Skype for Business Meetings

User Guide

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1. Schedule a Skype Meeting using Outlook for Windows

To schedule a Skype meeting, sign-in using Synechron credentials.
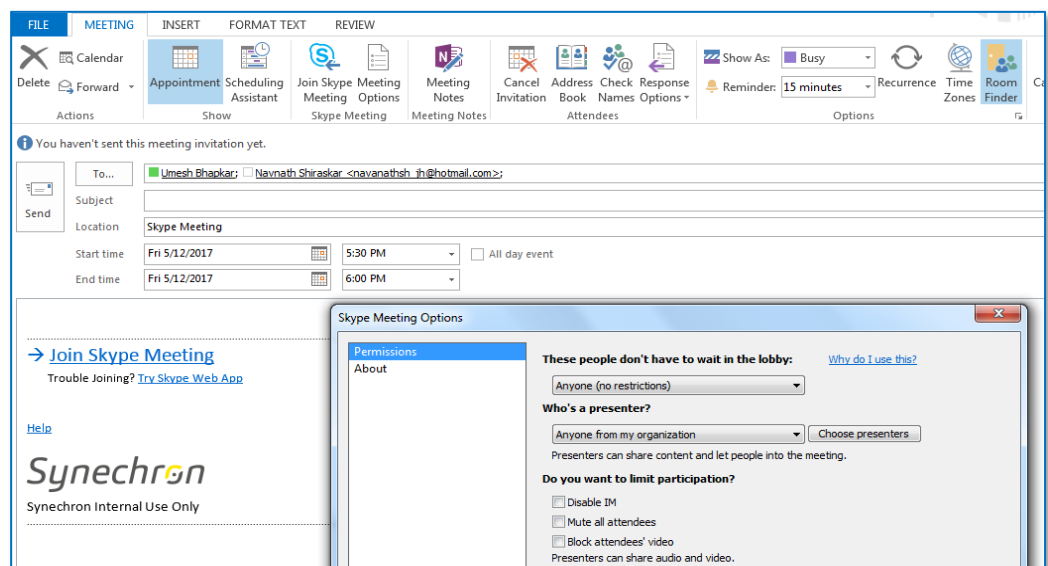
a. Open Outlook, and go to your calendar.

b. On the **Home** tab ribbon, in the Skype Meeting section, click **New Skype Meeting**.
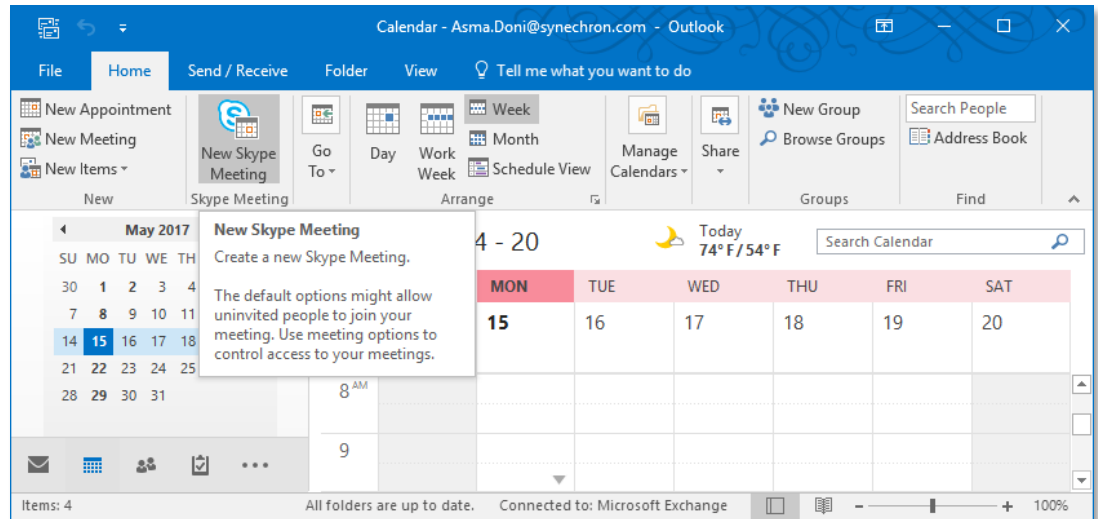

c. Set up the meeting as you typically would:

- In the **To** box, type the email address of each person you're inviting, separated by semicolons.

- In the **Subject** box, type a name for the meeting.

- Select a start time and end time.

d. In the **Show** section of the Meeting ribbon, click **Scheduling Assistant** to ensure you have the best time for the meeting.

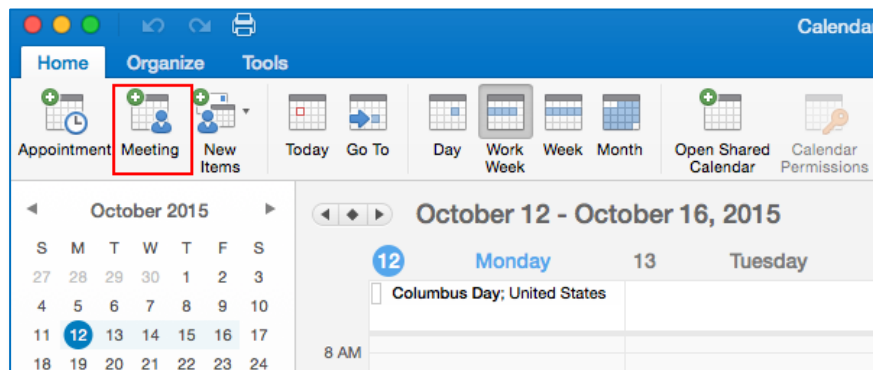**e.** You're almost done. Just double-check the information and click **Send**.

2. Schedule a Lync Meeting Using Outlook for Mac
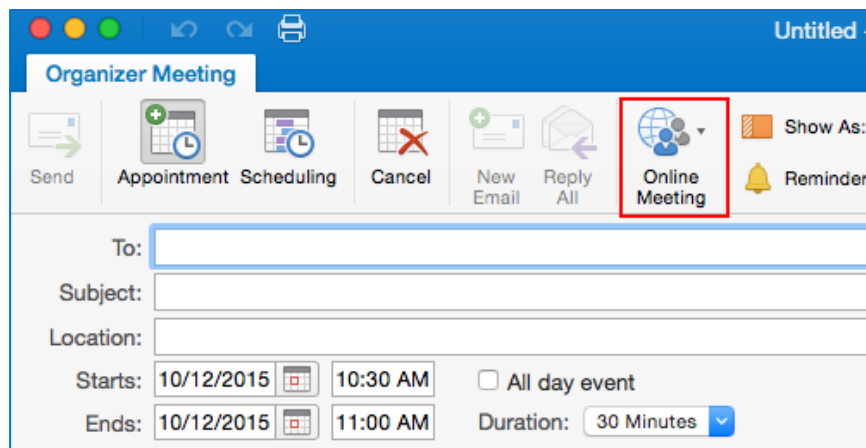
a. Open the Lync 2011 desktop client.
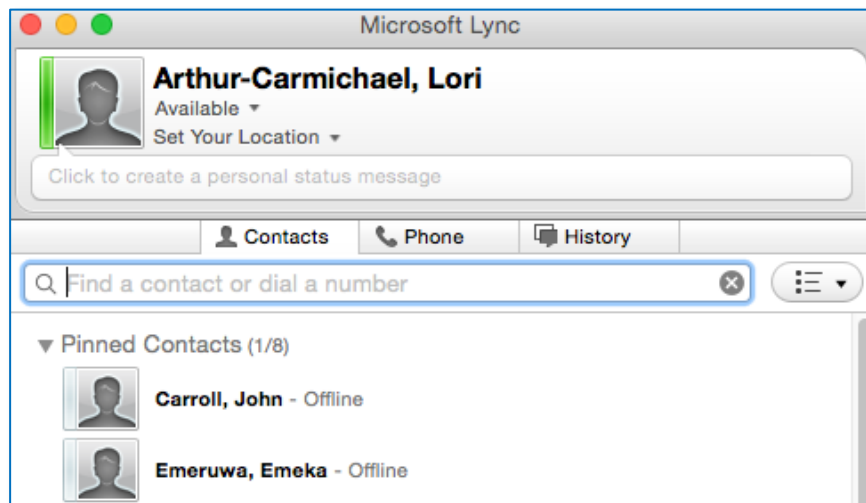
You must be signed in to Lync 2011 to schedule a Lync/Skype meeting.

b. Open your Outlook calendar and click **Meeting**.
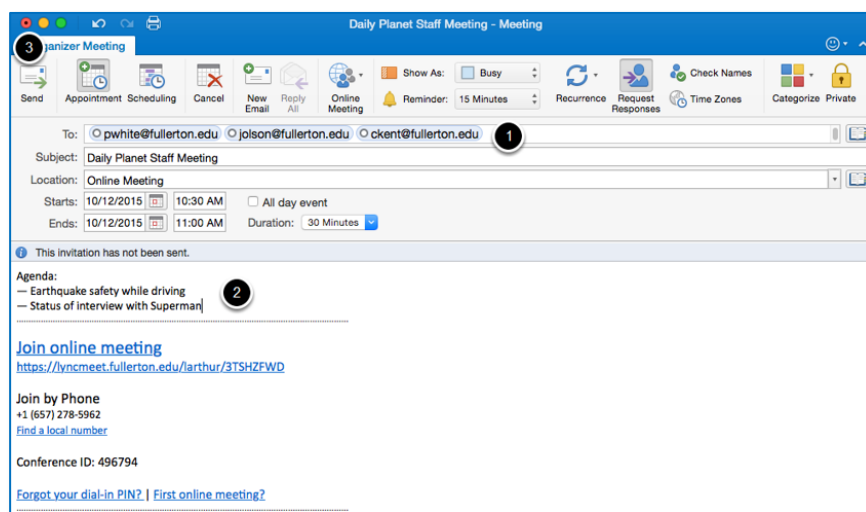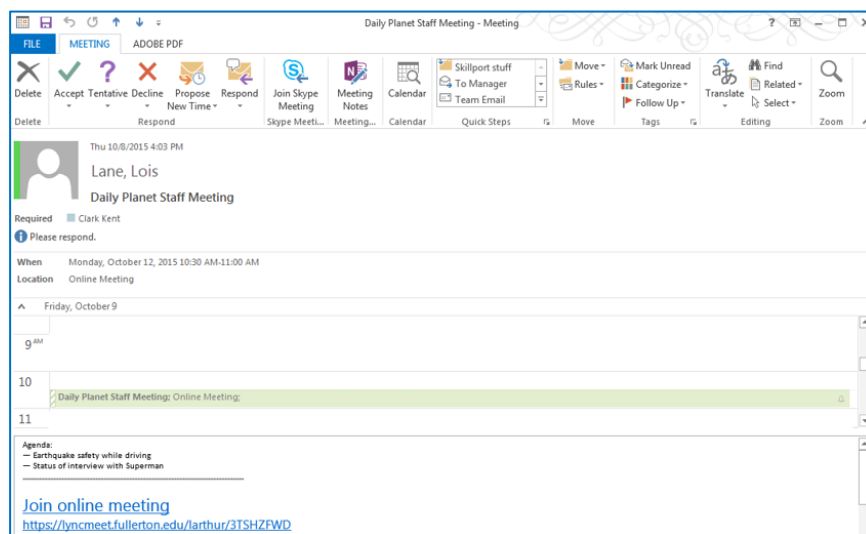

c. Click **Online Meeting**.

d. Then select **Add Online Meeting**.
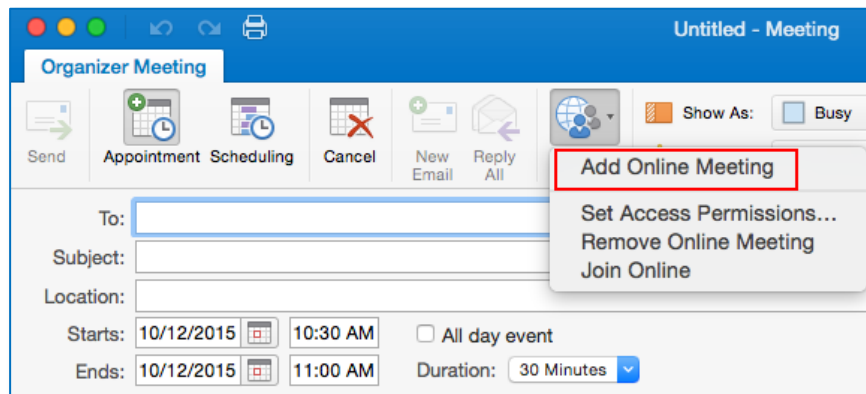
e. Select the attendees and enter meeting details. Then, click **Send**.
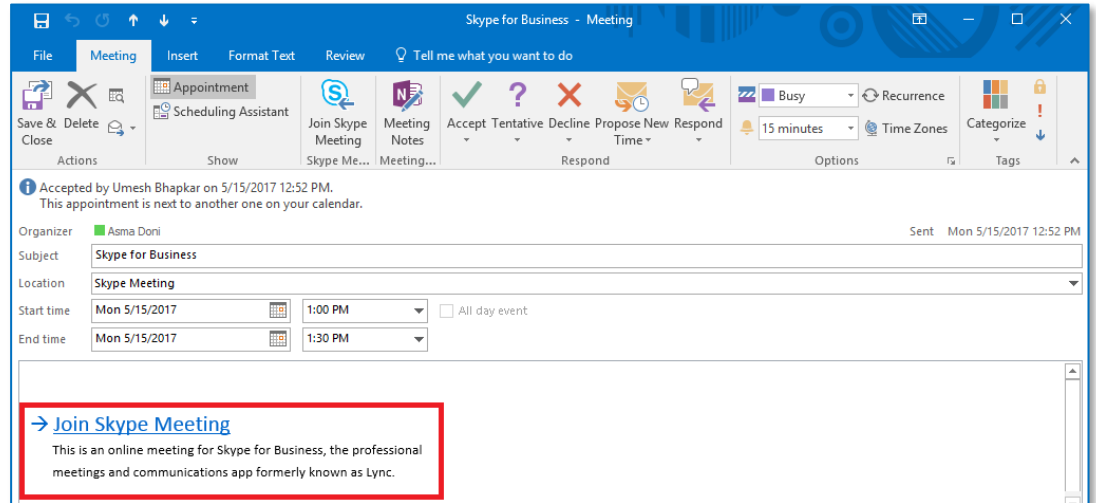

f. You can write above the "**Join online meeting**" line, but do not make any changes below.

g. Click **Send**.

h. Attendees will receive the link to join the Skype meeting in the meeting request, as shown below.

3.   Join Skype Meeting using Outlook

To join a Skype meeting using Outlook:

a. Open the Skype meeting invite, click the **Join Skype Meeting** link.

Tips:

o   The **Meetings** view lets you quickly check your upcoming meetings for the day, without having to go to your calendar. You can even join a Skype Meeting right from the **Meetings** tab, if the meeting was set up by an organizer inside your company.

o   In the Skype for Business main window, click the **Meetings** tab, and then right click a Skype meeting to join.

b. Your mic is automatically muted. To unmute your mic, find the mic button, and click it. When it looks like this , people in the meeting can hear you.

Note: Ensure that you unmute your speakers too!

c. If you need to switch to a different audio device, click the **Call Controls** button , then click **Devices**.

4. Join Skype Meeting using iPhone

To join a Skype meeting using iPhone:

a. Open Skype for Business on your iOS device.

b. On the main screen, under **Upcoming**, tap the meeting you want to join.
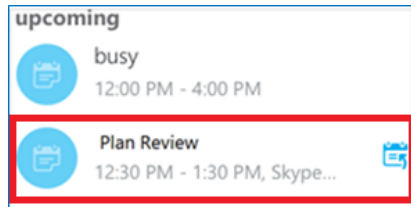
You can also tap the meetings button ( ) to see all the items on your calendar.

c. Select the meeting that you want to join, and then tap **Join Meeting**.

Note: If this is an online meeting, you'll see a **Quick Join** button ( ). Tap it to go straight to the meeting.

5.   Making presentation in a meeting with skype for Business

Sharing PowerPoint slides is an effective way to get your ideas across, and make your presentation memorable by focusing on bulleted items and avoiding too many details.

Use the meeting controls such as annotation tools, presenter notes, and switching presenters, to help you during your presentation. You can even make the slides available to all attendees to review after the meeting.

- **Upload your PowerPoint Presentation**

    It's a good idea to upload your presentation in advance and practice with the presentation tools so you're comfortable using them during the meeting.

    a. In the Skype for Business meeting window, click **Share Content** > **Share PowerPoint Files**.
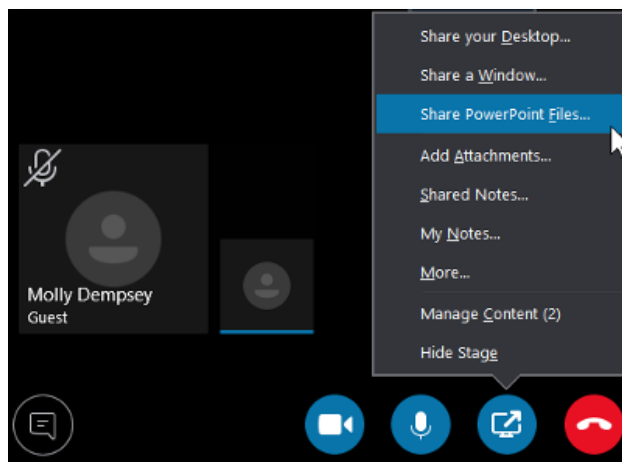
    b. Find your presentation and double-click it to upload it to the meeting. You will automatically begin presenting the slides.

- **Move the Slides**

    a. To move the slides, use the arrows at the bottom of the meeting window, or the arrow keys on your keyboard. You can also use the **Thumbnails**.
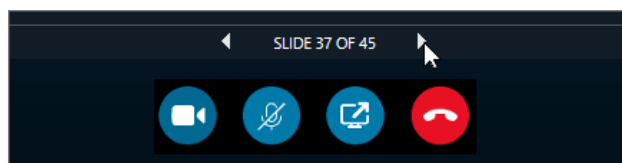
    b. Any animations in the slides play just like they do outside the Skype for Business meeting.

    c. Press **F5** on your keyboard to go to full-screen view, and **Esc** to go back to normal view.

- **See Your Notes**

  Click **Notes** to see your presenter notes (visible only to you).

- **Play a video**

  a. If a slide contains a video, hover the cursor over the slide to unhide the video controls, such as **Play**, **Pause**, and volume controls. The audio plays for participants who used computer audio when joining.

- **Use the Annotation Tools**

  By using the annotation tools, you can visually focus on various points in your presentation or brainstorm with the participants. Annotating a presentation doesn't change the actual file. However, you can save a new copy with the annotations if you want.

  Click the **Annotations** button ✎ on the right side of the slide to unhide the tools to draw, stamp, highlight, and more.

  - **Laser Pointer:** Drag the pointer across the slide.
  - **Select and Type:** Select an area where you can type and change font, color, and size.
  - **Pen:** Draw freehand.
  - **Highlighter:** Highlight a specific area of the current slide.
  - **Eraser:** Remove specific annotation that you chose.
  - **Stamp:** Insert a stamp on the displayed slide: Arrow, Check, or X.
  - **Shape:** Draw shapes such as lines, arrows, squares.
  - **Insert Picture:** Insert an image on the slide from your computer.
  - **Delete Selected Annotations:** Remove the annotations that you've selected.

- **More Options:** provides options to select the annotation, undo, redo, copy, cut, paste, paste as image, save as, delete all annotations from the page, and send to OneNote.

- **Select who can download your presentation**

To keep the focus on what you're presenting and avoid distractions, you can restrict people from downloading your presentation. Then, at the end of the meeting, you can allow people to download the slides to view later.

a. After you've uploaded the presentation in the meeting, click **Share Content** > **Manage Content**.
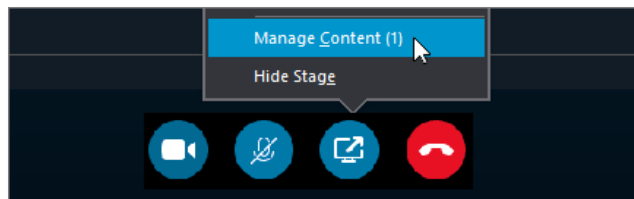

b. Click **Permissions** 🔒 and choose an option:

- o **Everyone:** Anyone in the meeting can download the presentation.
- o **Presenters:** Any of the presenters in the meeting can download the presentation.
- o **Organizer:** Only the person who scheduled the meeting can download the presentation.

- **Download the Presentation**

Participants who have permission to download the presentation can save the file on their computers.

a. Click **Share Content** > **Manage Content**.
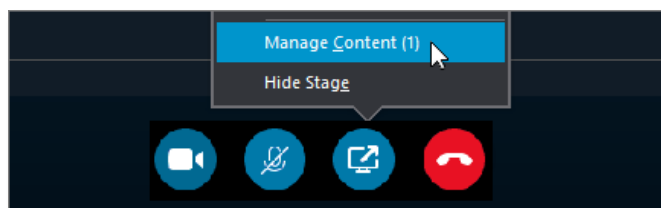
b. Click More Options ⚫ and then Save As or Save with Annotations.

- **View privately or take over as presenter**

Presenters can take turns sharing the slides in a meeting. While one person is presenting, another can skip ahead to a specific slide and then return to the current view.

a. To view the slides privately, click the arrows at the bottom of the meeting to move through the slides. This won't interrupt the meeting, and you'll be notified that you are viewing the meeting privately.

b. To go back to the current view, click **Return to Presenter's View** to synchronize your view with the active presenter.
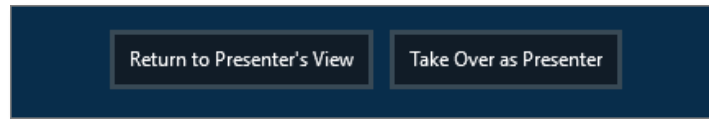
c. To present, click **Take Over as Presenter** to take control of the presentation. Be aware that the meeting automatically switches to your view.

d. When you have finished your presentation, click **Stop Sharing**.