

# POSSIBILITIES

## **Month Year**

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## **4 Tips for better hybrid meetings**

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Hybrid meetings that blend face-to-face and remote participation save travel time and money and allow more people to interact. However, for distant attendees, these meetings can be frustrating if they are not fully included in discussions. These tips can help you run more successful hybrid meetings for both remote and in-person audiences:

1. Use tech tools effectively. Virtual meeting tools provide more ways to interact, but employing those does not always ensure success. Make sure you're proficient in using the technology so you can focus on meeting content.
2. Share the agenda and meeting documents in advance. This allows equal access to discussion material and helps participants prepare to launch into a productive meeting.
3. Establish meeting etiquette. For example, greet attendees as they arrive. Introduce attendees to start the meeting. Say your name before speaking in an audioconference.
4. Make remote attendees feel included. Keep them involved by regularly soliciting input. Encourage remote participation with specific agenda or actions items.

## **Useful collaboration tools**

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Audioconferencing: options range from self-service to pre-arranged conferences for both local and out-of-area phone numbers. See [telecom.tamu.edu/Services/Audioconference\\_Services.php](http://telecom.tamu.edu/Services/Audioconference_Services.php).

Microsoft Lync: provides secure instant messaging and webconferencing between Lync users. It's included in the Texas A&M Exchange Email service.

Videoconferencing: provides interactive video and audio communications. TTVN connects videoconference sites on campus, throughout Texas and worldwide for meetings, classes and seminars. See [ttvn.tamu.edu](http://ttvn.tamu.edu).

Google Apps: collaboration tools include shared documents, spreadsheets and presentations. Note: Faculty can request an account to collaborate with students. Staff eligibility is determined at the department level. Contact your IT administrator about eligibility.

Listserv: this no-charge service provides email lists to share information. Go to [listserv.tamu.edu](http://listserv.tamu.edu) and click "Request a New List."

## If you don't check privacy settings, you'll pay for it later

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As we increasingly connect our lives to the Internet with new devices and apps, understanding how to manage our privacy grows more daunting. How do we deal with who, how and why our personal information can be gathered and accessed? Here's your one-stop shop for easy instructions to update privacy settings wherever and however you go online: [staysafeonline.org/data-privacy-day/check-your-privacy-settings](http://staysafeonline.org/data-privacy-day/check-your-privacy-settings).

## Smartphone theft is a big deal

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Smartphone theft is on the rise overall with over one million phones stolen each year, according to a recent Federal Communications Commission report ([goo.gl/ssuK9N](http://goo.gl/ssuK9N)). Despite this threat, 34 percent of smartphone owners don't turn on security controls. Taking these steps will help you locate a lost device and keep your data secure:

- Set up a passcode. It's the single most important thing to do to protect your device and data.
- Set up an anti-theft app, which will help you find, lock or erase your phone if it's lost or stolen.
- Android Device Manager - [support.google.com/accounts/answer/3265955?hl=en](http://support.google.com/accounts/answer/3265955?hl=en)
- Find My iPhone - [support.apple.com/kb/PH2696?viewlocale=en\\_US&locale=en\\_US](http://support.apple.com/kb/PH2696?viewlocale=en_US&locale=en_US)

If your mobile device is stolen:

- Use the anti-theft app you've previously installed to lock the phone and wipe your data.
- Report the theft to the police and your carrier.
- If your device contained restricted or sensitive university data, contact Help Desk Central at 979.845.8300 or [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu).
- Change online passwords to your bank, email services, social networks and other accounts linked to your device.

## Wi-Fi upgrades to Blocker, outdoor areas

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Wi-Fi in the Blocker building has been upgraded to improve wireless access in classrooms. Outdoor Wi-Fi was installed at Rudder fountain, the bus stops in front of the MSC and near the golf course for coverage to the golf class area. Future outdoor wireless projects include the green space in front of the Liberal Arts building and the Bio-Bio corridor on West Campus.

## How to create accessible documents

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Ensuring documents posted online are made in an accessible manner provides everyone with an equal opportunity to access information on university websites. Here are ways to help ensure documents are accessible:

- PDF Accessibility - [webaim.org/techniques/acrobat](http://webaim.org/techniques/acrobat)
- Create Accessible Word Documents - [webaim.org/techniques/word](http://webaim.org/techniques/word)
- Create Accessible PowerPoint Files - [webaim.org/techniques/powerpoint](http://webaim.org/techniques/powerpoint)

Read more at <http://itaccessibility.tamu.edu>.

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The PossibilitTies newsletter is delivering more news and useful tips that help put technology to work for you. If you have questions about an IT service, contact Help Desk Central at 979.845.8300 or [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu).

This newsletter is produced by Texas A&M Information Technology Product Strategy & Communication. Tell us what you think about this newsletter by emailing [tamu-it@tamu.edu](mailto:tamu-it@tamu.edu).