Quick Reference

**Skype for Business**

Helpful tips for getting started with Skype for Business Conferencing

Quick Reference Contents

- Meetings: Schedule and Join
- Audio Dial-In Conferencing
- Video Conferencing
- Share Content: Files, OneNote, Whiteboard

**Skype for Business**

Connects you and your team online, from wherever they are – through instant messaging, audio, video, and web conferencing – to help you work together better in online meetings.

- Join a meeting from anywhere: desktop, mobile, web app, PSTN telephone, etc
- Invite more people to the conversation
- Transfer your call on the go
Meetings

Choose Your View

1. In the conversation window, click the Pop out video gallery arrow.
2. Click the Pick a layout button and choose a view:
   • Gallery View shows everyone's video streams
   • Speaker View shows only the presenter's view.
   • Content View shows only the meeting content.
   • Compact View shows pics of the participants in a compact window.
3. Click Full Screen View for a large view of the video streams.
4. Click Pop in the video gallery to show the gallery in the conversation window again.

Join a Skype Meeting

Join a meeting 3 different ways.

1. In the main window, click the Meetings tab, then double-click the meeting you want to join.
2. In a meeting request, click join Skype Meeting.
3. In a meeting reminder, click join Online.

Schedule a Skype Meeting in Outlook

1. Open your Outlook Calendar, click the Home tab, and click New Skype Meeting.
2. Complete the meeting request just like you normally would.
Audio Dial In Conferencing
Get started with dial in conferencing

Using dial-in conferencing for Skype for Business couldn’t be easier. Instead of having to visit several sites to schedule the meeting, audio bridge, or other elements, you simply:

1. Open your calendar in Outlook.
2. Click New Skype Meeting.

Configure dial in conferencing options

From either your Outlook calendar, or within the meeting, you can open your meeting options menu. From that menu, you can:

1. Enable and disable entry and exit announcements.
2. Lock and unlock the meeting, managing the type of user that is:
   • Granted entry directly into the meeting.
   • Placed in the lobby (these users will need to be admitted by an organizer).

Add a phone user to your conference

1. From within the conference/meeting, select Invite More People.
2. Enter the person’s phone number and select OK.
3. The meeting will then call out the person and add them to the meeting.

IMPORTANT! Remember to dial the full phone number of the person that you want to reach — including the country code and the ‘+’ symbol (e.g. +1 425 555-1234).

Dial into a Skype Meeting use a phone

1. From your mobile device, simply dial the phone number in the invitation.
2. When prompted, enter the Conference ID from the invitation.

Start a meeting using your telephone

Depending on how your organization has configured your service, you might need your Organizer dial-in conferencing PIN. This PIN was sent via email when you were enabled for the dial-in conferencing service.

If you are unable to remember your PIN, please contact your tenant admin.
Video Conferencing

Set up your video device

You need a camera to share video of yourself, but you don’t need one to see someone else’s video.

- From the main screen, click Tools then Video Device Settings.
- If you see you, you’re set! If not, make adjustments. Click Camera Settings.

Start a video call

1. Tap a contact’s picture.
2. Tap the Video button.
3. A message pops up on the other person’s screen asking if they want to accept your call. (To stop showing video of you at any point, just click the Video button again.)

TIP During an IM or Skype for Business audio call, click the Video button to make it a video call.

Answer a video call

When someone calls you, you’ll get an alert in the lower right of your desktop. Make sure you aren’t wearing pajamas and that you don’t have lettuce in your teeth!

- To answer, click their pic.
- To ignore, click Ignore.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click Options, and then Reply by IM. To reject the call and other calls, until you change your status, click Options, and then Set to Do not Disturb.

Add video to an IM conversations

1. In the conversation window, click the camera icon. It shows you preview.
2. Adjust your camera (or yourself), and click Start My Video.
3. To stop sharing your video, click Stop My Video again.

TIP Click End Video to stop sharing your video with others AND to end their video feeds to you.

Need to invite more people? Click this:
Start a video meeting

You can start an ad-hoc video meeting any time. If people are available you can bring them into a meeting now instead of scheduling one for later.

1. In your Contacts list, select multiple contacts by holding the Ctrl key and clicking their pics.
2. Right-click one of the selected names, and click Start a Video Call. When you start a video call, you automatically use Skype for Business computer audio.

Manage meeting participants

Meeting getting unruly? If you’re the presenter, you are in control.

1. Click the Participants button to open the Participants pane so you can see a list of everyone in the meeting.
2. Click the Participant Actions button.
3. Click one or multiple buttons to apply these settings to all attendees.

Record and Playback a Meeting

It’s easy to capture audio, video, IM, and what’s being presented.

1. In the meeting window, click the More Options button.
2. Click Start Recording.
3. After the meeting, go to Manage Recordings to publish, play, rename, or delete the recording.

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Need to Invite More People?

Click this: Invite More People
Share Content

Share Your Desktop or a Program

Need to show everyone what you’re talking about?

1. In the meeting window, click the Present button.

2. Click Present Desktop to show the entire contents of your desktop, or click Present Programs and double-click the program you want to share.

Share a Specific File

1. In the meeting window, click the Present button.

2. Click Present PowerPoint Files.

3. Browse to the file you want to present and click OK.

Done Presenting?

Click this: Stop Presenting

Give Others Control

Allow others to flip through slides, contribute information, and make changes to a whiteboard or OneNote, PowerPoint or other kind of file, or demonstrate a program with just a couple of clicks. Take back control at any time.

1. Click Give Control.

2. Pick a particular person or click Give Control Automatically to automatically give access to anyone who asks for control of your desktop.

Take Back Control

1. Click Give Control again.

2. If Give Control Automatically is selected, click it to clear it. Or to take back control from a person, click Take Back Control.
Select Who Can Download Files

In a scheduled meeting, you can restrict who can download a copy of a file you’re sharing—like if the information is still a draft or is confidential.

1. Click the Present button, and then click the Manage Presentable Content button.

2. Click the Permissions button, and then select from:
   - Organizer - just the person who set up the meeting
   - Presenters - just the people who the organizer set up as presenters
   - Anyone - all participants

Share Notes with OneNote

OneNote is fully integrated with Skype for Business. You, or anyone you’ve given permissions to before the meeting, can have access to the OneNote file and take notes.

1. In the conversation window, click the Present button, and then choose Shared Notes.

2. Select an existing notebook, or click New Notebook to create a new one.

Participants who joined the meeting using Skype for Business are automatically added to an attendee list in the OneNote.
Share Whiteboard

Need to show what you’re talking about? Draw it using the Whiteboard! It’s also great for brainstorming.

- In the conversation window, click the Present button, click More, and then click Whiteboard.

Check out the toolset on the right side of the whiteboard. It’s even got a laser pointer.