Good Practice for Skype for Business 2015 Meetings
Training and Documentation Team, April 2015

This factsheet gives guidance on good practice when using Skype for Business for online meetings. For information on using Skype for Business, see our user guides Getting Started with Skype for Business 2015 and Skype for Business 2015 Online Meetings.

All meeting participants

- Before the meeting is due to start, check the audio and video devices you plan to use. See our user guide Using Audio and Video in Skype for Business 2015 for details.

- Use a headset for best audio results. Depending on the environment, you may experience echo and feedback if you rely on your computer's speakers and built-in microphone (if available).

- Try to find a quiet environment while participating in the meeting in order to minimise inconvenience for others and to ensure that other meeting participants are not distracted by background noise.

- Use a computer via a wired network connection if possible; if using a wireless network, you may experience delays or other connection issues.

- Mute yourself if not speaking by clicking the Mute my mic button in the meeting window in order to minimise unwanted background noise. See our factsheet Using Audio and Video in Skype for Business 2013 for details.

Meeting presenters

- Set the meeting options to determine who can be a presenter during the meeting. By default, all participants from the University are automatically set as presenters. See our factsheet Getting Started with Skype for Business 2015 for details.

- If you have scheduled the meeting via Outlook, click the Join the Meeting hyperlink in the calendar appointment in advance of the meeting and upload any file attachments or PowerPoint presentations so they are ready to share via the Presentable Content window.

- Make sure you start any programs you want to share during the meeting so that they will appear in the Presentable Content window.

- If you use dual monitors, make sure that you choose which monitor to share when clicking the Present button. If you choose not to share all monitors, make sure that you drag content to the relevant monitor (Primary or Secondary) when you display content on your computer.

Further information and help

Contact the Service Desk at servicedesk@abdn.ac.uk

For IT training courses, workbooks and fact sheets, see www.abdn.ac.uk/tad