

Skype for Business (Windows) - Online Meetings

The information in this guide relates to Skype for Business on a Windows PC.

Preparation and planning is crucial for a successful online meeting. While it is easy to hold impromptu online meetings with other Skype for Business users, there are limitations if your meeting includes user of personal Skype or other external participants (see below).

For that reason, it is often better to set up the meeting in your Outlook calendar, rather than setting it up within Skype for Business.

Questions to consider:

- 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?
- Will some participants join by telephone only?

Available with personal Skype Users	Not Available with personal Skype Users
Visibility of Presence	Audio or IM conversations with more than two people
1-1 Instant Messaging	Desktop and application sharing
1-1 Audio Calls	Meet Now impromptu online meetings
1-1 Video Calls	Right-clicking picture and choosing Schedule a Meeting
Finding and adding Skype users to contact list	File transfer

Taking a little time to consider these options and making sure that you have set the meeting up correctly will help to ensure that your meeting runs smoothly.

Set up a Skype for Business meeting in Outlook

The easiest way to set up a Skype for Business online meeting is via your calendar in Microsoft Outlook. This method is appropriate for meetings with any number of participants (up to a maximum of 250) and any combination of Skype for Business users, personal Skype users or non-Skype users.

1. Go to your calendar in Outlook.
2. Click **Skype Meeting** on the ribbon. (Can't see Skype Meeting button? From Outlook's **File** menu, select **Options > Add-Ins**. From the **Manage** drop-down at the foot of the Outlook Options dialog, select **COM Add-Ins** then click **Go...** In the COM Add-Ins dialog, select **Skype Meeting Add-in for Microsoft Office** then click **OK**.)

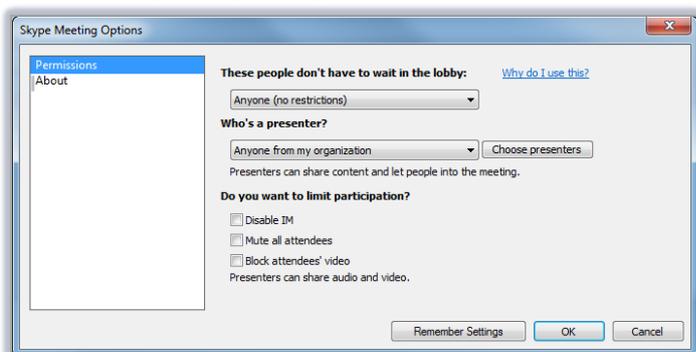
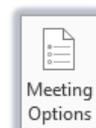


A new meeting invitation window opens, containing the link participants will use to join the meeting. If your account is enabled for Microsoft's Audio Conferencing¹, the dial-in phone numbers and participant code (conference ID) will also appear under the link.



Note: the invitation also contains a link to help non-Skype for Business users to install the Skype Web App. This lets participants join your meeting via their web browser. However, it is best to advise participants to install the Web App well in advance of your meeting, so that everything is correctly set up when they try to join.

3. **Add participants' email addresses** to the meeting invitation, as you would when setting up a standard Outlook meeting.
4. Type the **subject** of the meeting and choose the **date** and **time**.
5. Type any additional text required in the message body area of the window.
6. Click **Meeting Options** on the ribbon to set the default options you want for the meeting:
 - Control access to the meeting. By default, people join the meeting as soon as they click the link, but you can change this setting so they have to wait in a virtual lobby until you (as the meeting organiser) grant them access.
 - Specify who can be a presenter during the meeting. Only presenters can share their screen or files, control the screen or annotate files, and manage meeting options.
 - Mute attendees' microphones/block video.
7. Select the options you require and click **OK**.



Attach a copy of the guide *Online Meetings Using the Web App* to the meeting invitation if your meeting includes non-Skype for Business users.

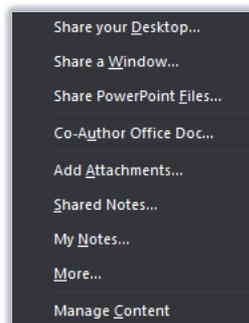
8. Click **Send**.

¹ To enable your account for Microsoft Audio Conferencing, contact the IT Service Desk

Set up the content for your meeting

Gather as much of the meeting content (PowerPoint presentations, files) and add them to the meeting in advance so they are ready when the meeting starts. You can also include a virtual whiteboard, conduct polls and hold Q&A sessions within a meeting. It is possible to add further material once the meeting is in progress, but the more you have pre-prepared, the better.

1. Click the meeting in your calendar and click the **Join Skype Meeting** button on the ribbon.
2. Click **OK** when the message about audio appears.
3. Click the **Share Content** button at the bottom of the window and choose the content type from the menu:



Examples of content you could add to the meeting in advance include **PowerPoint files**, attachments such as **PDFs** or **Word documents** and **whiteboards** (available under More... in the menu). You can share your desktop or start a Q&A session once the meeting has started. If you plan to share an **application** during the meeting, make sure that you have **launched it before the meeting starts**; if it is not already running on your computer it will not appear in the list of presentable content.

Add a PowerPoint presentation

1. In the meeting window, click the **Share Content** button at the bottom of the window to display the menu. 
2. Click **Share PowerPoint Files**.
3. Select the PowerPoint presentation and click **Open**. The presentation appears in the Conversation window.

Add a file attachment

You can add file attachments to the meeting so that participants can download and view them.

1. In the meeting window, click the **Share Content** button to display the menu. 
2. Click **Add Attachments**. The Send a File to All Participants window appears.
3. Select the file(s) you need and click **Open**. The Content window appears.
 - Scroll down to the Attachments section
 - Click the **eye** button to download a copy of the file 
 - Click the **padlock** button to determine who can download a personal copy of the file (the default is Everyone, but you can limit it to the Organiser or Presenters only). 
 - Click the **X** button to remove the file from the meeting 
 - Click the **More** button to save or rename the file. 
4. Set any options you require and click **Close**.

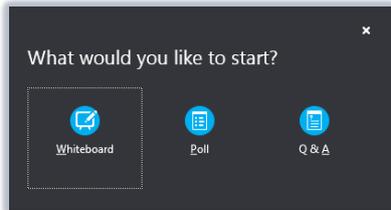
Note: When you add new presentable content, the Share Content button displays a small red circle at the top right to indicate the addition of the content. 

Add more content to the meeting

In addition to adding PowerPoint presentations and files, you can add several more types of content to the meeting window and switch between them when presenting:

- File attachments
- Poll
- Q&A area
- Whiteboard

1. In the meeting window, click the **Share Content** button to display the menu.
2. Click **More...** A window appears containing icons for the remaining types of content.



3. Click the icon for the content you require.
4. Set up the appropriate options and click OK.
5. To exit the meeting window, click the **ellipsis** in the bottom right corner of the window and click **End Meeting**.

Note: if you are currently the only person accessing the meeting window, you can click the X in the top right corner of the window to end the meeting.

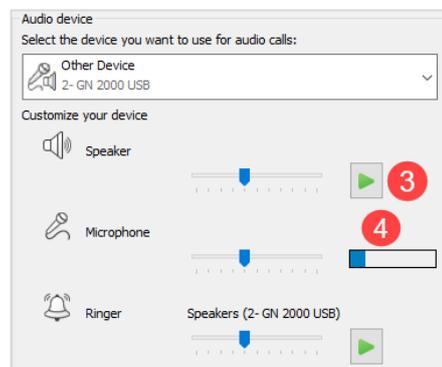
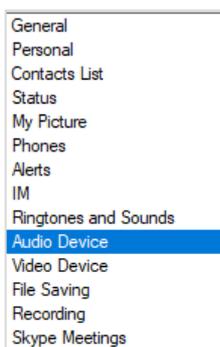


You can access your meeting in advance as often as you need in order to add different types of content. Use **Manage Content** in the **Share Content** menu to add, remove and manage the information for the meeting.

Check your audio and video

Important: Make sure the any audio or video equipment you plan to use is working correctly.

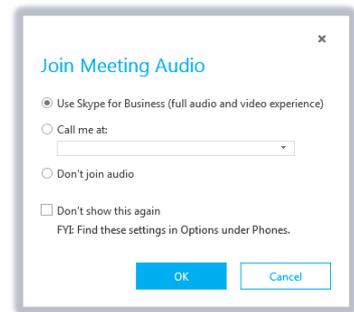
1. In the main Skype for Business window, click the cog at the top right of the window.
2. Click **Audio Device** in the list at the left of the window.
3. Test the speaker by clicking the Play button- you should be able to hear a ringtone.
4. Test the microphone by speaking- you should see a blue bar appearing in response to your voice.



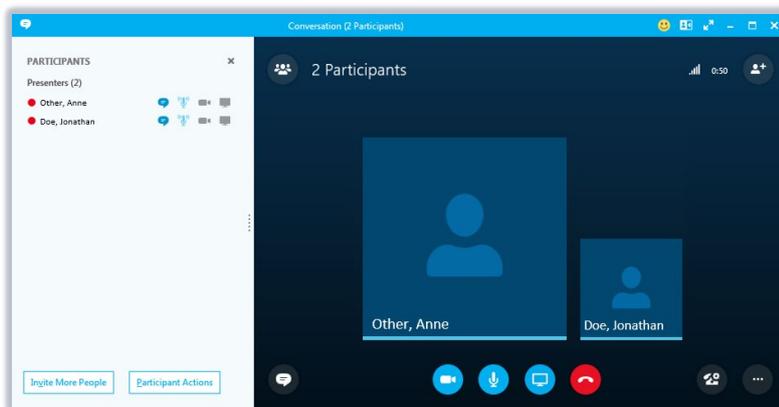
5. Click **Video Device** in the list at the left of the window. Your webcam should start and you should see a live image.
6. Click **OK** to close the Options window.

Join a Skype for Business meeting

1. Open the meeting in your Outlook Calendar.
2. Click the **Join Skype for Business Meeting** hyperlink in the calendar appointment.
Note: you can also select the meeting in the calendar and click the **Join Skype Meeting** button on the ribbon.
3. The Join Meeting Audio window appears. You do not need to change this.



4. Click **OK** to start the Skype for Business meeting. The Skype for Business meeting window appears with thumbnail icons for each participant.



- If participants have added their picture to Skype for Business, it will appear in the meeting window thumbnails. You can add or change your picture via your Office 365 account settings. Click the **Options** icon in Skype for Business and go to the **My Picture** category. Click **Edit or Remove Picture** and log into Office 365 to select a picture, then save your selection.
- If you want to display a list of participants at the left (as shown above), click the **Open Participant List** button at the top left of the window

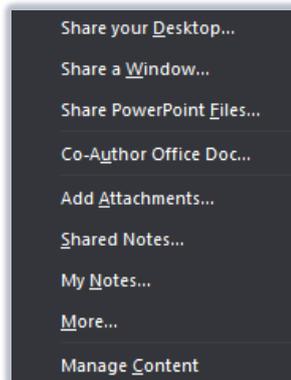


Work with content during a meeting

During the meeting you can share content with the participants. All presenters can share content from their screen, but only *one* presenter can control the content at any one time. Control can be passed between presenters and meeting attendees can be given presenter status at any time so they can control the meeting content.

Share your desktop

1. In the Conversation window, click the **Share Content** button at the bottom of the meeting window to display the menu.





When you start sharing content, meeting participants will see a yellow banner in the meeting window, allowing them to accept or ignore the content you are sharing.



Once they click **Accept Meeting Content**, they will see any type of content you share during the meeting.

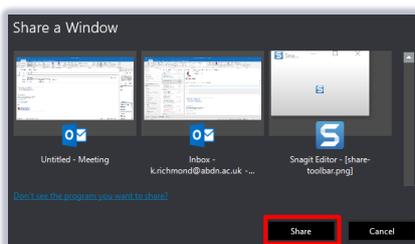
6. Click **Share your Desktop** to display the Share your Desktop window. If you have dual monitors, thumbnail icons will appear for *All Monitors*, *Primary Monitor* and *Secondary Monitor*. Click the relevant thumbnail to choose whether you want to share all monitors, or only one.
7. Click **Share** to share your desktop.
8. Click **OK** to acknowledge the warning about all desktop content becoming visible, if prompted.
 - A yellow border and a sharing toolbar appear at the top of your screen to indicate that screen sharing is active.

Note: you can pin/unpin the Sharing toolbar so that it disappears or remains on screen



Share a program

1. Click the **Share Content** button to display the menu.
2. Click **Share a Window**. A window showing thumbnails of all the programs currently running on your computer appears.



3. Click the thumbnail for the program you want to share and click **Share** to start sharing.
4. Click **OK** to acknowledge the warning about all desktop content becoming visible, if prompted.

- Hover at the top of the window to activate the sharing toolbar (if it is not pinned).



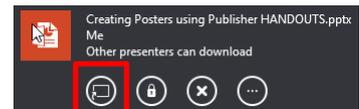
Sharing your Desktop potentially lets meeting participants see everything on your computer. Sharing an individual window limits access to that program only, so think carefully when deciding what to share.



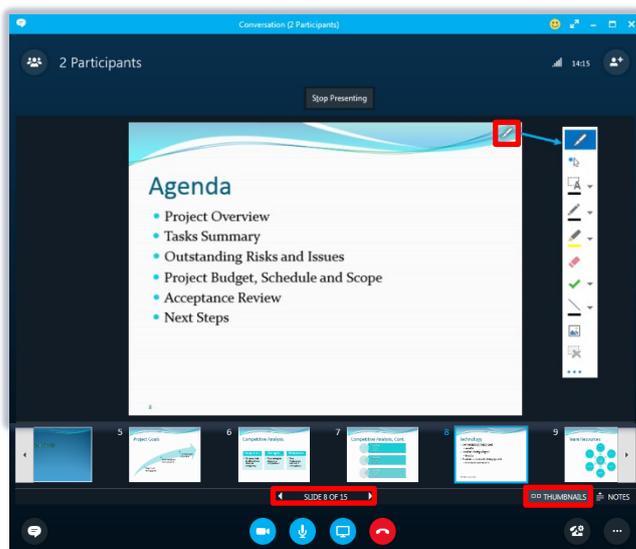
- When you share a program, your screen places a yellow border around the outside of the window as well as displaying the **Share** toolbar at the top of the program window to indicate that you are sharing this application with others.
- Sharing a document from your computer is one way of allowing everyone to collaborate on it during a meeting. You can pass control to other participants so they can add their own annotations and changes. See *Control of the Meeting* on page 6 for details on how to give control to others.

Share a PowerPoint File

1. If not already presenting the file on screen, click the **Share Content** button.
2. Click **Manage Content**.
3. Click the **Start presenting this content** button to display the file on screen
4. Click **Close** to remove the Manage Content window.



- Click the **slides** or the **navigation arrows** to proceed through the slides.
- Use the **pencil** icon at the top right of the slides to activate the **Annotation** tools which everyone can use to collaborate on the presentation.
- Use the **Thumbnails** button to display the upcoming slides along the bottom of the window.



Conduct a Q&A session

1. Click the **Share content** button.

2. Click **More...**

3. Click **Q & A**



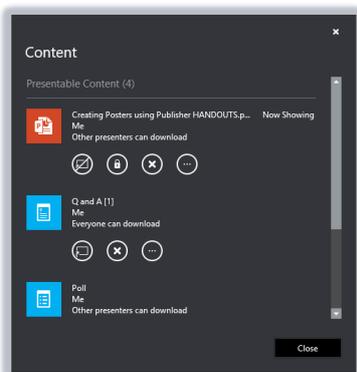
- If you start a Q&A session, you may want to make everyone an Attendee so that you are the only person who can answer the questions. See the section on Control of the Meeting on page 8 for more details on how to do this.
- When you start a Q&A session, the Instant Messaging (IM) feature is disabled by default. When you stop the Q&A session, a message appears with the option to turn the IM back on.

Manage meeting content

Use the *Content* window to manage the items you have added to the meeting.

1. Click the **Share Content** button to display the menu.

2. Click **Manage Content**.



Use the buttons under each item to

- start or stop presenting
- set attendee download permissions
- remove content from the meeting
- save or rename files using the *More Options* button

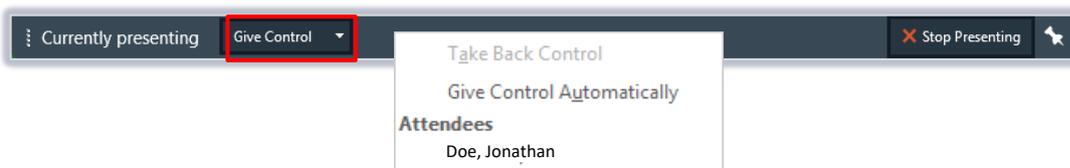
Control of the meeting

When you share content or PowerPoint presentations in a meeting, you are the presenter and are in control of the screen. You can share this role with other presenters who can then take control of the screen. You can pass control to one of the other presenters or take it back at any time during the meeting.

Giving Control

When sharing applications

1. While sharing content such as an application on your computer, click **Give Control** on the Sharing toolbar at the top of the screen. A list of participants appears.



2. Click the **name** of the participant to notify them that you are giving them control.

3. Click **OK** to acknowledge the share control message.

4. The name of the participant now controlling the screen appears in the sharing toolbar.



Take back control

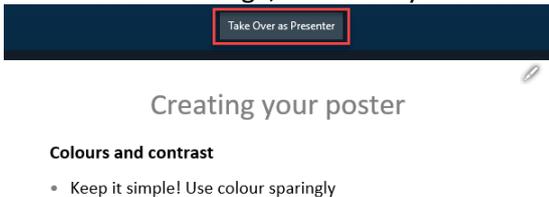
1. Click **Give Control** on the sharing toolbar. The shortcut menu appears.
2. Click **Take Back Control**.



3. The message on the sharing toolbar reverts to **Currently presenting**.

When sharing a PowerPoint presentation

Another presenter can click the **Take Over as Presenter** button at the top of the window. They will see a confirmation message, where they should click **OK**. This passes full control from you to them.



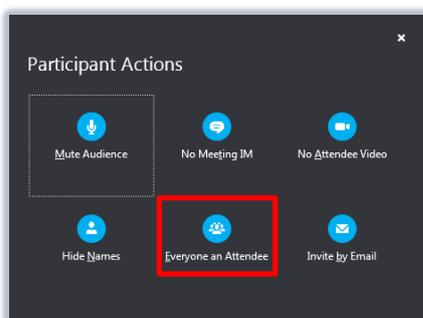
You can take back control by clicking the **Take Over as Presenter** button at the top of the window.

Even if another Presenter currently has control of the presentation you can still use the Next/Previous Slide arrows under the slides. This is so that you can move through the presentation independently of the current presenter. However, if you do so, your screen will no longer match the current presenter's screen, which could be confusing. To return quickly to the slide displayed by the current presenter, click the **Return to Presenter's View** button at the top of the window.

Make participants attendees or presenters

If you want to ensure that you are the only person who can control the meeting, you may want to make everyone an attendee so that no-one else can control a shared presentation or answer questions in a Q&A session.

1. Make sure the Participant List is visible. If not, click the **Open Participant List** button.
2. Click the Participant **Actions** button to display the Participant Actions window.
3. Click **Everyone an Attendee** and click **OK** to confirm your choice.



If you want to restore or grant Presenter privileges to an Attendee, **right-click** their name in the Participant List and choose **Make a Presenter** in the shortcut menu.

End the meeting

1. In the meeting window, click the **More Options** button in the bottom right corner.
2. Click **End Meeting**.
3. Click **OK** to end the meeting.



- Clicking the **Hang up** button  will end the meeting audio but will not end the meeting. If you click it by mistake, click the button in the yellow banner at the bottom of the window to re-join the meeting.

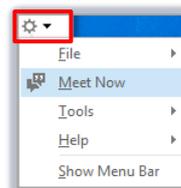
Other Meeting Options

The options below are appropriate when interacting with other Skype for Business users. If the person you want to meet with uses personal Skype, use the method described earlier to arrange the meeting via your Outlook calendar.

Meet Now

You can start a quick meeting with other Skype for Business users using the Meet Now feature in the Skype for Business window. This method is not suitable for meetings with users of personal Skype.

1. In the Skype for Business window, click the drop-down arrow next to the **Option** button (the cog icon near the top right of the Skype for Business window). The shortcut menu appears.
2. Click **Meet Now**.
7. **Note:** If you are a delegate for someone else, make sure you select **For Myself** if you are setting up your own meeting.
3. Choose **Use Skype for Business (full audio and video experience)** when prompted and click **OK**.
4. The Conversation window appears showing your name and/or picture in a thumbnail icon.
5. Click the **Invite More People** button at the top right of the conversation window.
6. **Click the name** of a contact from your contact list, or **type a name** (surname, first name) into the name box at the top of the window.
7. Click on **OK**. The participants' names appear in the Participant List.



Responding to Meet Now invitations

When someone invites you to Meet Now, a notification icon will pop-up on screen showing their name and a telephone symbol.

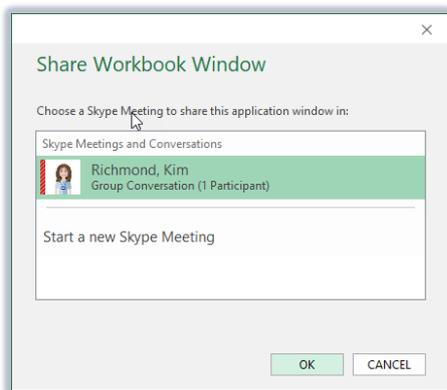
- To accept the invitation
 - Hover over the notification icon.
 - Click **Accept** when the icon changes (or press Windows key  +A)
- To reject the invitation
 - Click **Ignore** from the notification (or press Windows key  + Esc)



Start a meeting from a Microsoft Office application

Instead of using the Meet Now feature you can also quickly share a Microsoft Office file with another Skype for Business user.

1. Click the **File** menu in the Office application.
2. Click **Share**.
8. Click **Present Online**.
3. Click **Present**. The Share window appears.



4. Choose an existing meeting or Start a new Skype Meeting.
5. Click **OK** to start sharing. The Skype for Business conversation window appears with the document shared.
6. If it's a new meeting, click the **Open Participant List** button to display the Participant List. Click **Invite More People** to invite participants to the meeting and share the document.

Further information and help

Contact the Service Desk at <https://myit.abdn.ac.uk> or servicedesk@abdn.ac.uk