

Skype for Business (Mac) - Online Meetings

The information in this guide relates to Skype for Business v16.13.x or later on a Mac. Features described here may not work on earlier versions.



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:

- How many people will take part in the meeting?
- Are the meeting participants internal or external to the University?
- Do they use Skype for Business or personal Skype? See table below for a summary of what's available/not available to personal Skype users.
- 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?

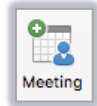
Available with personal Skype Users	Not Available with personal Skype Users
Visibility of Presence	Audio or IM conversations with more than two people
1-1 Instant Messaging	Desktop and application sharing
1-1 Audio Calls	Meet Now impromptu online meetings
1-1 Video Calls	Right-clicking picture and choosing 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.

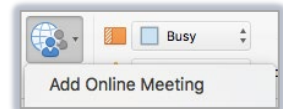
Set up a Skype for Business meeting in Outlook

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.

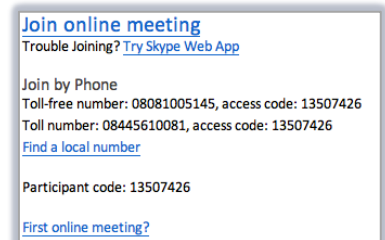
1. Go to your calendar in Outlook.
2. Click **Meeting** on the ribbon. A new meeting invitation window opens.



3. Click **Online Meeting** then **Add Online Meeting**.

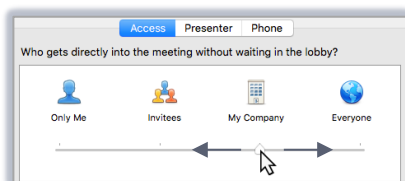
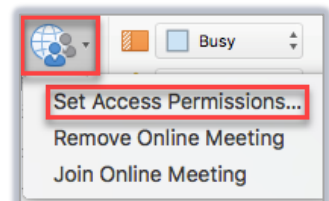


The message body shows the link participants will need in order to join the meeting. If your account is enabled for Microsoft's Audio Conferencing¹, the dial-in phone numbers and participant code (access code) will also appear under the link.



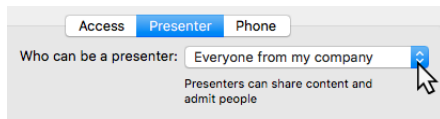
Note: the invitation also contains a link to help non-Skype for Business users to install the Skype Web App. This lets participants join your meeting via their web browser. However, it is best to advise participants to install the Web App well in advance of your meeting, so that everything is correctly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

4. **Add participants' email addresses** to the meeting invitation, as you would when setting up a standard Outlook meeting.
5. Type the **subject** of the meeting and choose the **date** and **time**.
6. Type any additional text required in the message body area of the window.
7. Click **Online Meeting**, then **Set Access Permissions** 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.
8. Select the options you require.
 - Drag the marker under the participant category to set the access permissions.



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

- Click the arrows to select who should be a presenter during the meeting.



9. Click **OK**.

10. Click **Send**.

Check your audio and video

Important: Make sure Skype for Business is setup correctly for any audio or video equipment you plan to use.

1. In the main Skype for Business window, press **[Command] + , (comma)** to access the **Preferences** window.
2. Click **Audio/Video**.
3. Check that the device(s) you want to use appear in the drop-down lists.

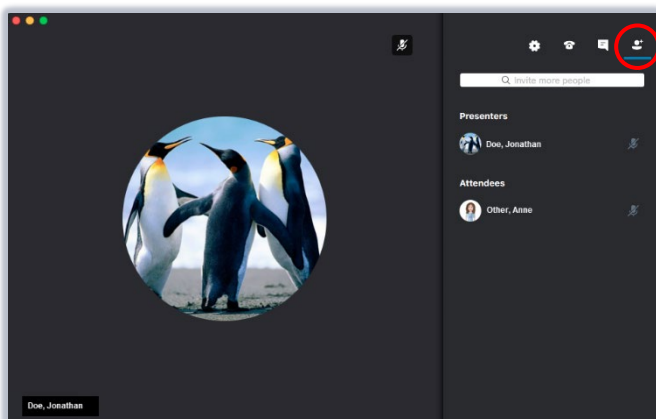
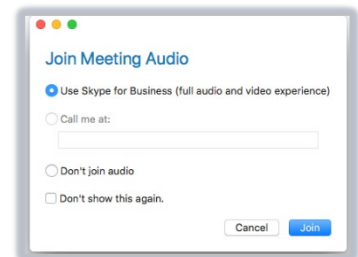


Note: it is good practice to make sure that microphones and webcams are working correctly prior to every meeting. Don't assume that they will be working correctly. To check that your microphone is working correctly:

- Go to the Apple menu and click **System Preferences**.
- Click **Sound**.
- Click the **Input** tab and speak into the microphone- the input level indicators will activate as you speak if the microphone is working correctly.

Join a Skype for Business meeting

1. Open the meeting in your Outlook Calendar.
2. Click the **Join Skype Meeting** hyperlink in the calendar appointment. (if prompted, allow Skype for Business to open)
3. The Join Meeting Audio window appears. You do not need to change any of the options in this window.
4. Click **Join** to start the Skype for Business meeting. The Skype for Business meeting window appears.



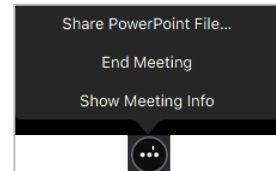
If you want to display the list of participants, click the **People** button at the top right of the window.

Sharing content in 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.

Add a PowerPoint presentation

1. Click the **More options** button at the bottom of the window (the ellipsis) and select **Share PowerPoint File...**
2. Select the PowerPoint presentation you want to share and click **Open**. The presentation appears in the Conversation window.



Share your computer screen

1. Click the **Share Screen** button. 
2. A yellow border appears around your screen and a message at the top tells you are sharing the screen.
3. Click **Stop Sharing** on the toolbar at the top of the window to end screen sharing and return to the main Skype for Business window.
Note: if you can't see the main window, check the dock- it may be minimised and you can restore it from there.

Make participants attendees or presenters

As the meeting organiser, you can decide whether participants will have presenter or attendee rights. Presenters can control meetings whereas attendees cannot. You can check a participant's status in the participant list and change it as required.


1. Make sure the Participant List is visible. If not, click the **People** button.
2. Select a participant in the list
3. Click the **More options** button beside their name.
4. Click **Make an Attendee** or **Make a Presenter** as appropriate.



End the meeting

1. In the meeting window, click the **More Options** button.
2. Click **End Meeting**.
3. Click **End Meeting** to confirm.
4. Close the Skype Meeting window.



- Clicking the **Hang up** button  will end the meeting audio but will not end the meeting.

Further information and help

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