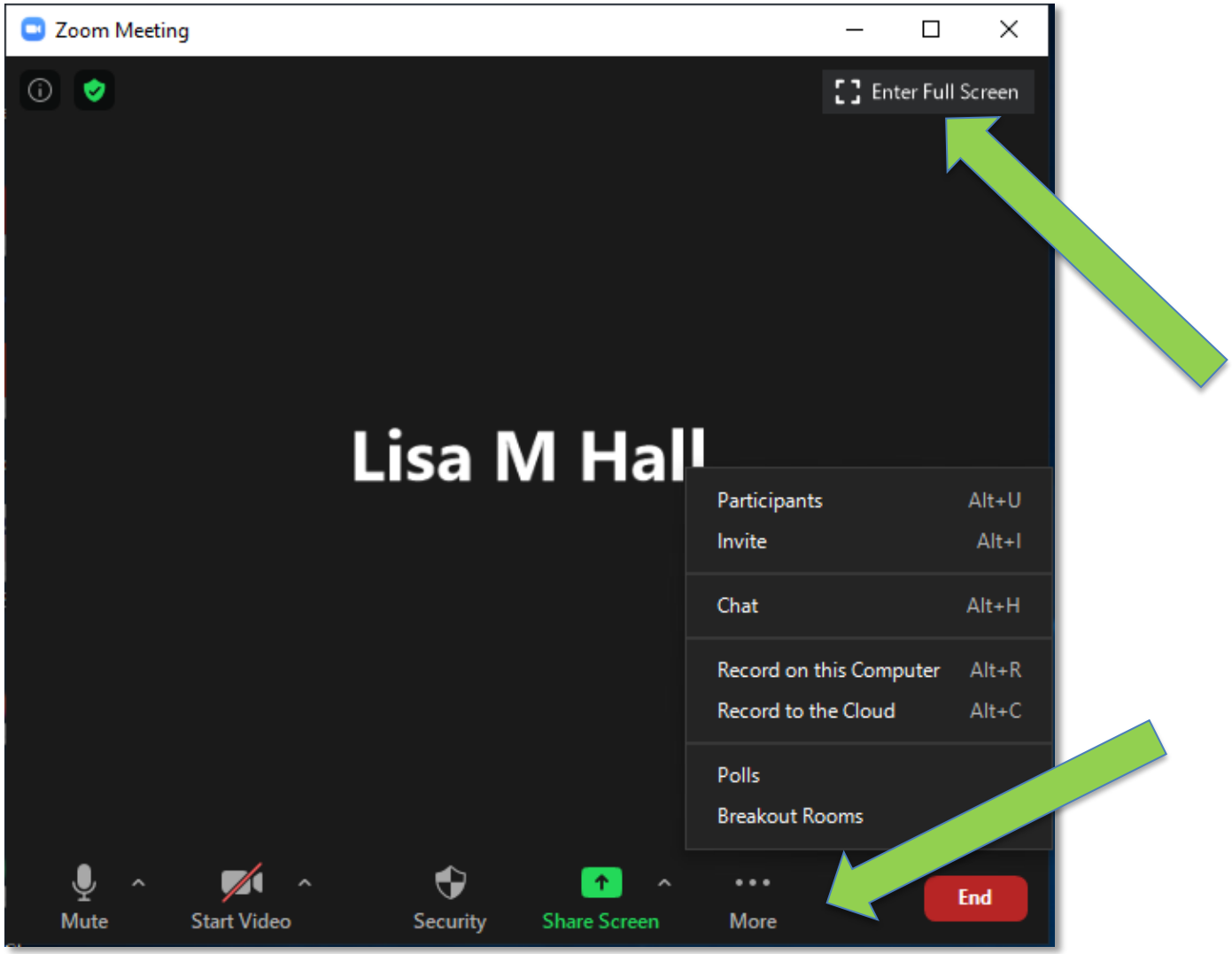
Zoom – Managing the Session



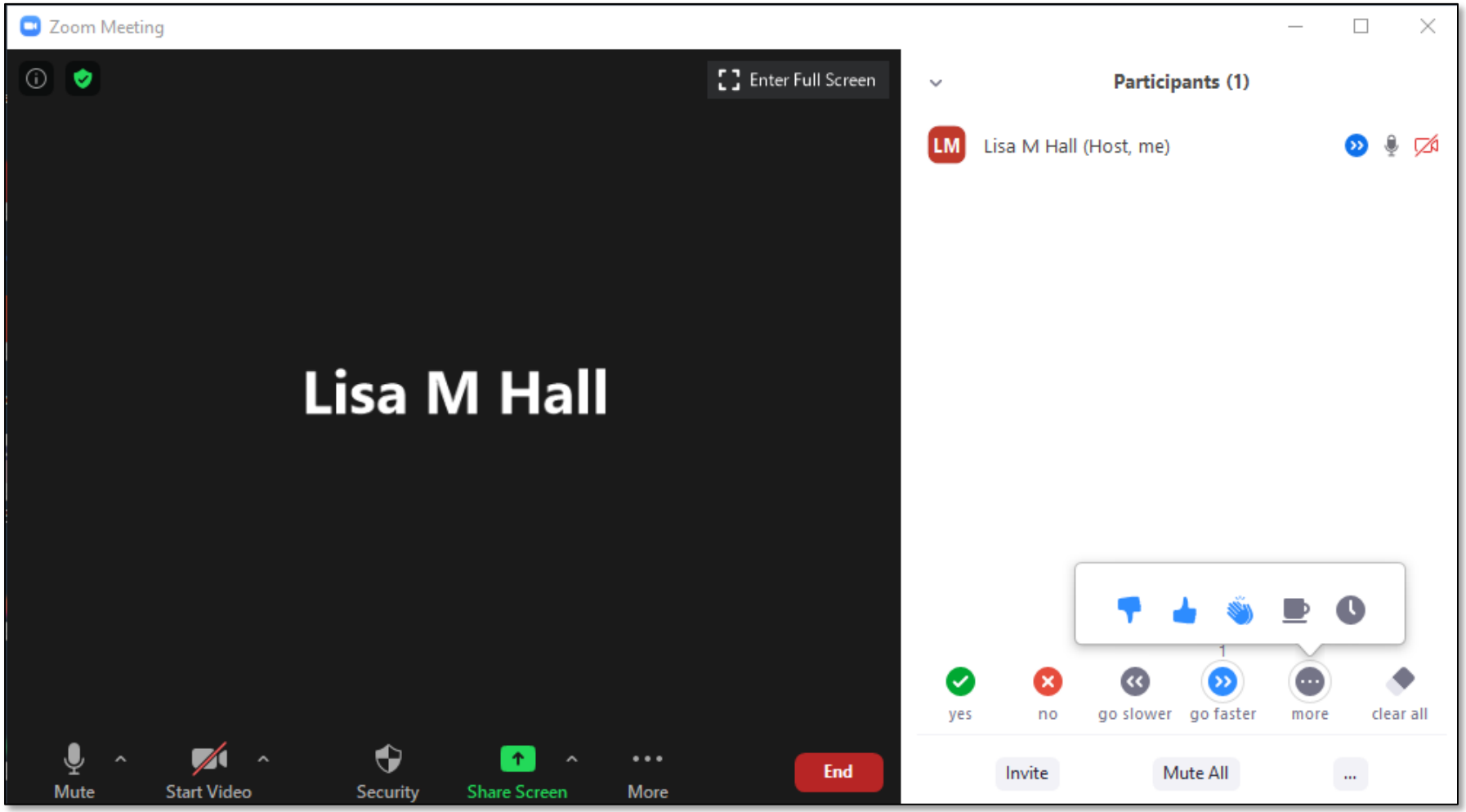
Zoom – Managing the Session



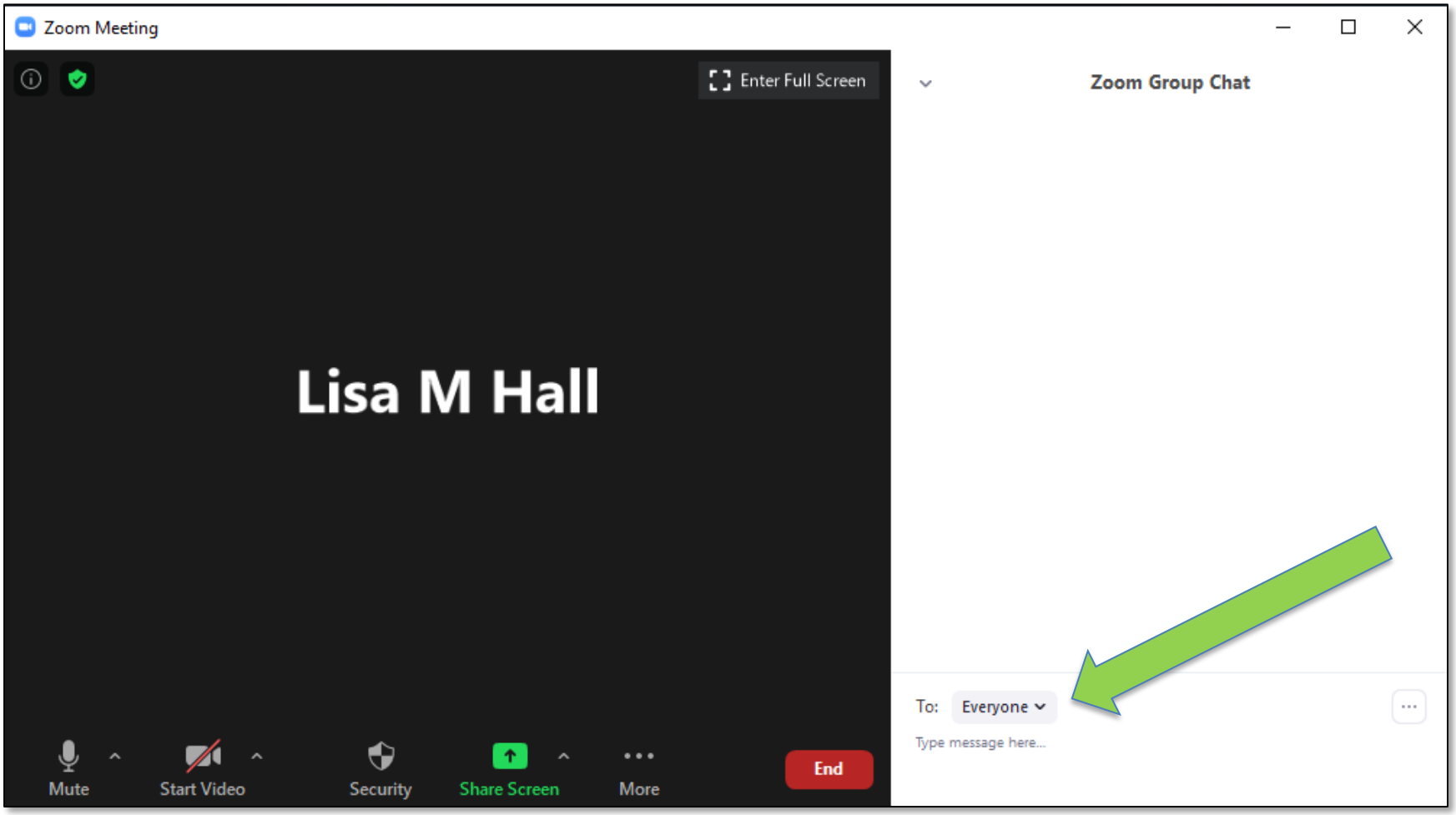
Zoom – Managing the Session



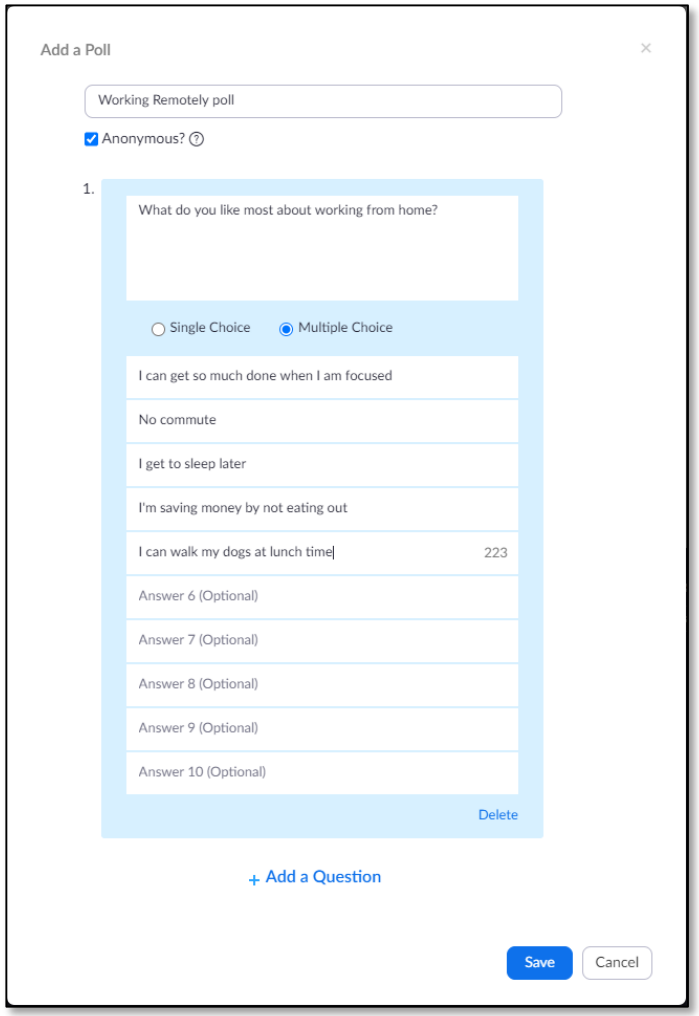
Zoom – Managing the Session



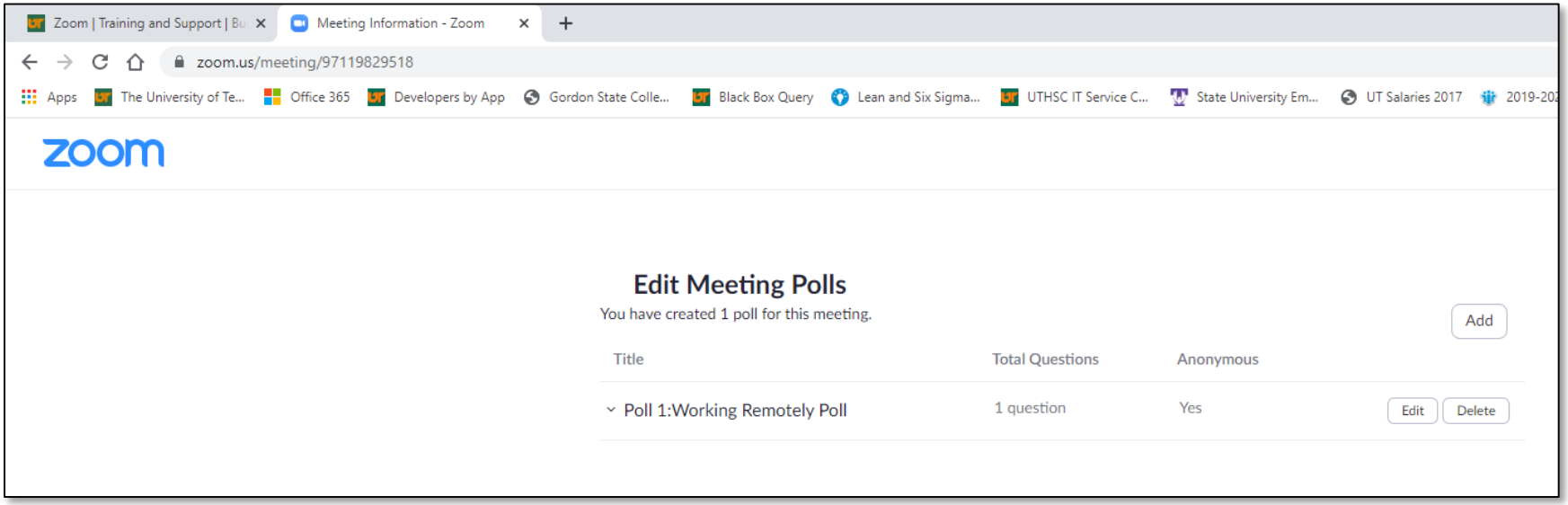
Zoom – Chat


Zoom Meeting
Enter Full Screen
Lisa M Hall
Mute
Start Video
Security
Share Screen
More
End
Zoom Group Chat
To:
Everyone
Type message here...

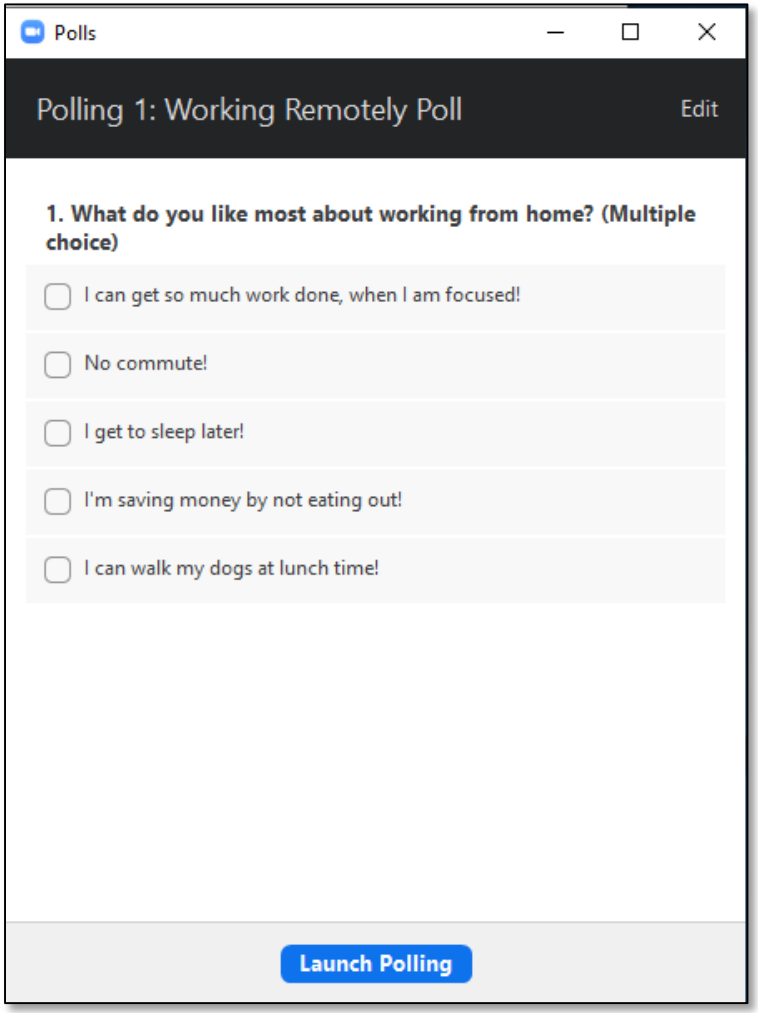
Zoom – Polls

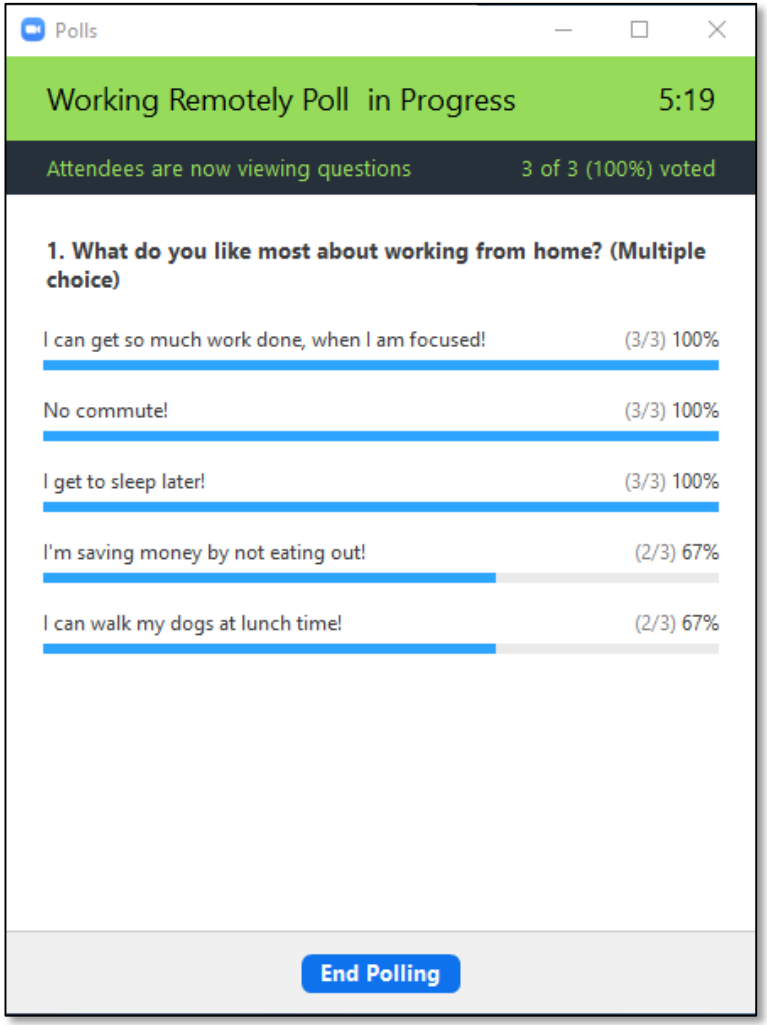

Add a Poll
Working Remotely poll
Anonymous?
1.
What do you like most about working from home?
Single Choice
Multiple Choice
I can get so much done when I am focused
No commute
I get to sleep later
I'm saving money by not eating out
I can walk my dogs at lunch time
223
Answer 6 (Optional)
Answer 7 (Optional)
Answer 8 (Optional)
Answer 9 (Optional)
Answer 10 (Optional)
Delete
+ Add a Question
Save
Cancel

Zoom – Polls

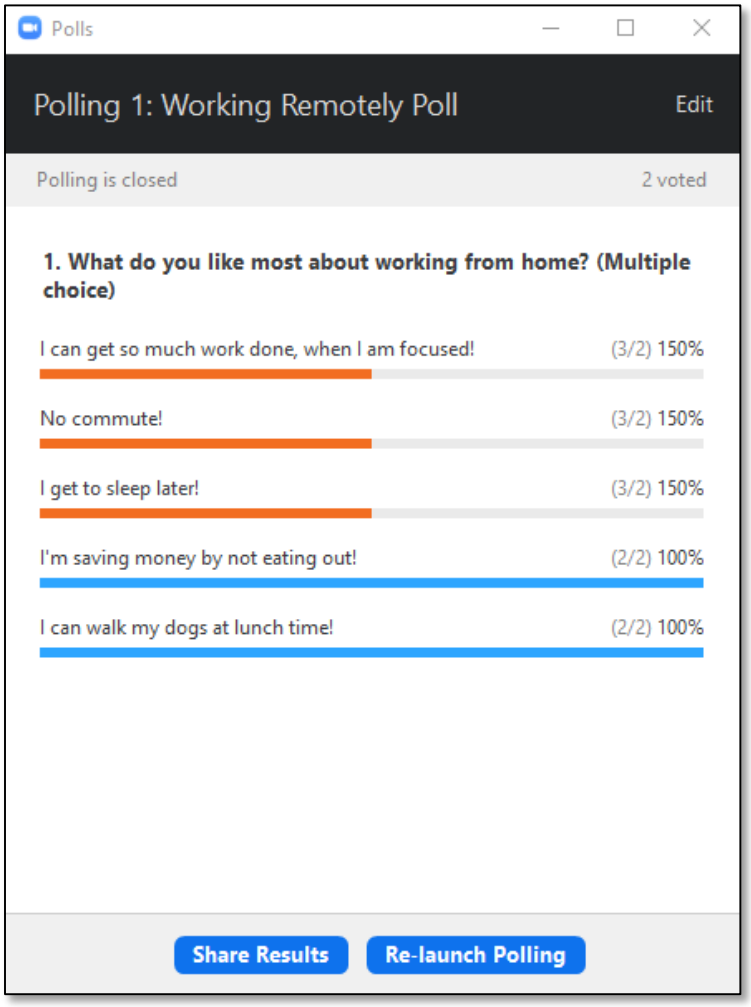

Zoom | Training and Support | Bu
Meeting Information - Zoom
zoom.us/meeting/97119829518
Apps
The University of Te...
Office 365
Developers by App
Gordon State Colle...
Black Box Query
Lean and Six Sigma...
UTHSC IT Service C...
State University Em...
UT Salaries 2017
zoom
Edit Meeting Polls
You have created 1 poll for this meeting.
Add
Title
Total Questions
Anonymous
Poll 1:Working Remotely Poll
1 question
Yes
Edit
Delete

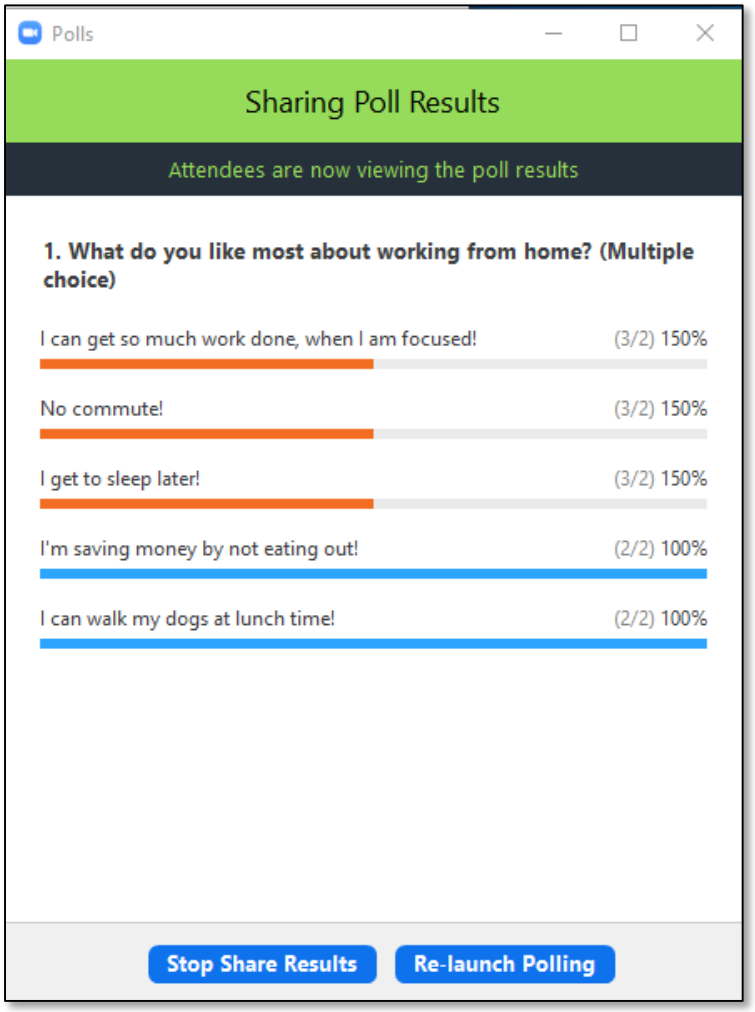
Zoom – Polls


Polls
Polling 1: Working Remotely Poll
Edit
1. What do you like most about working from home? (Multiple choice)
I can get so much work done, when I am focused!
No commute!
I get to sleep later!
I'm saving money by not eating out!
I can walk my dogs at lunch time!
Launch Polling


Polls
Working Remotely Poll in Progress
5:19
Attendees are now viewing questions
3 of 3 (100%) voted
1. What do you like most about working from home? (Multiple choice)
I can get so much work done, when I am focused! (3/3) 100%
No commute! (3/3) 100%
I get to sleep later! (3/3) 100%
I'm saving money by not eating out! (2/3) 67%
I can walk my dogs at lunch time! (2/3) 67%
End Polling

Zoom – Polls


Polls
Polling 1: Working Remotely Poll
Edit
Polling is closed
2 voted
1. What do you like most about working from home? (Multiple choice)
I can get so much work done, when I am focused! (3/2) 150%
No commute! (3/2) 150%
I get to sleep later! (3/2) 150%
I'm saving money by not eating out! (2/2) 100%
I can walk my dogs at lunch time! (2/2) 100%
Share Results
Re-launch Polling


Polls
Sharing Poll Results
Attendees are now viewing the poll results
1. What do you like most about working from home? (Multiple choice)
I can get so much work done, when I am focused! (3/2) 150%
No commute! (3/2) 150%
I get to sleep later! (3/2) 150%
I'm saving money by not eating out! (2/2) 100%
I can walk my dogs at lunch time! (2/2) 100%
Stop Share Results
Re-launch Polling

Upcoming Project

Zoom HIPAA

- Working with Zoom & UTK to strengthen Zoom security even more.
- Roll out to campus scheduled for July 21st.
- Watch for instructions and complete as soon as possible.

Other Tools

Microsoft O365

- OneDrive – use for your work documents
- SharePoint – use for your departmental documents
- Teams – use for project documents – then move final documents to SharePoint

Watch Daily Digest for O365 tips & tricks

Other Tools

OnBase

- Replaced Nolij
- Great tool for securely storing documents that must be retained, e.g. Payroll documents, archived documents, Student documents
- Ready to go paperless? OnBase helps departments transition from paper to electronic documents.
- Digital Transformation
- Provides remote access to your departmental documents
- OnBase Website

Learn more about the Digital Transformation

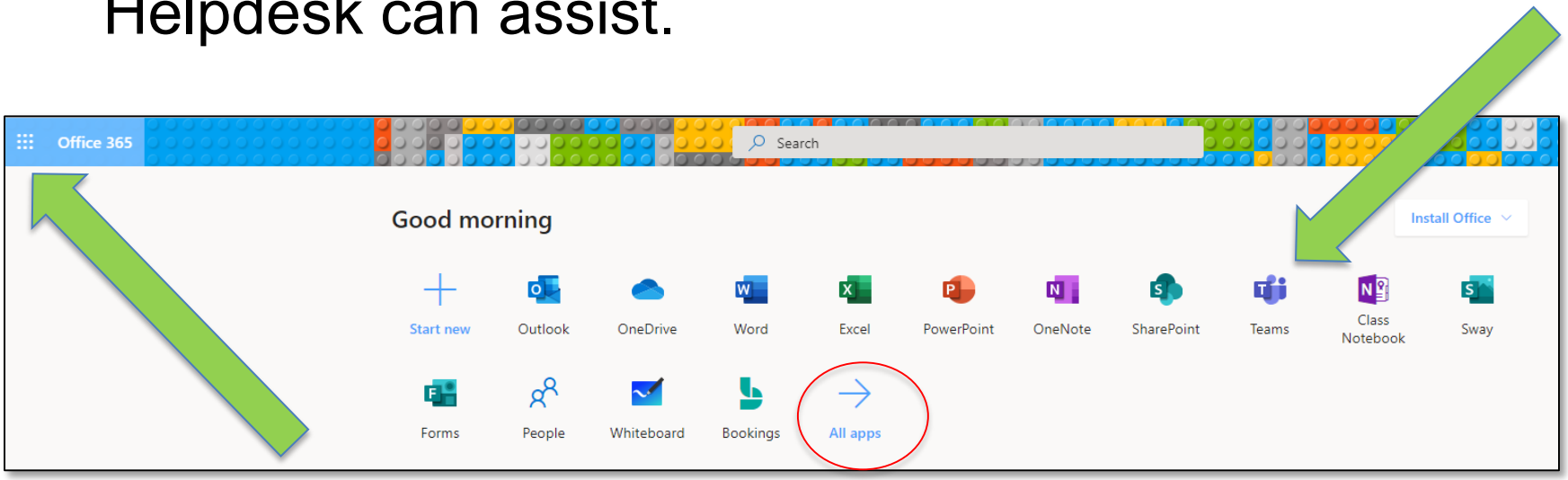
Microsoft Teams

- Collaborative tool for keeping in touch when out of touch
- Instant messaging
- Calls
- Project repository
- And, so much more!
- Microsoft has a strong security posture which makes Teams a recommended tool.

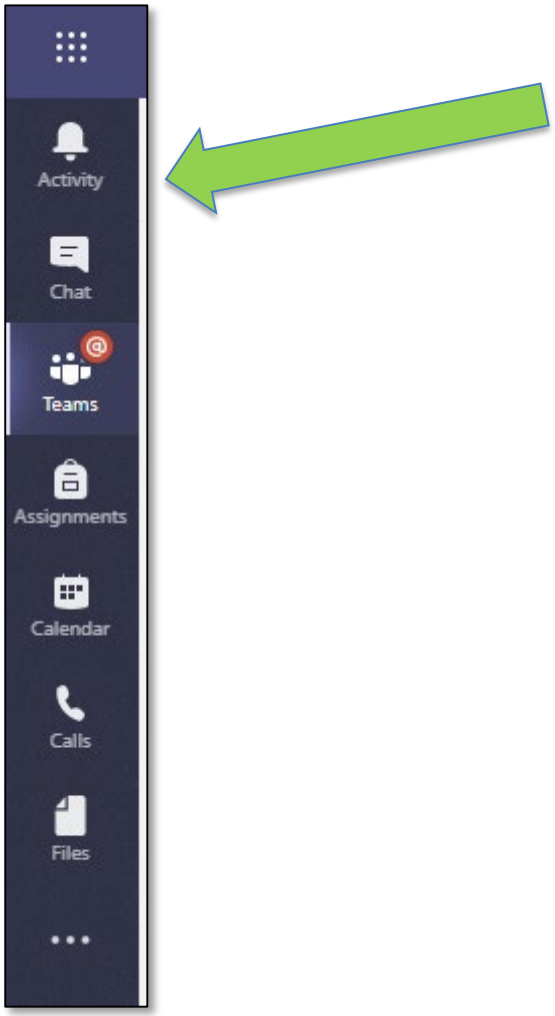
Stay in touch with Teams

Teams – Log On

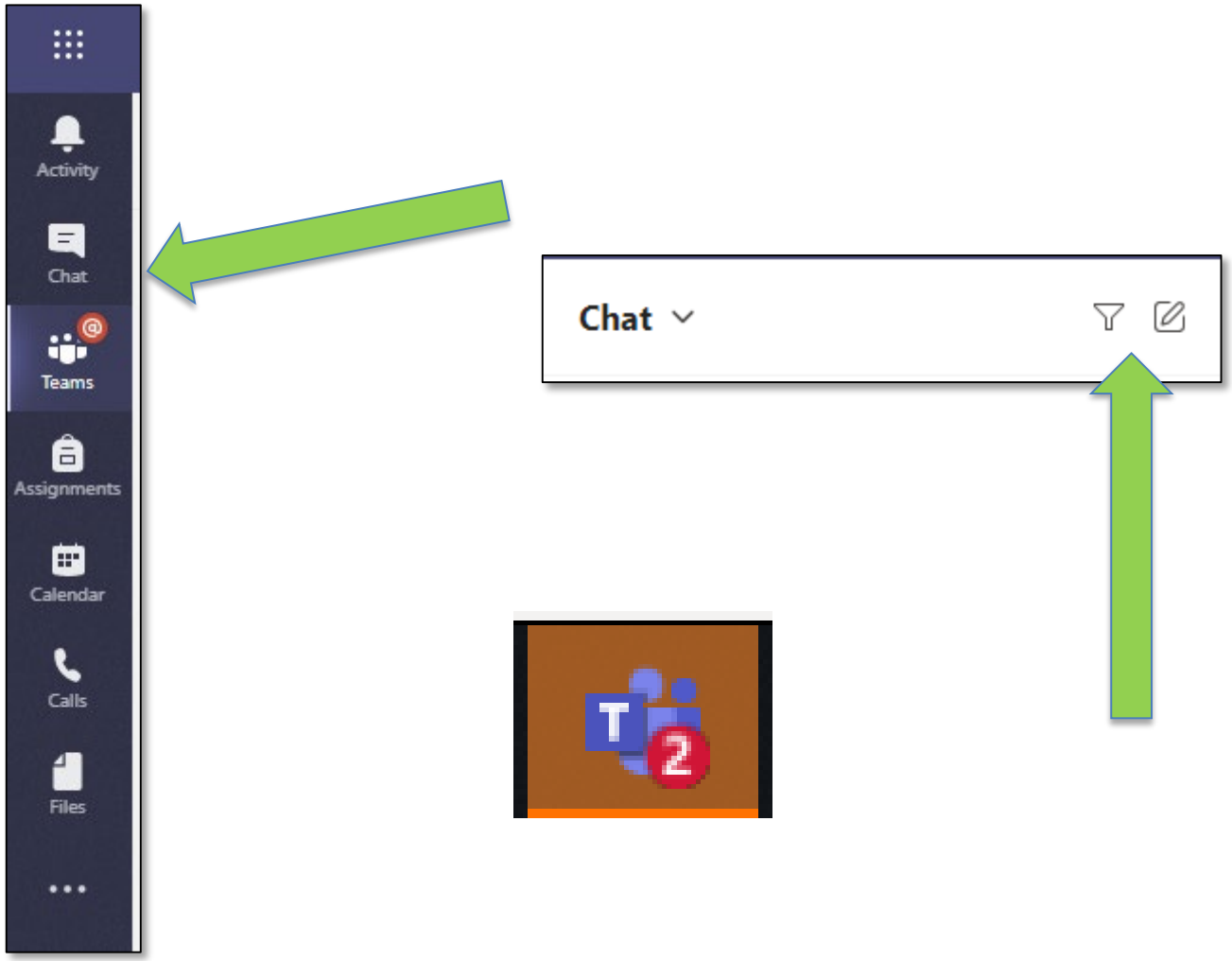
- Logon to O365.uthsc.edu
- Click on the waffle at the top left of your screen.
- You should see Teams
- You may need to click on All apps
- As with most of O365, you can run on your browser, but you have more functionality if you run the app. Helpdesk can assist.



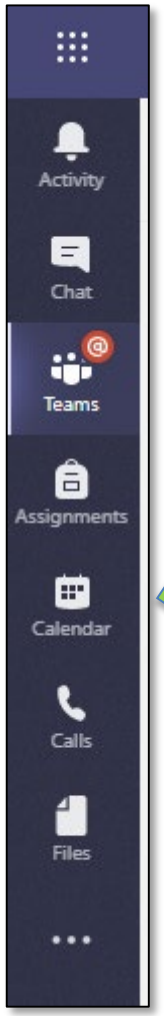
Teams – Toolbar

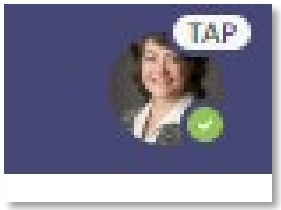


Teams – Toolbar

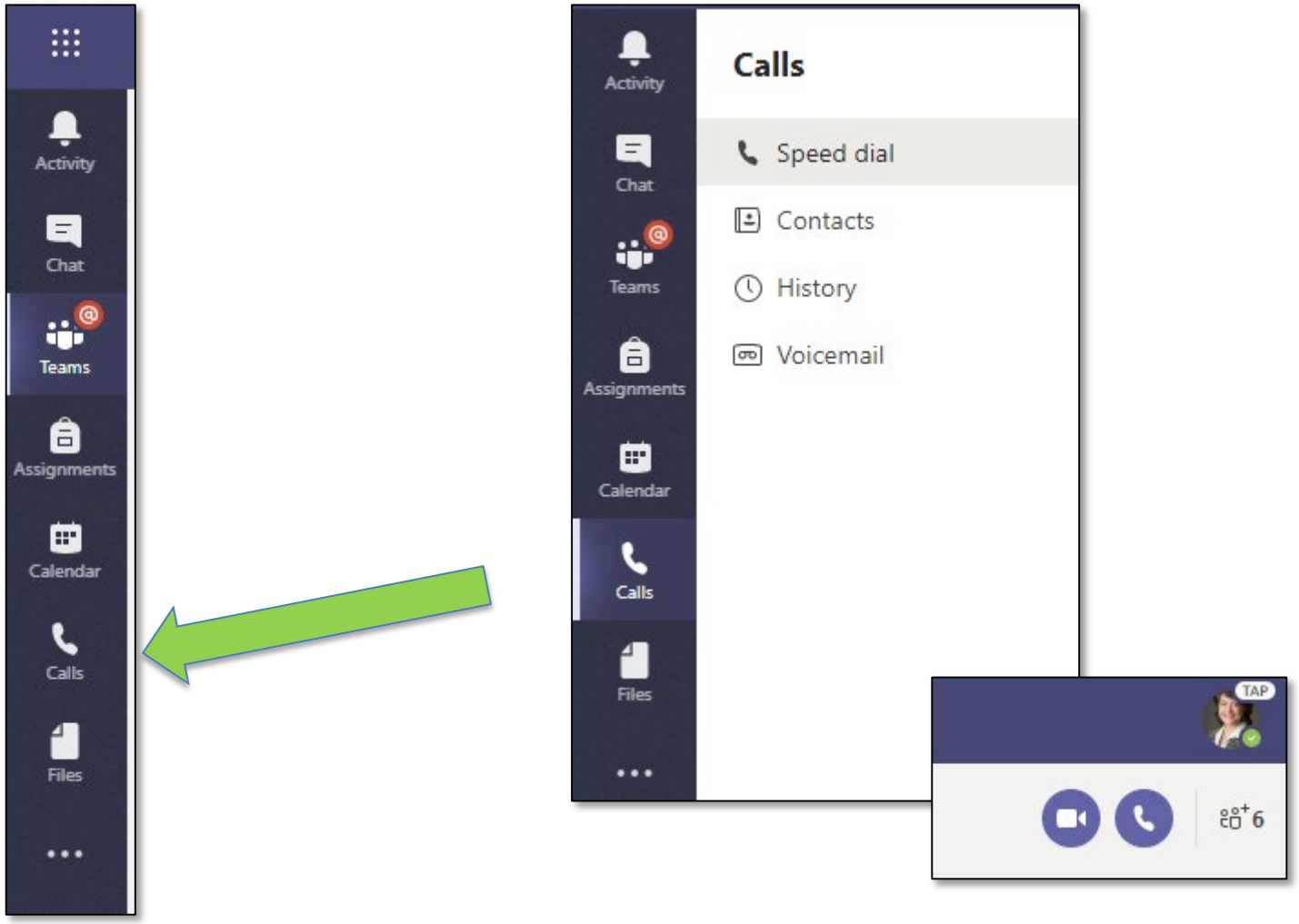


Teams – Toolbar

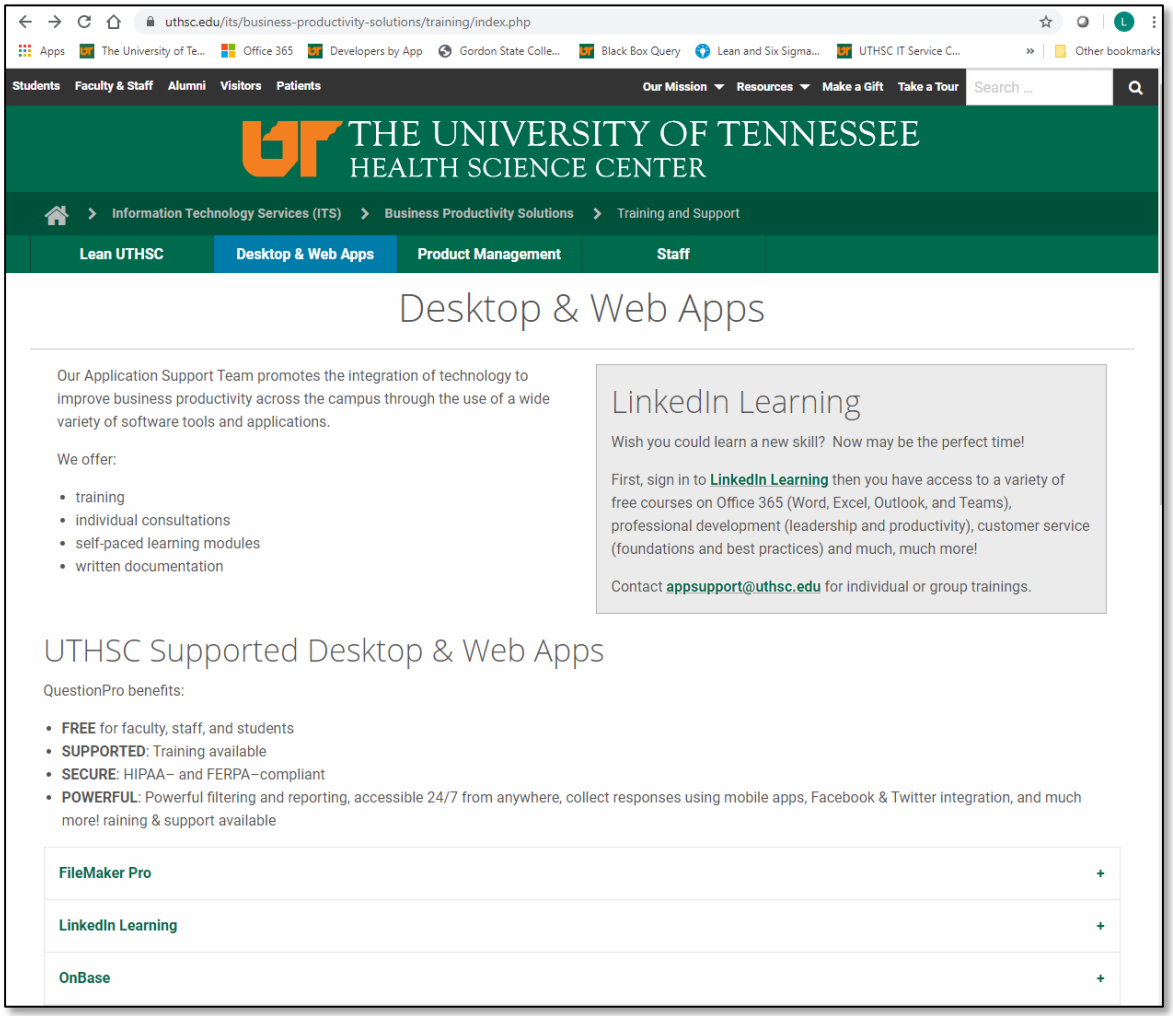




Teams – Toolbar



Teams – Toolbar



Questions?