

Skype for Business Instructions

Skype for Business is a tool that enables online meetings with anyone who has an Internet connection. You will connect via audio and, if chosen, video. You can share content from your computer, which lets all participants see the same things at the same time. Within the meeting, you can select who the “Presenter” is, so any participant can control the meeting and share.

<p>To create a Skype for Business Meeting:</p>	<ol style="list-style-type: none"> 1. Create a new meeting in Outlook, add your desired attendees, and schedule a room or other resources if needed 2. Select the Skype Meeting button in the Meeting ribbon along the top 3. Add additional information regarding your meeting <u>above</u> the dotted line where Skype information has been inserted 4. Ensure all information is correct before you click Send
<p>To join a Skype for Business meeting as the presenter:</p>	<ol style="list-style-type: none"> 1. From your Outlook calendar, double-click to open the meeting you will be joining 2. Once open, click on the blue link that says Join Skype Meeting 3. By default, most users will only have the option to join the meeting using the built-in audio (which uses your computer’s speaker and microphone) 4. IF you have the option to join by phone: <ol style="list-style-type: none"> a. On the Join Meeting Audio window, select Don’t join audio b. Click OK c. From a phone, dial the 10 digit number under Join by phone d. Once prompted enter the Conference ID followed by # e. Press * as the leader then enter the last 5 digits of the desk phone for the person who created the meeting invite (e.g. 78055) 5. You will now join the meeting as the leader
<p>To join a Skype for Business meeting as an attendee:</p>	<ol style="list-style-type: none"> 1. Open Outlook and click the Calendar button 2. Double click to open the meeting you will be joining 3. Once open, click on the blue link that says Join Skype Meeting 4. By default, most users will only have the option to join the meeting using the built-in audio (which uses your computer’s speaker and microphone) 5. IF you have the option to join by phone: <ol style="list-style-type: none"> a. On the Join Meeting Audio window, select Don’t join audio b. Click OK c. From a phone, dial the 10 digit number under Join by phone d. Once prompted, enter the Conference ID followed by # e. Do not select the option for the leader f. Once prompted, record your name followed by # 6. You will now join the meeting as an attendee
<p>To present your screen:</p>	<ol style="list-style-type: none"> 1. From the Skype conversation window: <ol style="list-style-type: none"> a. Select the Monitor icon to present b. Select Present Desktop from the menu options listed c. Select the screen image then click Present