Skype for Business- online meeting checklist

Set up Meetings

The easiest way to set up a Skype for Business meeting is **via your Outlook calendar**. Any participants who do not use Skype for Business can join your meeting via their computer, using the **Skype Web App** or via telephone only (Microsoft's Audio Conferencing). For instructions on setting up online meetings and using the web app, see the Guides area of our Skype for Business page on Toolkit. If you do not already have access to Microsoft's Audio Conferencing for telephone-only access numbers, contact the IT Service Desk to request it (see page 2).

When setting up a meeting, consider the following:

- 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?

- How will participants join the meeting? Using a computer or by telephone only?

Note: If you set up your meeting via Skype for Business, there are some limitations depending on the number of participants and whether they are Skype for Business users or personal Skype users:

Meetings with other Skype for Business Users

If 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.

Available with Skype Users	Not Available with 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

⚠️ If you plan to set up 1-1 audio or 1-1 video calls via Skype for Business (instead of Outlook) **it is vital that you add the Skype user to your contact list** AND that **they have accepted your contact request.**

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 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. Do this well in advance of your meeting.

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

- ☐ To ensure that everyone can access your meeting, set up the meeting via **Outlook**. See here for instructions. Invite 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 browser plug-in prior to the meeting.

1-1 Meetings with Personal Skype Users (if not using Outlook to set up the meeting)

Remember- The easiest way to set up a meeting is via your Outlook calendar (see above) 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.

If you do want to set up a 1-1 meeting via the Skype for Business window:

- ☐ 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.

Telephone-only Options – Microsoft Audio Conferencing

Participants can join your meeting by telephone only if they have no access to Skype for Business or the Web App.

- ☐ Is your University email account enabled for Microsoft Audio Conferencing? If not, 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 or servicedesk@abdn.ac.uk