

APPROVED VIRTUAL TOOLS FOR SOONERSTART

APPROVED virtual tools that the SoonerStart program can use when communicating with families and each other. Links have been added to give general instructions on how to use each tool. If you have questions that are not answered here, please contact Dawn Plumb in Informatics at DawnP@health.ok.gov and she will be able to assist you.

1. Skype for Business

See instructions attached and the below short video for your assistance:

<https://support.office.com/en-us/article/video-what-is-skype-for-business-3a21eca4-434d-41f1-ab06-3d4a268573b7>

Below is helpful hints provided by a service provider that was helpful to her.

1. Download the “outlook 365” app
2. Login with your email info and accept all the privacy pop ups.

Inside the outlook app:

1. Press the calendar icon (in the bottom right corner).
2. Press “+” icon (in upper right corner)
3. “Title” - name your meeting
4. “People” - type in your client’s email and press “return” on your keypad. Now press the check mark (in the upper right corner).
5. “Date/Time” - to toggle this press the icon in the upper left corner. Now press the check mark (in the upper right corner).
6. “Skype meeting” - swipe this on

Now you’re ready to press the final check mark, in the upper right corner! This will send an email to your client to invite them to the meeting.

Get out of outlook...get into your Skype for Business app. And your meeting should be there! Think of this as a “meeting ROOM”. Not a phone call. You won’t be CALLING them! You will go into the room...and they will go in the room. So you will probably have to text to coordinate this and tell them you are in the room.

2. FACETIME

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3. TEAMS

PowerPoint for your assistance:

<http://irene/coo/Informatics/Office365/Documents/Forms/AllItems.aspx>

4. ZOOM

Tutorial for your assistance:

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Helpful tips to keep your Zoom meeting secure:

- Do NOT record the Zoom meeting.
- Don't publicly share your Zoom "Meeting ID." Send it directly to the people you want on the call.
- Set a password for the meeting, then share that only with the right people.
- Make sure "screen sharing" is set to "Host Only." That prevents other people on the call from abruptly blasting text or images onto the other participants' screen — a favored tactic of "Zoom-bombing".
- Use the "waiting room" feature. It prevents new participants from joining the call until the host approves.
- Use a "virtual background" if you want to cover up everything behind you with some other image or video.

Cybersecurity and Infrastructure Security Agency at the U.S. Department of Homeland Security also recommends the following VTC cybersecurity resources:

- [FBI Internet Crime Complaint Center \(IC3\) Alert: Cyber Actors Take Advantage of COVID-19 Pandemic to Exploit Increased Use of Virtual Environments](#)
- [Zoom blog on recent cybersecurity measures](#)
- [Microsoft Teams security guide](#)



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