Skype for Business – online meeting checklist

Set up the meeting

Create an Outlook meeting request and invite all meeting participants using their email addresses

Click the **Skype Meeting** button on the ribbon to add the **Join Skype Meeting** link to the email

Attach Web App user guide if necessary and send the meeting request as normal

**IMPORTANT**- all meeting participants must have the meeting in their calendar

Conduct the meeting

Log into the PC and launch Skype for Business

Click the cog icon to check **Audio** and **Video** settings

Check the device you want to use is selected

Click the **Play** button to test the speaker

Speak to test the microphone

Click the **Calendar** icon to see list of appointments

Find the Skype for Business Meeting in list and click **Join**

Click **OK** to accept the audio settings

The online meeting room opens. Click the **microphone** icon to mute and unmute

Click the **Video** icon then click **Start My Video**. Click icon again to switch off video

End the meeting

Click **More Options** (bottom right of window)

Click **End meeting** and **OK** to confirm
Hints and Tips

☑️ Skype for Business is NOT the same as consumer Skype. Set up meetings via Outlook and use each participant’s email address, not their Skype name.

☑️ Problems signing into Skype for Business? If it’s the first time you’ve tried to sign into Skype for Business on the PC you’re using, e.g. in a meeting room, click Sign in with another account when the password prompt appears, then type your password and click Sign in. Click here for more info: https://uoa.freshservice.com/support/solutions/articles/50000023905-changes-to-outlook-and-skype-login-staff-

☑️ Make sure the meeting request appears in your Outlook calendar. If you receive the request from someone else, remember to accept the it.

☑️ Click the cog icon in the main Skype for Business window to check that the webcam and microphone are set up correctly.

☑️ Close any applications which might be using your webcam or microphone. If another application is already using them, it might prevent them working properly within Skype for Business.

☑️ Participants can’t hear you? If there is a line through the microphone icon, the mic is muted. Click the icon to unmute.

☑️ You can’t hear a participant? Make sure their microphone is not muted. Use the instant Message facility to communicate with them if there is no sound.

☑️ Check if someone is muted by opening the Participant pane - click the round icon at the top left of the window. If the microphone icon listed alongside their name has a line through it, right click the icon and select Unmute.

☑️ Accidentally left the meeting and need to return? Go to the main Skype for Business window and click the Join icon in the calendar section, or go to the meeting request in Outlook and click the Join Skype Meeting link again.

☑️ Problems with meeting room AV equipment? Contact Media Services on ext 3000 for assistance.

☑️ See www.abdn.ac.uk/toolkit/systems/skype-for-business/ for further information.