Skype for Business - online meeting checklist

Before using Skype for Business for meetings, there are several questions you should consider. Thinking about the answers to these questions will help you to plan your meeting, and ensure that both you and your meeting participants are set up and ready to take part.

- Are the meeting participants internal or external to the University?
- Do they use Skype for Business or personal Skype?
- How many people will take part in the meeting?
- Have you added them to your contact list?
- Which features do you plan to use during the meeting, e.g. screen sharing, audio, video?
- Do you have the correct equipment, e.g. webcam, headset, and have you checked if it is working correctly?

Meetings with other Skype for Business Users

If all your meeting participants use Skype for Business, you will be able to use the full range of features, e.g. hold impromptu meetings, view their presence, make audio, video or instant calls with multiple participants, and use desktop, application and file sharing.

Meetings with Personal Skype Users

If your meeting includes participants who use the personal version of Skype, there are some limitations to be aware of.

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If you want to hold a meeting with a number of participants which include personal Skype users, you should set up an online meeting via Outlook. Any participants who do not use Skype for Business can join your meeting as a guest, using the Skype for Business Web App. For instructions on setting up online meetings and using the web app, see the guides Online Meetings and Online Meetings using the Web App within the Guides area of our Skype for Business page on Learners’ Toolkit. We recommend you download a copy of the guide to the Web App and send it to the meeting participants as part of the meeting invitation.
Meeting Checklist

Preparation is key for a successful meeting. The list below includes points you should check before any type of meeting:

All meetings

☐ Think about the features you want to use during the meeting, e.g. audio, video, screen sharing. Plan and gather together the equipment and resources you will need.

☐ Check that equipment you plan to use, e.g. webcam, headset is set up correctly within Skype for Business – click here for instructions.

☐ Make sure you know how to use any unfamiliar equipment, e.g. Surface Hub

1-1 Meetings with Personal Skype Users

☐ Have you added the participant to your contact list? When they sign into their Skype account, they will see a contact request from you. They should accept this request so you can start interacting with them. See here for more information on adding contacts.

☐ If you plan to use features such as screen sharing, set up an online meeting using Outlook (see here for instructions) and send the invitation to the participant via email so they have the link they need to join the meeting. They can use the Skype for Business Web App to join your meeting via their browser. A guide to installing the Web App is available here.

☐ Attach a copy of the guide Online Meetings Using the Web App to the calendar invitation and send it well in advance of the meeting so non-Skype for Business users have plenty of time to install the add-in for their browser prior to the meeting.

Meetings with Skype for Business Users AND Personal Skype Users*

☐ To ensure that everyone can access your meeting, set up an online meeting via Outlook. See here for instructions. Invite non-Skype for Business participants by entering their email address in the Outlook calendar invitation.

☐ Attach a copy of the guide Online Meetings Using the Web App to the calendar invitation and send it well in advance of the meeting so non-Skype for Business users have plenty of time to install the add-in for their browser prior to the meeting.

* This advice is also applicable when including any external participant who does not use Skype for Business, regardless of whether or not they use personal Skype.

Telephone-only Options

Participants can join your meeting by telephone only if they have no access to Skype for Business, Skype or the Web App. If your University email account is not already enabled for BTMeetMe, send a request to servicedesk@abdn.ac.uk in good time before organising the meeting.

Once enabled, every online meeting you create via Outlook will include the telephone numbers required to allow participants to join the conference, including Freephone and International numbers.

For more information see: https://www.abdn.ac.uk/staffnet/working-here/telephones-6042.php - Conference Calls.

Further information and help

Contact the Service Desk at https://myit.abdn.ac.uk