How To: Skype for Business Meetings

Skype for Business Defined
Skype for Business is software designed for communications, or meetings, between two or more users in a variety of ways. Skype offers IM (Instant Messaging), phone and video calling, and presentation features which allow you to present your entire desktop, a single application, PowerPoint slides, send file attachments, send notes, display white boards, design and launch polls, and conduct Q&A sessions.

Skype for Business integrates with your Outlook contacts, making it very easy to find and ‘skype’ with users. These web-based meetings can also be scheduled in advance and sent out as an invitation for users to join an upcoming meeting.

Throughout the remainder of this document, the term ‘Skype’ will be used to mean Skype for Business, not to be confused with Skype for Windows, which is the consumer based version of this product.

Definitions
- **Meeting Organizer**: the individual who schedules and starts a Skype meeting/session with one or more other users. This individual launches the meeting, admits participants into the meeting, and has overall control of any content to be displayed/shared as part of the meeting.
- **Presenter**: usually the organizer, but participants can be made into presenters by the organizer to be able to present information from their computer into the meeting.
- **Attendee**: any user involved in the meeting, except for the organizer.
- **Participant**: collectively any user involved in a Skype meeting. Participants include the organizer and attendees.
- **Lobby**: a holding area for participants to wait after joining a meeting. The meeting organizer will admit participants waiting in the lobby into the meeting.

Organizing a Meeting
Scheduling a meeting is very similar to scheduling an Outlook meeting.

1. Launch Outlook. As meeting organizer, you will use the software version of Microsoft Outlook to schedule your meeting, as well as running your meeting. See note below!

2. Switch to your Calendar view by clicking on the calendar icon at the bottom of the folder pane.

3. Now, in the Home ribbon, click the **New Skype Meeting** button.

    Note: If holding meeting using a campus computer other than your assigned computer, be sure to give yourself extra time before the meeting to login to the computer, launch Microsoft Outlook and locate your scheduled meeting on your calendar. The first time you do this on a given computer takes a little bit of extra time. If you will hold meetings on different computer across campus, you will need to prepare in this way on each computer.
4. A new Meeting window will appear. As with any meeting invite, enter the To email address(es) of those you wish to invite to this meeting. Enter a Subject for the meeting and choose the Start Time and End Time; both a date and time are required. Notice that the body of the message contains a link for the participants to use in order to join the Skype session. You can add a message into the body if you desire. Once complete, click Send.

5. The meeting will appear on your calendar for the date and time you set. Later to start the meeting you will use the calendar appointment to open the meeting window and then by clicking on the Join Skype Meeting link, you will launch the meeting.

Converting a Meeting to a Skype Meeting

1. If you begin composing a New Meeting window but decide it should be a Skype Meeting, you can easily convert the meeting to a Skype meeting without starting all over. In the ribbon bar there is a Skype Meeting button. Click this button and notice how the window adds the Join Skype Meeting link into the body. Fill out the fields and send off your meeting request.
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Launch the Meeting – Organizer

1. On the scheduled date and time, open the calendar event in Outlook and click the Join Skype Meeting link.

2. Skype for Business will open if it is not already open on your computer. Make sure you check the option, Use Skype for Business (full audio and video). Click OK.

3. Once you’ve joined the meeting, you are the presenter and can enable your video camera, mic, send IMs, as well as present content.
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Join the Meeting – Participants with Outlook and Skype for Business

For those participants that have installed Office 2016, or at a minimum have Outlook and Skype for Business installed on their computer, follow the steps below to join the meeting through Microsoft Outlook.

1. Launch Outlook and access the email message, or calendar event, you received from the organizer. Click the **Join Skype Meeting** link.

![Join Skype Meeting](image1)

2. You will then see the window shown below on the left. The organizer will immediately see the window shown below on the right.

![Skype for Business](image2)

3. The organizer will then click **Admit** to let you into the meeting. If you happen to notice that your web browser launches and shows a screen as follows, just close it and/or ignore and use **Skype for Business** instead.

![Lync](image3)
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Join the Meeting – Participants without Skype for Business

If you are inviting individuals who may not have access to Skype for Business, they will have to rely on a product called Lync for Web App, by following the steps below.

1. The participant will first need to access the email invitation they received from the organizer.

2. Next, the participant will click the Join Skype Meeting link.

3. The web browser will launch and load the Lync Web App page as shown below. Make sure the option labeled Install Lync Web App plug-in is selected. Click the link in the bottom line of text that reads Sign in here instead.
4. The window will change slightly and you’ll be prompted for your name. Enter your first and last name and click **Join the Meeting**.

5. You will be prompted to download and save the **Lync Web App plug-in**. Click **Save File**.

6. Access the downloaded file and click on it to begin the installation of the plug-in.
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7. The installation will begin.

8. Once the install completes, make sure to allow the plug in access to the browser. Typically, there will be a bar that pops up at the top of the page asking to allow the Microsoft Lync Web App to run. Click Allow.

9. At the next prompt, confirm by clicking Allow and Remember.

10. You may see the following prompts next. If so, in the first, check the box labeled Always allow the plug-in for this domain and then click Allow. Next, in the second, make sure the first option, Domain networks, such as a workplace network, is selected and click Allow access.
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Using Skype for Business

The best way to learn how to use Skype is to play with Skype. Below are brief descriptions of the function for each button. Try getting together with a colleague, student, or friend, create a meeting and slowly work each button to observe how it functions.

**Meeting Organizer Window**

- **Participant List:** Click to open or close the participant list window which displays everyone connected to the meeting.
- **IM:** Click to open chat window for instant messaging between organizer and participants.
- **Video Call:** Click to turn on/off web cam video.
- **Mute Mic:** Click to mute/unmute mic.
- **Present:** Click to choose from a list of different items you can present to the meeting.
- **More Options:** Offers several options including the meeting Record feature.
- **Invite More People:** Click to do just that.
- **Hang Up:** Guess what this does.

If you can test a meeting with 2 computers, you’ll gain an excellent understanding of each perspective; organizer and participant. This knowledge will be very useful if you are ever a meeting organizer.
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Managing Presentation of Content
The Present feature allows the organizer to present one of the following items to all meeting participants:

- Desktop; shows entire desktop and everything on the desktop
- Programs; used to show just a single program
- Add Attachments; used to send participants a file
- Notes; from OneNote
- Whiteboard
- Poll
- Q&A Session

Permitting Attendees to Present
1. From the top area of the Skype for Business window, click the Open Participant List button.

2. The participants list will pop out to the left-side of the window as shown below.

3. Locate the Attendee you want to have the ability share their content. Right-click on the user name to show the menu on the left below. Click Make a Presenter. The user will now be able to use their Present button to share content. Repeat the steps and click Make a Attendee when ready to stop the user from sharing content.