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TOOLS FOR VIRTUAL MEETINGS & OPEN OFFICE ETIQUETTE
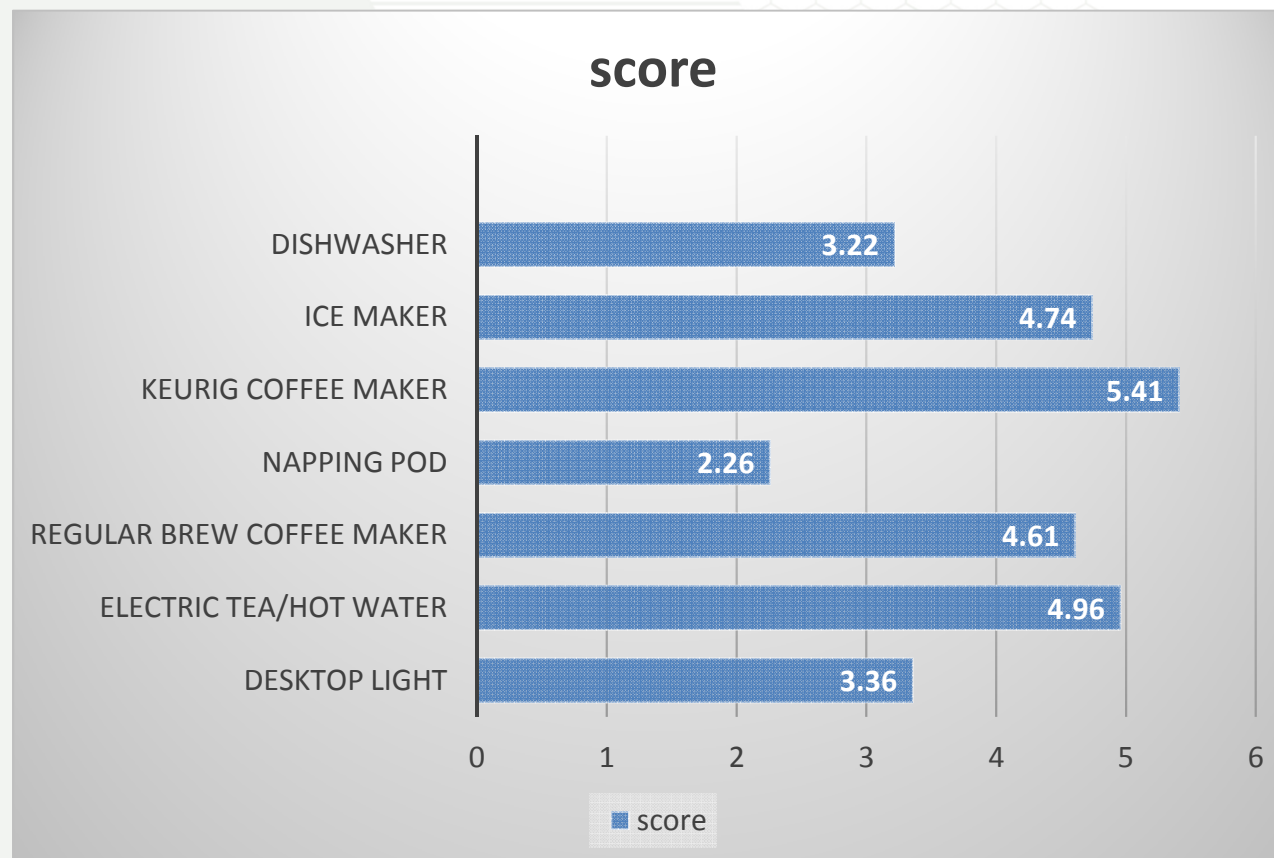
DECEMBER 4TH, 2017

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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

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SURVEY SAYS

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score

Item	Score
DISHWASHER	3.22
ICE MAKER	4.74
KEURIG COFFEE MAKER	5.41
NAPPING POD	2.26
REGULAR BREW COFFEE MAKER	4.61
ELECTRIC TEA/HOT WATER	4.96
DESKTOP LIGHT	3.36

score

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OPEN OFFICE ETIQUETTE NORMS

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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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OPEN OFFICE ETIQUETTE NORMS

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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.

wikiHow to Get Someone to Stop Talking Loudly on Their Phone

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WORK PODS   CABANAS   PHONE BOOTHS

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Nice Perfume must you bathe in it?

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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

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

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

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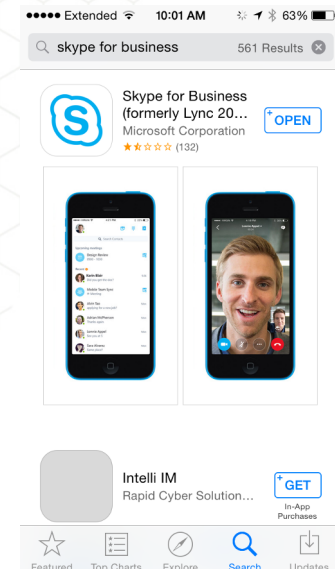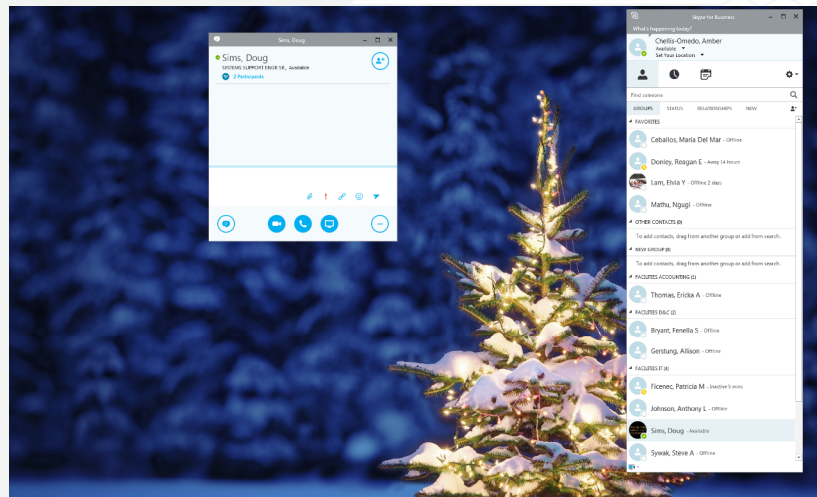
- Instant messaging (with 1 person or many people)
- Screen sharing (with 1 person or many people)
- Video calling (with 1 person or many people)
- See if someone is busy, free, away from their desk, or on a deadline and cannot be disturbed.
- Can connect to a light on your desk to let people know if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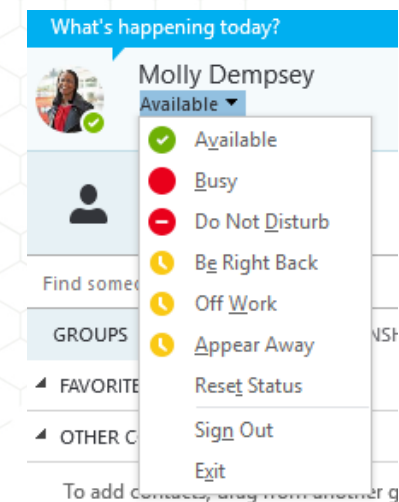
Skype for Business

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

Skype for Business

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Links with your Outlook Calendar automatically.

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

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Skype for Business

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Links with your Outlook Calendar automatically.

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Skype for Business

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The ability to share a screen to presentations also exists.

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

Participants can join by phone as well.

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

WEBEX

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

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Georgia Tech Facilities Management
TELECONFERENCE

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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.

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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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