



TOOLS FOR VIRTUAL MEETINGS & OPEN OFFICE ETIQUETTE

DECEMBER 4TH, 2017

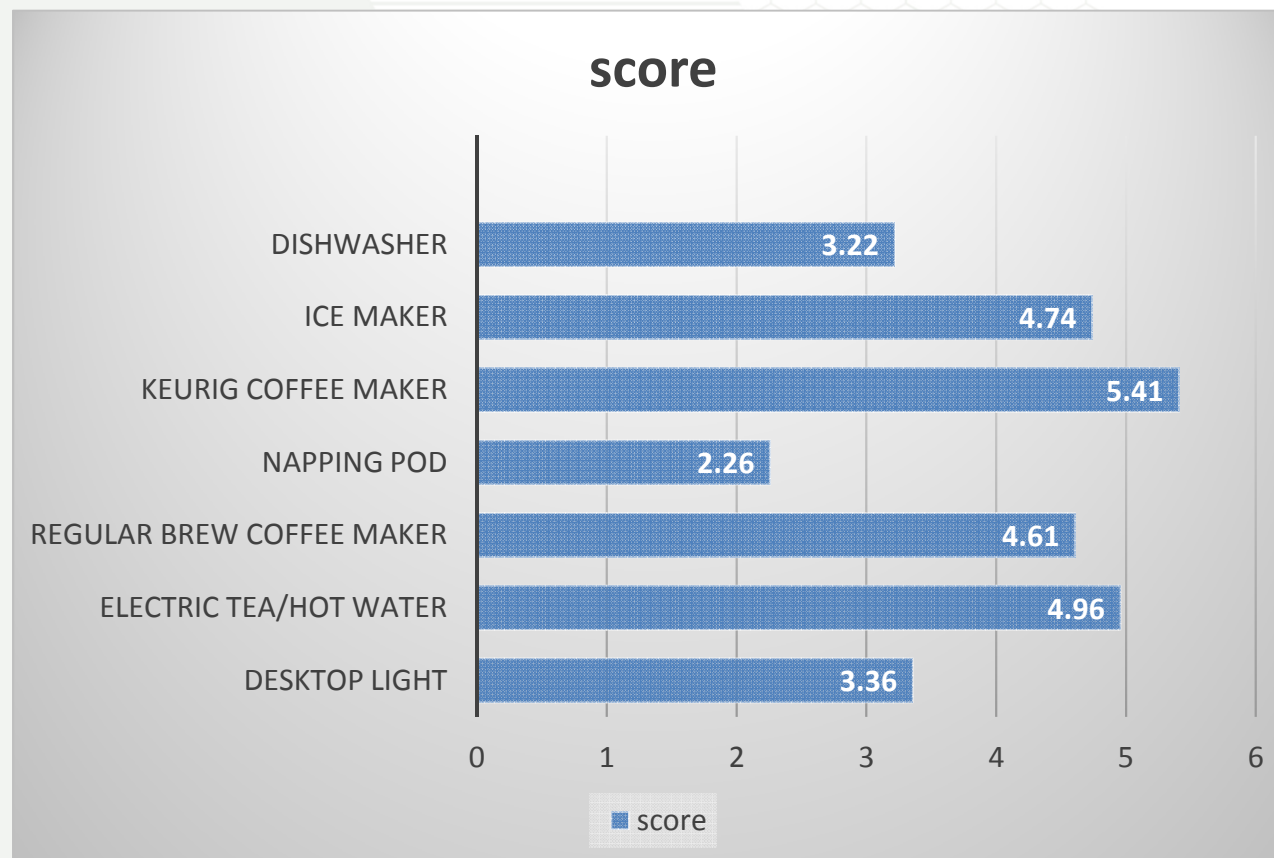
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AGENDA



1. Review of Open Office Etiquette Norms
2. Tools for Meetings
 1. Skype for Business
 2. Webex
 3. Teleconference
 4. BlueJeans

SURVEY SAYS



OPEN OFFICE ETIQUETTE NORMS



The following list of guidelines will be posted in all common areas.

Take some time to get used to the new office space before you request changes. Develop tolerance and empathy along the way - Be respectful. Take requests from your neighbors in stride - it's not personal.

Remember to modulate your voice – people do not always want to hear your conversations and phone calls.

Speakerphones and ringing phones are a distraction to those around you. Use the huddle rooms for conversations requiring a speakerphone. Be mindful of the volume setting on your cell phone.

Be sure to schedule huddle rooms or conference rooms for conference calls.

For telephone calls, personal calls, or face-to-face conversations that will be extended in duration, please move the conversation to a huddle room or open huddle area.

Be aware of sensitivities to odors and noises if you opt to eat at your desk, and whenever possible eat in the break room or open huddle areas.

Be aware that some people are highly sensitive to colognes, perfumes, incense, and lotions.

Be aware of trash odors, and make sure that all food and food wrappers are disposed of in the breakroom, or removed daily from work areas.

If you are sick stay home. Utilize conferencing and remote work technology to work from home as needed.

Grooming should occur away from the office.

Be mindful of clutter in your space. Items should not be taped or hung on workstation glass partitions. Plants and small personal decorative items may be placed on overhead and closet units. Nothing else should be stored on overhead and closet units.

Hanging items on drywall or plaster requires approval.

Maintain desktop plants in healthy condition, and use appropriate saucers to protect furniture and windowsills.

Leave small appliances and personal furniture at home. Let your manager know if you need something that has not been provided.

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WORK PODS



CABANAS



PHONE BOOTHS

OPEN OFFICE ETIQUETTE NORMS

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TOOLS FOR MEETINGS



Tools for Meetings

1. Skype for Business
2. Webex
3. Facilities Teleconference Line
4. BlueJeans

<https://faq.oit.gatech.edu/content/how-do-i-decide-which-collaboration-toolsoftware-use-my-meeting>

 Skype for Business



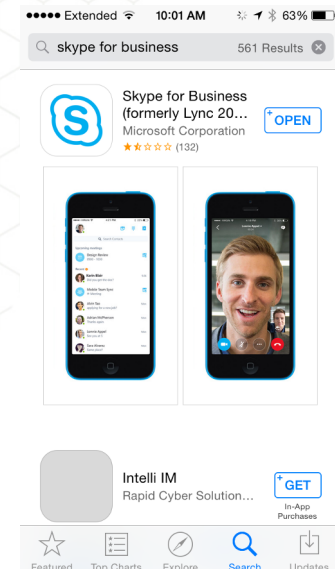
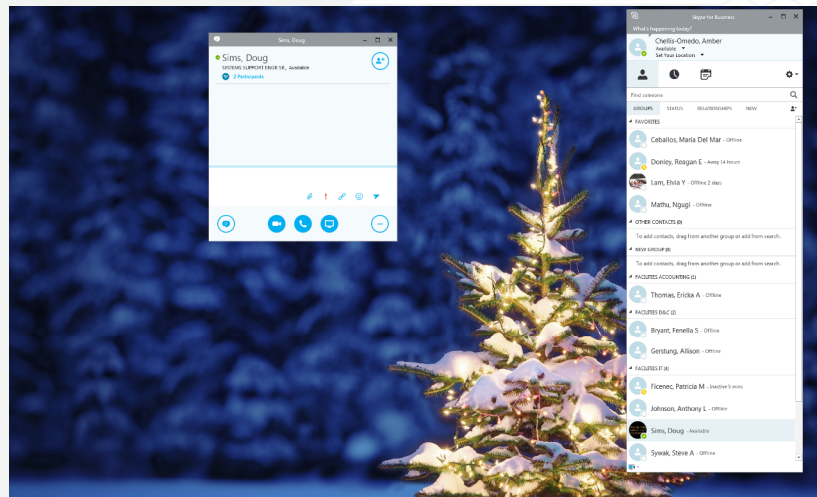
BlueJeans

The screenshot shows a web browser displaying the Georgia Tech Office of Information Technology (OIT) FAQ page. The page title is "How do I decide on which collaboration tool/software to use for my meeting?". It includes a search bar, navigation links, and a table of available options.

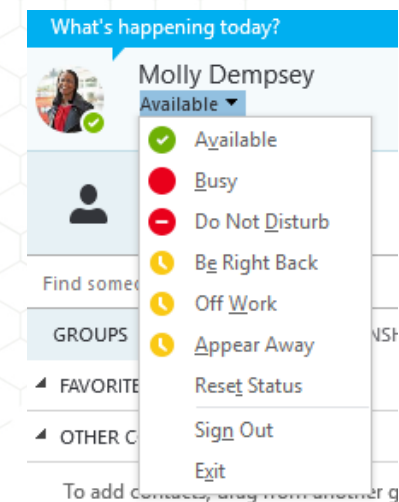
Solution	Centrally Provided?	Primarily Used for	Scenario
Skype	NO	Video Chat	I want to talk with family or friends back home or anywhere in the world from my desktop or mobile device. You can also find your Skype colleagues in Skype for Business by following these instructions found here.
FaceTime	NO	Mobile Video Chat	My colleague travels a lot and mostly uses an iPad to communicate with others on projects.

- Desktop (set to log in when you do)
- Mobile app

Log in with gatech.edu login (example = gburdell3) and password



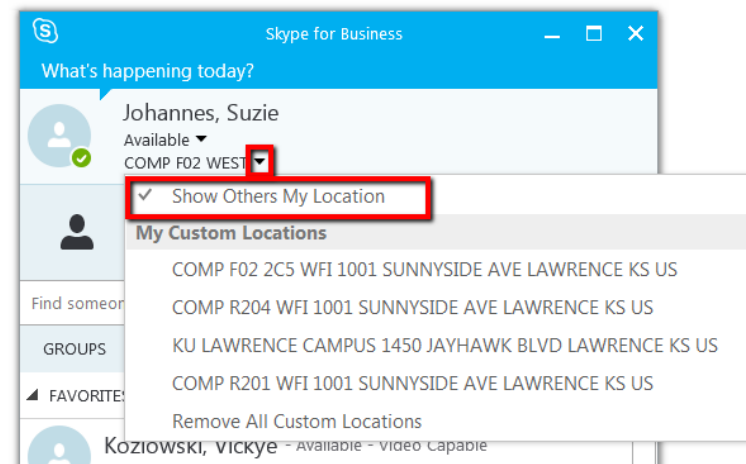
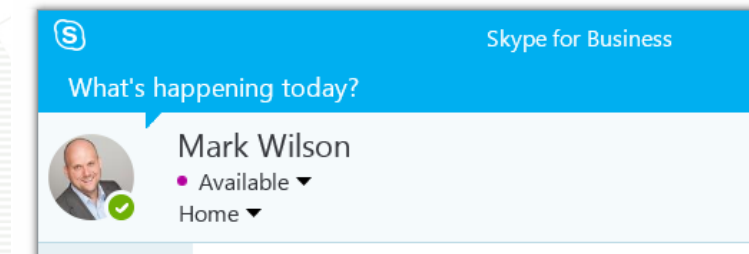
- Instant messaging (with 1 person or many people)
- Screen sharing (with 1 person or many people)
- Video calling (with 1 person or many people)
- See if someone is busy, free, away from their desk, or on a deadline and cannot be disturbed.
- Can connect to a light on your desk to let people know if you are busy and do not have time to be disturbed.



Skype for Business



- See out of office notifications from outlook.
- Set your location if you are working in another location.



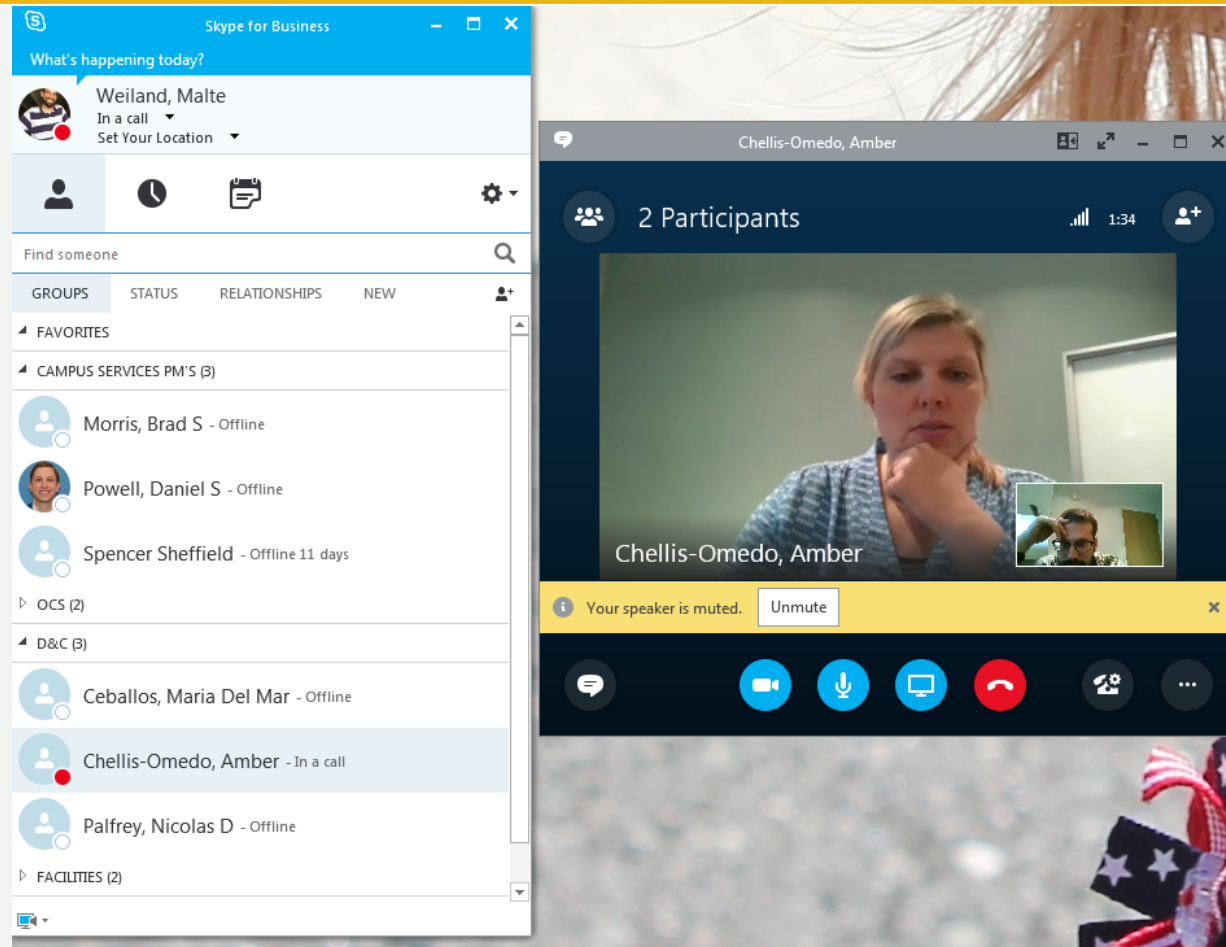


Links with your Outlook Calendar automatically.

The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, VIEW, ADD-INS, BLUEBEAM, and ADOBE PDF. The left sidebar shows the mailbox structure with folders like Inbox, Clutter, Sent Items, Drafts, and Deleted Items. The main pane displays an email from Malte Weiland, dated Wednesday, 11/29/2017 at 11:02 AM. The email subject is 'Bluejeans pic'. The email body contains a message and several attachments: IMG_1382.PNG (562 KB), ATT00001.txt (310 B), IMG_1383.PNG (306 KB), ATT00002.txt (310 B), IMG_1384.PNG (667 KB), ATT00003.txt (310 B), IMG_1385.PNG (437 KB), and ATT00004.txt (329 B). A red circle highlights a Skype notification in the bottom right corner, which reads: 'Chellis-Omedo, Amber please look at this drawings' with 'Options' and 'Ignore' buttons.

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IM and Video Chat Options are available for an established contact list.



Links with your Outlook Calendar automatically.

The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, VIEW, ADD-INS, BLUEBEAM, and ADOBE PDF. The left sidebar shows the folder hierarchy: Inbox, Clutter, Sent Items, Drafts, Deleted Items (15), and All Folders. The main pane displays an email from 'Weiland, Malte' with the subject 'Bluejeans pic'. The email content shows a photo of a person and a list of attachments including 'IMG_1382.PNG (562 KB)', 'ATT00001.txt (310 B)', 'IMG_1383.PNG (306 KB)', 'ATT00002.txt (310 B)', 'IMG_1384.PNG (667 KB)', 'ATT00003.txt (310 B)', 'IMG_1385.PNG (437 KB)', and 'ATT00004.txt (329 B)'. A red circle highlights the 'Message' button and the email content. The bottom status bar shows 'ITEMS: 15,244' and 'ONLINE WITH: MICROSOFT EXCHANGE'. A small notification bubble from 'Chellis-Omedo, Amber' is visible in the bottom right corner.

The ability to share a screen to presentations also exists.

The screenshot displays a Skype for Business interface. On the left, a sidebar shows a list of contacts under 'What's happening today?'. The main window shows a meeting with 'Chellis-Omedo, Amber' as the title. The meeting area displays '2 Participants' and buttons for 'Request Control' and 'Actual Size'. A large window in the center shows a screen share of a presentation titled '112817_0186-2018SupportADA.pdf'. The presentation content includes a list of files and a diagram of a building layout. A small video inset in the bottom right corner shows the presenter, Chellis-Omedo, Amber. At the bottom of the meeting window, a yellow bar indicates 'Your speaker is muted.' with an 'Unmute' button. The bottom of the interface features a toolbar with icons for chat, video, microphone, screen sharing, and a red end call button.

WEBEX



Web based - <https://gatech.webex.com/>

Participants can join by phone as well.

Log in with gatech.edu login (example = gburdell3) and password.

WEBEX



An easy conferencing tool that can be used with all internal and external parties (gatech.webex.com).

A screenshot of the Georgia Tech WebEx login page. The browser address bar shows the URL "https://gatech.webex.com/mw3200/mywebex/default.do?siteurl=gatech". The page features the Georgia Tech logo in the top left. A navigation bar includes links for Home, Meeting Center (selected), Event Center, Support Center, Training Center, and My WebEx. On the right of the navigation bar is a "Log In" link. A left sidebar lists options: "Attend a Meeting", "Host a Meeting", "Set Up", and "Support". The main content area prompts the user to "Enter the meeting number to join." and includes a "NEW! Invited to a Personal Room? Enter the host's room ID." message with an information icon. Below this is a text input field and a "Join" button. A red circle highlights the top right corner of the page, which contains the "Log In" link and a language/time zone dropdown menu showing "English : New York Time". At the bottom of the page, there is a copyright notice for 2017 Georgia Institute of Technology and links for Privacy, Terms of Service, and Request information about WebEx services.

Georgia Tech

Home Meeting Center Event Center Support Center Training Center My WebEx Log In

Attend a Meeting

- ▶ Host a Meeting
- ▶ Set Up
- ▶ Support

Enter the meeting number to join.

NEW! Invited to a Personal Room? Enter the host's room ID. ⓘ

Join

English : New York Time

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WEBEX



A screenshot of the Georgia Tech WebEx user interface. The browser address bar shows the URL "https://gatech.webex.com/mw3200/mywebex/default.do?siteurl=gatech". The page header includes the Georgia Tech logo and a navigation menu with links: Home, Meeting Center (selected), Event Center, Support Center, Training Center, and My WebEx. A user profile "achellsomedeo3" is logged in. The left sidebar contains a list of links: New User Reference, Attend a Meeting, Host a Meeting (expanded), My Personal Room, Schedule a Meeting, Meet Now, My Meetings, My Recorded Meetings, Set Up, Support (expanded), Help, MyResources, and Downloads. The main content area displays a large circular profile picture with the initials "AC" and a "Change" link below it. Below the profile picture, it says "Good morning, Amber." and a green "Start Meeting" button. Under the button is a link for "More ways to join". At the bottom of the main area is the copyright notice "© 2017 Georgia Institute of Technology" and links for Privacy, Terms of Service, and Request information about WebEx services. On the right side, there are three notification boxes, each with an information icon and a close button. The first notification asks about locking the Personal Room automatically. The second asks about receiving notifications when someone is waiting in the Personal Room lobby. The third asks about running meetings without the user.

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Multi-party conference calls that must be booked with the meeting reservation.

Call in: 404-894-0046

Access: 10014

Chair code: 11014

Book via: FM – Telecom

**If a conference room has a conference line associated with it, utilize that option first.*

BlueJeans



- Website

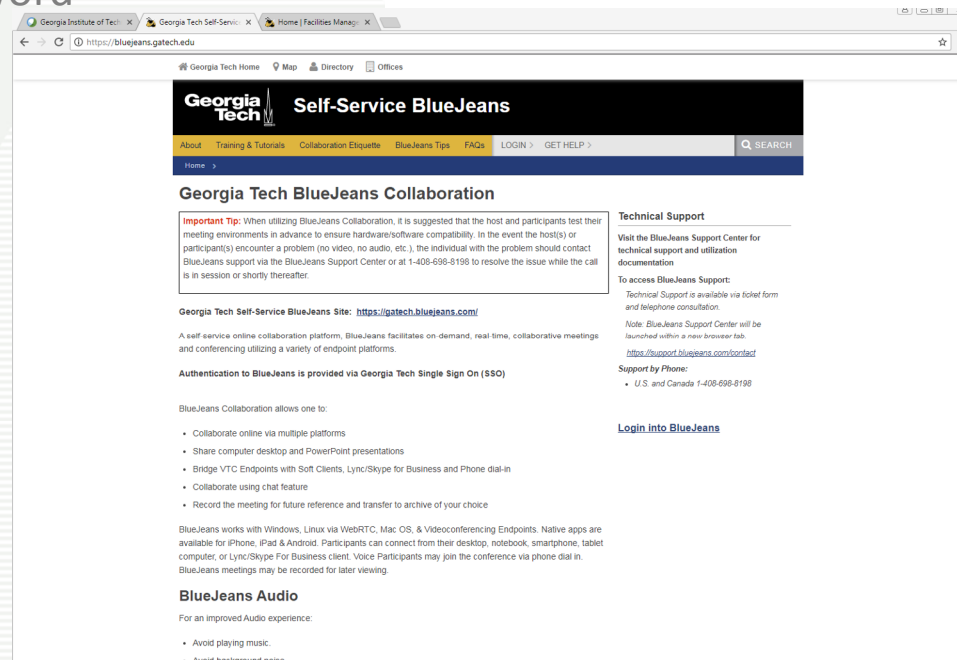
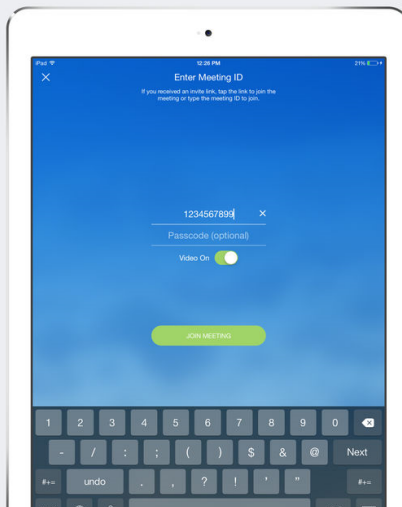
<https://gatech.bluejeans.com>

Mobile app

- Login in with gatech.edu login (example = gburdell3) and password



Join a meeting on the go

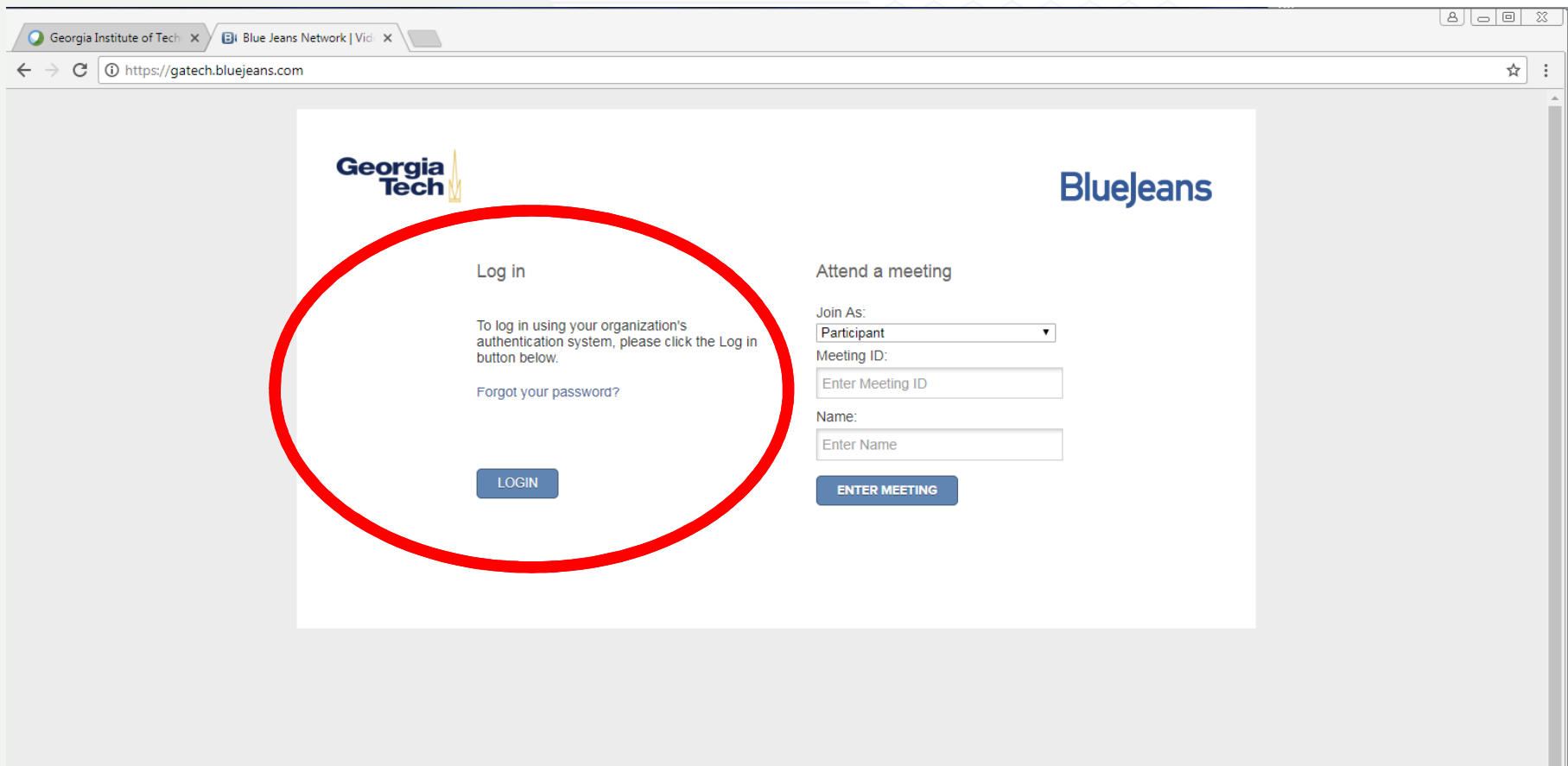


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BlueJeans




Desktop version - <https://gatech.bluejeans.com>

A screenshot of a web browser showing the BlueJeans login page for Georgia Tech. The browser's address bar shows "https://gatech.bluejeans.com". The page has a white background with the Georgia Tech logo on the left and the BlueJeans logo on the right. There are two main sections: "Log in" on the left and "Attend a meeting" on the right. The "Log in" section is circled in red. It contains a "LOGIN" button. The "Attend a meeting" section contains fields for "Join As:" (set to "Participant"), "Meeting ID:" (with a placeholder "Enter Meeting ID"), and "Name:" (with a placeholder "Enter Name"), followed by an "ENTER MEETING" button.

Georgia Institute of Tech x Blue Jeans Network | Vid x

← → ↻ ⓘ https://gatech.bluejeans.com ☆ ⋮



Log in

To log in using your organization's authentication system, please click the Log in button below.

[Forgot your password?](#)

LOGIN

Attend a meeting

Join As:

Meeting ID:

Name:

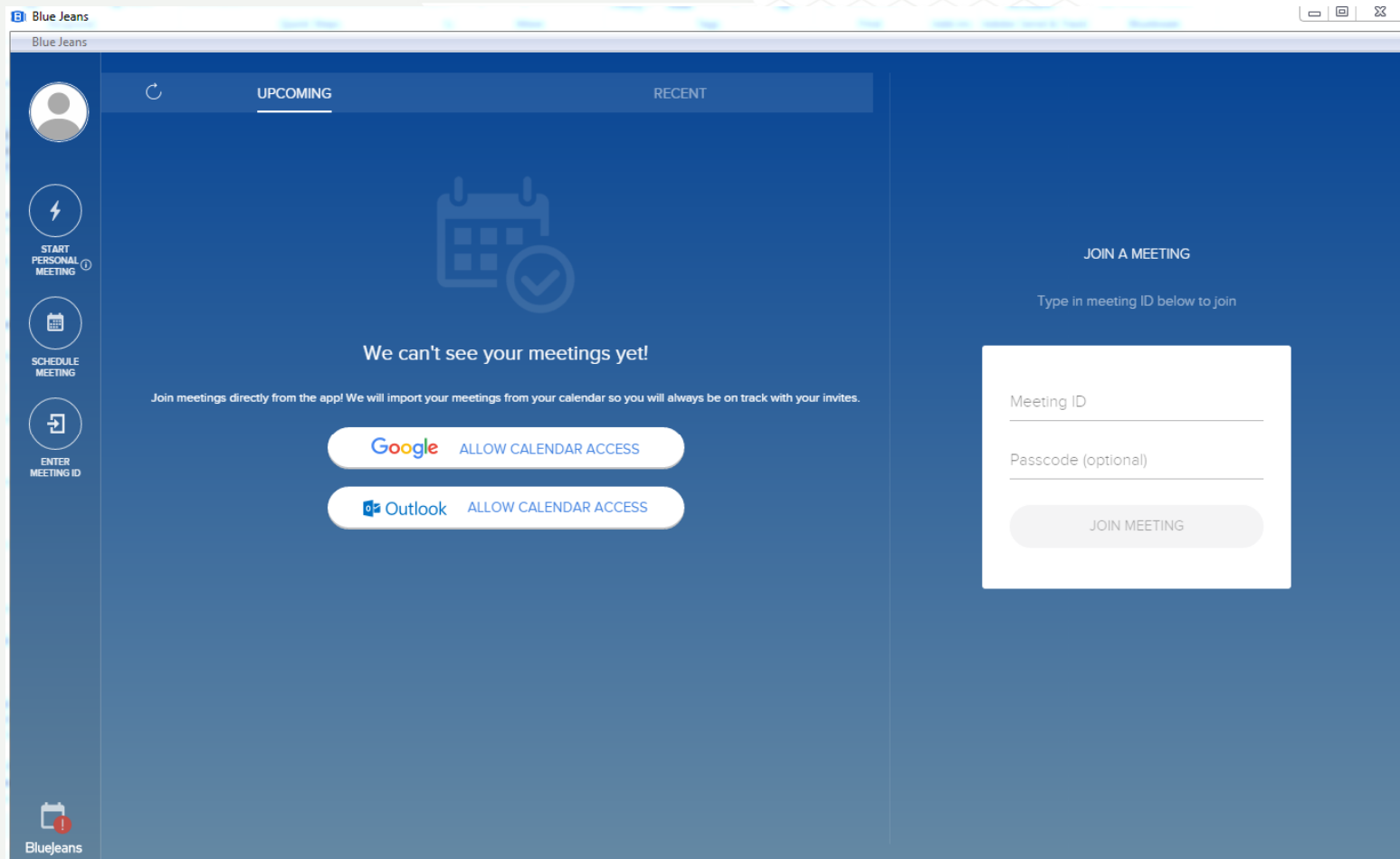
ENTER MEETING

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BlueJeans



Desktop version - <https://bluejeans.gatech.edu/>

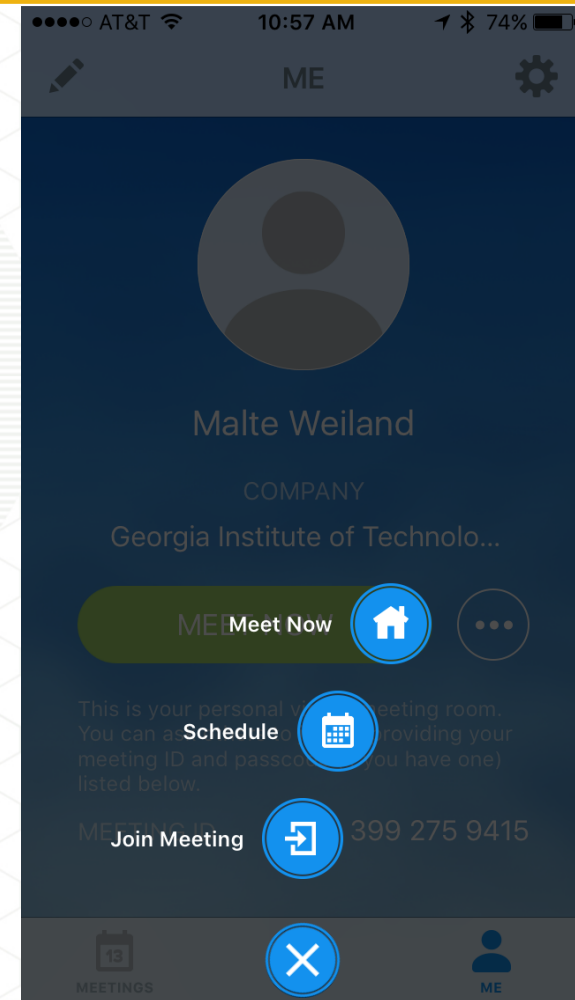
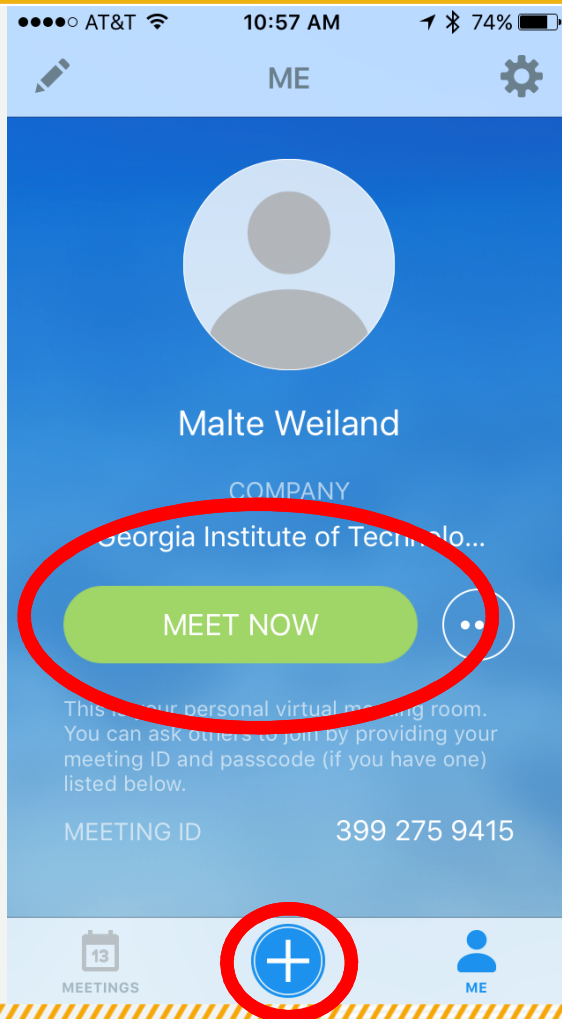


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BlueJeans



BlueJeans is a convenient meeting tool once app is installed.

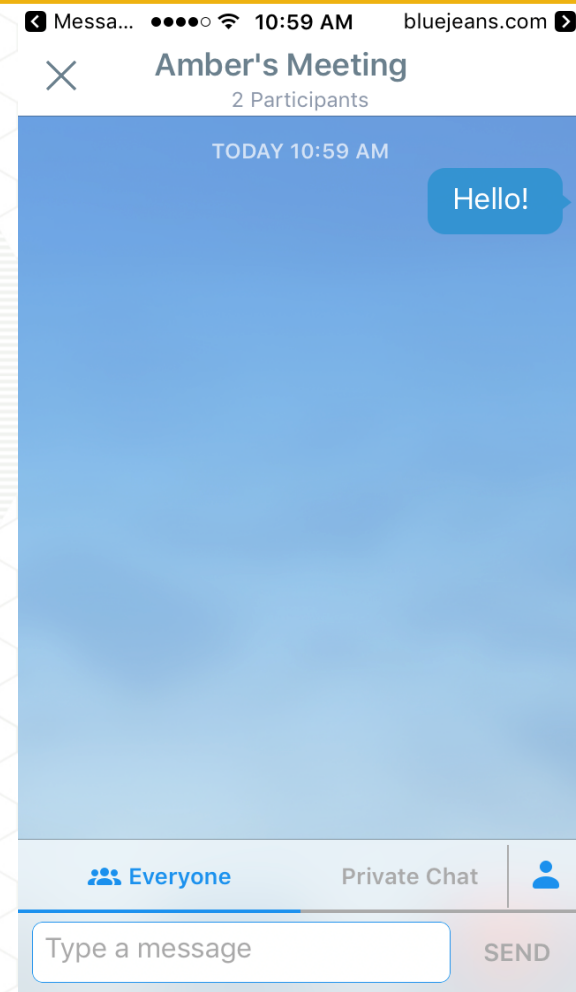
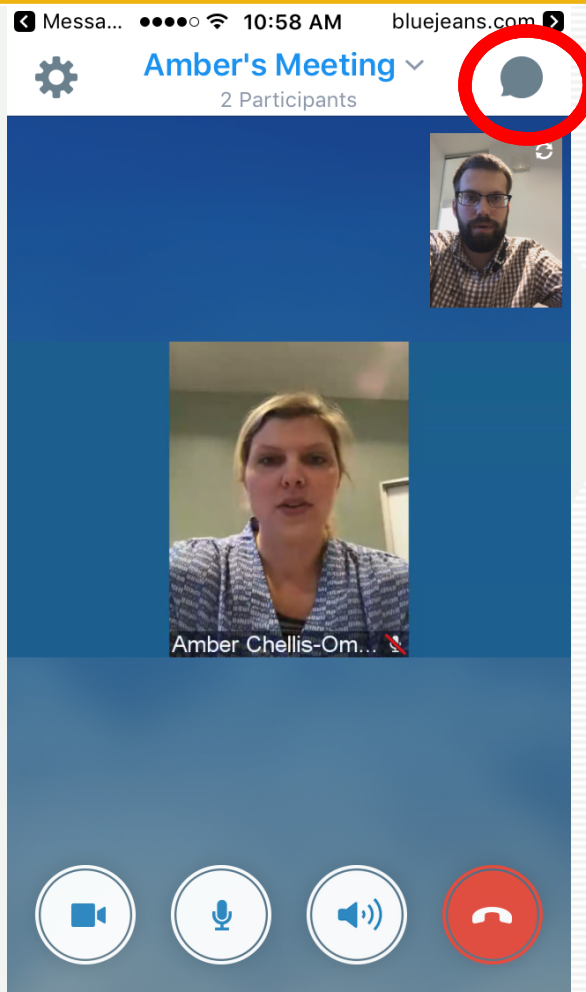


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BlueJeans



Versatile usage for all meeting-related needs.



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