



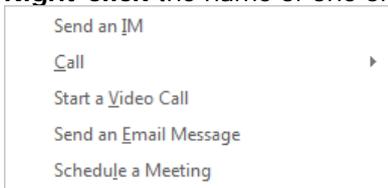
# Skype for Business 2015 - Online Meetings

Acknowledgement: Many thanks to the University of Aberdeen for providing us with this fact sheet and allowing us to amend it for use at the University of Leicester.

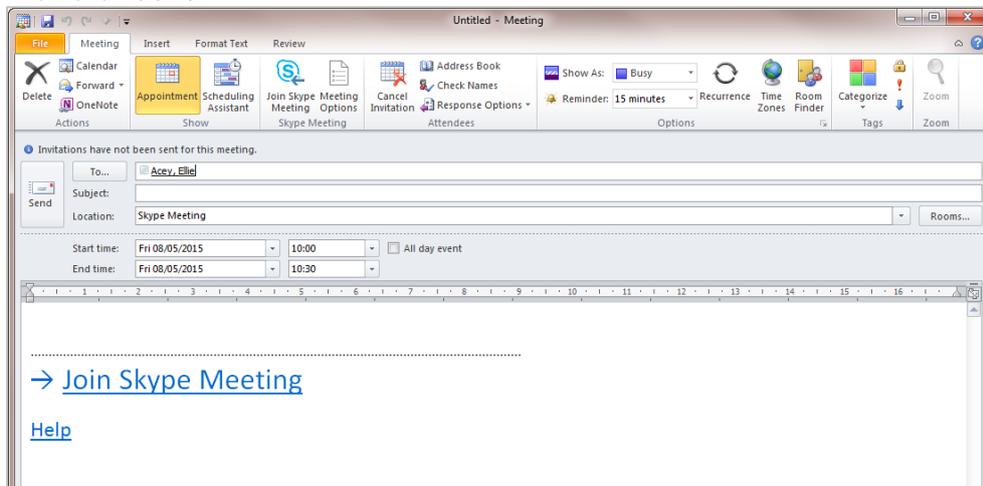
This factsheet provides guidance on setting up and conducting online meetings using Skype for Business. For information on getting started with Skype for Business, see our factsheet *Getting Started with Skype for Business 15*. You can schedule meetings via your Outlook calendar or hold impromptu meetings via Skype for Business or Microsoft Office 2013 applications such as Word or PowerPoint.

## Schedule a Skype for Business meeting

1. In the Skype for Business window, **click the name** of a contact to invite them to the meeting. To select multiple contacts, press and hold the **Ctrl** key then **click** the names.
2. **Right-click** the name of one of the selected contacts. The shortcut menu appears.



3. Click **Schedule a Meeting**. A new meeting window appears showing the names of the participants in the address bar.
4. Select the date and time for your meeting from the **Start time** and **End time** fields, as you would when setting up a standard Outlook meeting.
5. Click the **Skype Meeting** button on the Meeting tab. Outlook inserts a hyperlink in the message body area which participants can use to join the meeting.
6. Set your **Skype for Business Meeting Options**, as described in the next section. Then click **Send**.



## Begin a meeting from Outlook Calendar 2010

1. In Outlook Calendar click the **New Skype Meeting** button

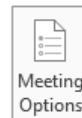


2. Click the **To...** button to select recipients from the address book as you would when setting up a standard Calendar meeting or type in the email addresses of external contacts.
3. Set your **Skype for Business Meeting Options**, as described in the next section. Then click **Send**.

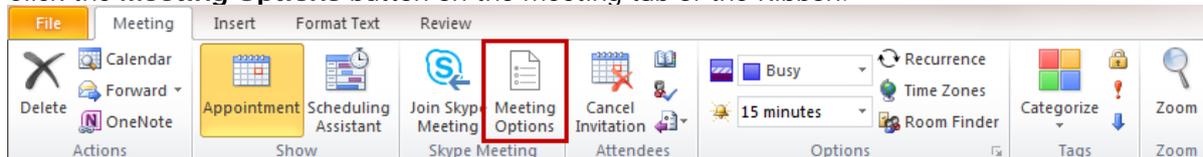
## About Skype for Business Meeting Options

You can set **Skype for Business Meeting Options** to:

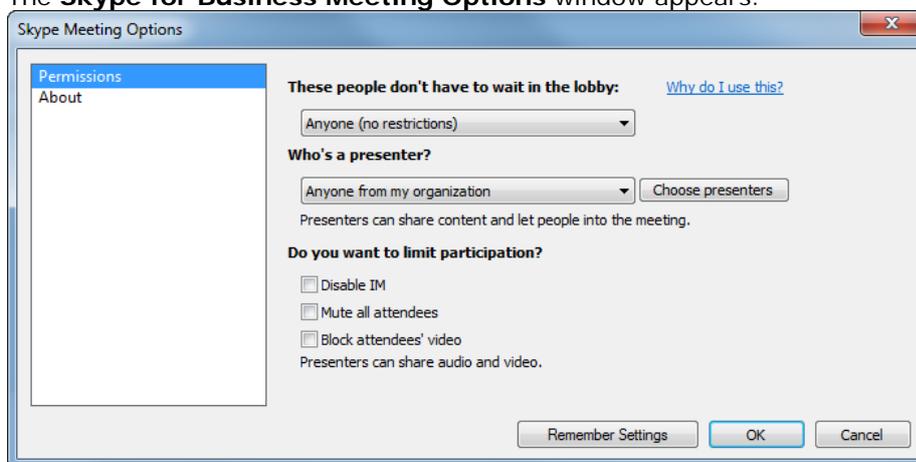
- Control access to the meeting. This could be important if you are discussing confidential material during the meeting.
- Specify who can be a presenter during the meeting. Only presenters can share their screen or files and manage meeting options.
- Decide whether participants can share video material during the meeting.



1. Click the **Meeting Options** button on the meeting tab of the Ribbon.

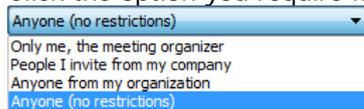


2. The **Skype for Business Meeting Options** window appears.



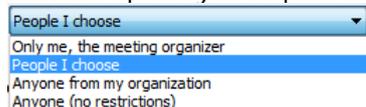
3. Click the **These people don't have to wait in the lobby** drop-down arrow to set meeting access options. This controls who gets to access the meeting directly, and who has to wait for your permission. For more information click **Why do I use this?**

- Click the option you require from the drop-down menu.



4. Click the **Who's a presenter** drop-down arrow to specify who can present during the meeting.

- Click the option you require from the drop-down menu.



**Note:** Participants from the University automatically have presenter rights. If you wish to limit this to individual participants, select **People I choose** from the **Who's a presenter** drop-down menu, then click the **Choose presenters** button. A list of participants appears and you can select individuals as presenters.

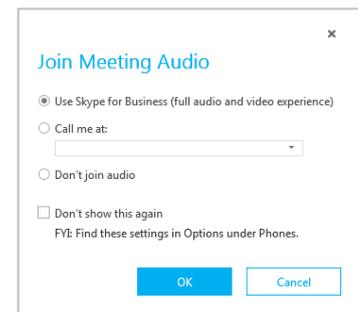
**Choose presenters**

5. Click **OK**.

6. When you are ready, click **Send** to send the meeting invitation to your recipients. If accepted, it will appear as a meeting in their **Outlook Calendar**.

## Join a scheduled Skype for Business meeting

1. Open the meeting in your **Outlook Calendar**.
2. Click the **Join Skype for Business Meeting** hyperlink in the calendar appointment.
3. The **Join Meeting Audio** window appears. You do not need to change this.
4. Click **OK** to start the Skype for Business meeting.
5. The Skype for Business meeting window appears with thumbnail icons for each participant.



- When you click the link, the **Web App** page will briefly be displayed. Wait until this closes and the **Join Meeting Audio** window appears.



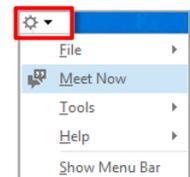
- If you want to display a list of participants at the left (as shown above), click the **Open Participant List** button at the top left of the window



## Start an instant meeting

You do not always have to pre-arrange Skype for Business meetings. The Meet Now feature is ideal when you want to hold an impromptu meeting without scheduling it via the Outlook calendar.

1. In the Skype for Business window, click the drop-down arrow next to the **Option** button (the cog icon near the top right of the Skype for Business window). The shortcut menu appears.
2. Click **Meet Now**.



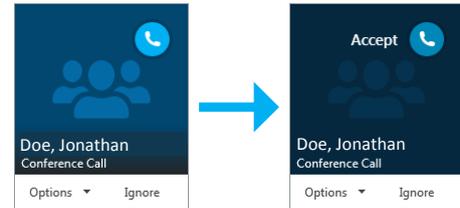
- Note:** If you are a delegate for someone else, make sure you select **For Myself** if you are setting up your own meeting.
3. Choose **Use Skype for Business (full audio and video experience)** when prompted and click **OK**.
  4. The Conversation window appears showing your name and/or picture in a thumbnail icon.
  5. Click the **Invite More People** button at the top right of the conversation window.
  6. **Click the name** of a contact from your contact list, or **type a name** (surname, first name) into the name box at the top of the window.
  7. Click on **OK**. The participants' names appear in the Participant List.



## Responding to Meet Now invitations

When someone invites you to Meet Now, a notification icon will pop-up on screen showing their name and a telephone symbol.

- To accept the invitation
  - Hover over the notification icon.
  - Click **Accept** when the icon changes (or press Windows key  + A)
- To reject the invitation
  - Click **Ignore** from the notification (or press Windows key  + Esc)

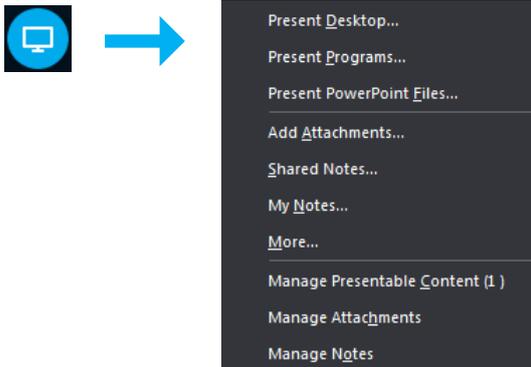


## Work with content during a meeting

During the meeting you can share content with the participants. All presenters can share content from their screen, but only *one* person can present at a time. In order to share content you need to select what type of content you wish to add to the meeting. This is known as *presentable content* and includes your computer desktop, individual programs, PowerPoint slides, file attachments and notes. You can also share a virtual whiteboard, conduct polls and hold Q&A sessions within a meeting.

### Share your desktop

1. In the Conversation window, click the **Present** button at the bottom of the meeting window to display the menu.



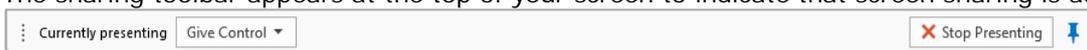
When you start sharing content, meeting participants will see a yellow banner in the meeting window, allowing them to accept or ignore the content you are sharing.



Once they click **Accept Meeting Content**, they will see any type of content you share during the meeting.

2. Click **Present Desktop** to display the Present Desktop window. If you have dual monitors, thumbnail icons will appear for *All Monitors*, *Primary Monitor* and *Secondary Monitor*. Click the relevant thumbnail to choose whether you want to share all monitors, or only one.
3. Click **Present** to share your desktop.
4. Click **OK** to acknowledge the warning about all desktop content becoming visible, if prompted.

- The sharing toolbar appears at the top of your screen to indicate that screen sharing is active.

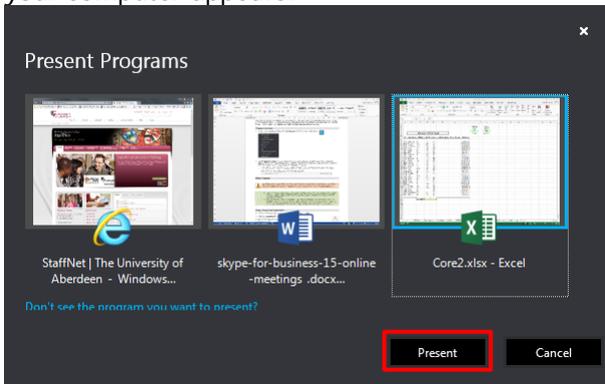


Sharing your Desktop potentially lets meeting participants see everything on your computer. Sharing an individual program limits access to that program only, so think carefully when deciding what to share.

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## Share a program

1. Click the **Present** button to display the menu.
2. Click **Present Programs**. A window showing thumbnails of all the programs currently running on your computer appears.



3. Click the thumbnail for the program you want to share and click **Present** to start sharing.
  4. Click **OK** to acknowledge the warning about all desktop content becoming visible, if prompted.
- The sharing toolbar appears at the top of your screen to indicate that screen sharing is active.

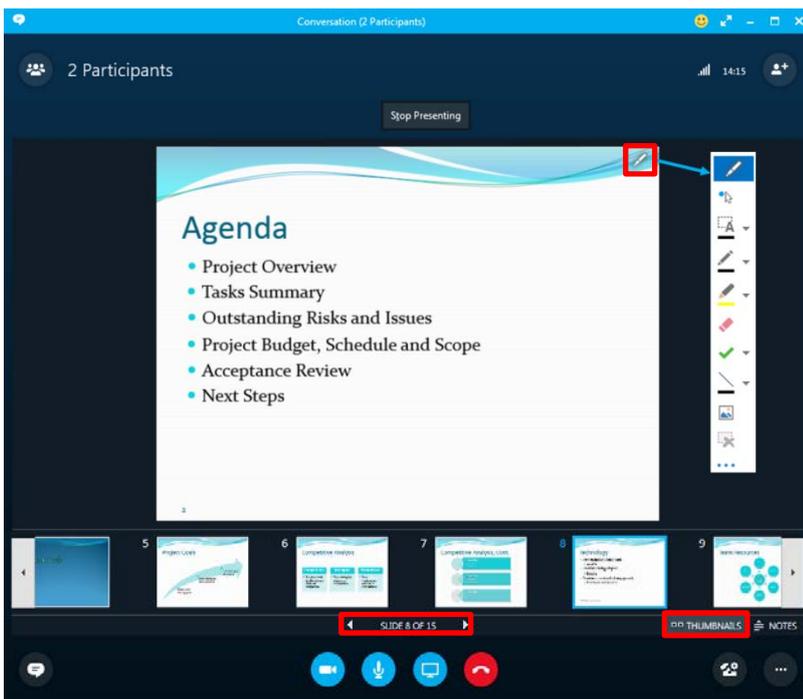


- When you share a program, your screen places a yellow border around the outside of the window as well as displaying the **Share** toolbar at the top of the program window to indicate that you are sharing this application with others.
- Sharing a document from your computer is a great way of allowing everyone to collaborate on it during a meeting. You can pass control to other participants so they can add their own annotations and changes. See *Control of the Meeting* for details on how to give control to others.
- When you share a program, your Windows theme will be reset to **Windows 7 Basic** so your taskbar buttons and screen may look and behave differently. This should change back when the meeting ends, but may not. See the IT Help website for more information.

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## Share a PowerPoint presentation

1. In the meeting window, click the **Present** button to display the menu. 
2. Click **Present PowerPoint Files**. The Present PowerPoint window opens.
3. Select the PowerPoint presentation and click **Open**. The presentation appears in the Conversation window.
  - Click the **slides** or the **navigation arrows** to proceed through the slides.
  - Use the **pencil** icon at the top right of the slides to activate the **Annotation** tools which everyone can use to collaborate on the presentation.
  - Use the **Thumbnails** button to display the upcoming slides along the bottom of the window.



### Add more content to the meeting window

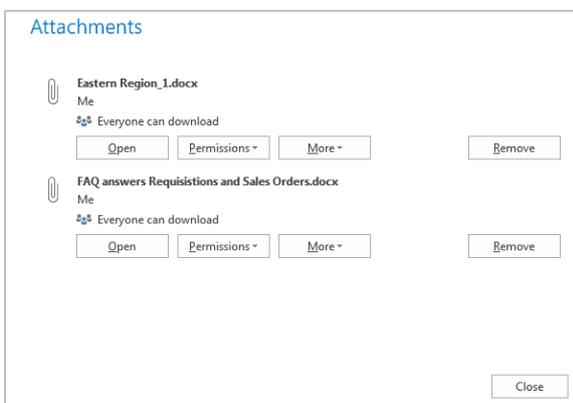
In addition to sharing your screen and PowerPoint presentations, you can add several more types of content to the meeting window and switch between them when presenting

- File attachments
- Q&A area
- Poll
- Whiteboard

### Add file attachments to a meeting

You can add file attachments to the meeting so that participants can view and download them.

1. In the meeting window, click the **Present** button to display the menu. 
2. Click **Add Attachments**. The **Send a File to All Participants** window appears.
3. Select the file(s) you need and click **Open**. The Attachment permissions window appears
  - Click **Permissions** to determine who can download a personal copy of the file (the default is Everyone, but you can limit it to the Organiser only or Presenters only).
  - Click **More** to save or rename the file.
4. Set any options you require and click **Close**.

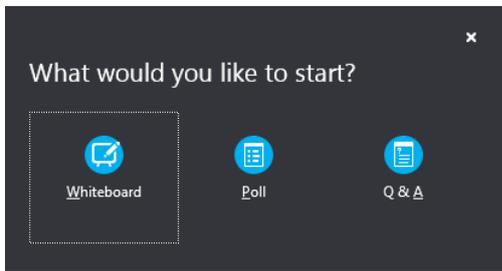


When you add new presentable content, the Present button displays a small orange circle at the top right to indicate the addition of the content.



## Add additional types of content

1. In the meeting window, click the **Present** button to display the menu.
2. Click More. A window appears containing icons for the remaining types of content



3. Click the icon for the content you require.

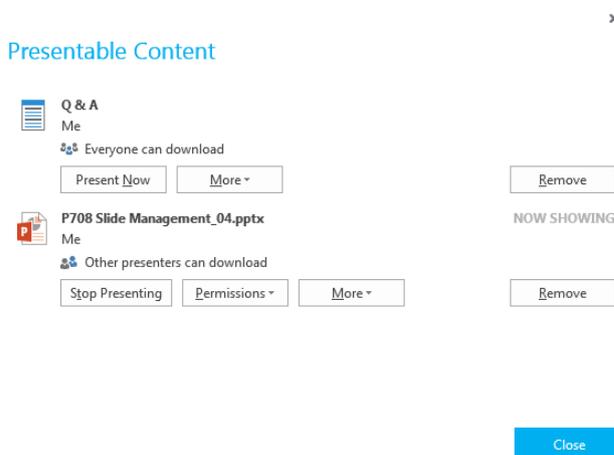


- If you start a Q&A session, you may want to make everyone an Attendee so that you are the only person who can answer the questions. See the section on Control of the Meeting on page 8 for more details on how to do this.
- When you start a Q&A session, the Instant Messaging (IM) feature is disabled by default. When you stop the Q&A session, a message appears with the option to turn the IM back on.

## Manage meeting content

Use the *Presentable Content* window to manage the items you have added to the meeting.

1. Click the **Present** button to display the menu.
2. Click **Manage Presentable Content**. The **Presentable Content** window appears.



Use the options in the window to

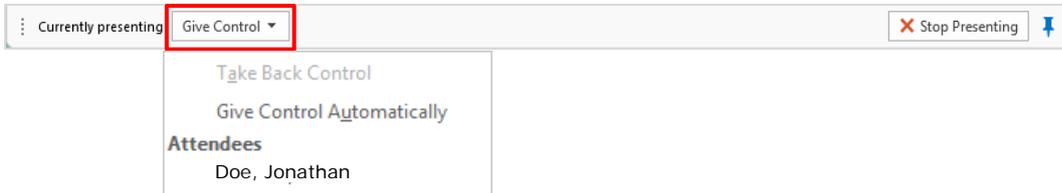
- remove content from the meeting
- set attendee download permissions
- save or rename files using the *More* button

## Control of the meeting

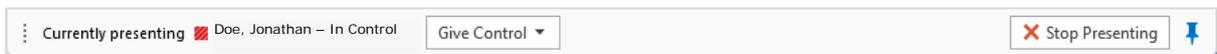
When you start sharing content in a meeting you are the presenter of the meeting and in control of the screen. You can pass this control to one of the other participants or take it back during the meeting.

### Giving Control

1. While sharing content, click **Give Control** on the sharing toolbar at the top of the screen. A list of participants appears.



2. Click the **name** of the participant to send a notification to them that you are giving them control.
3. Click **OK** to acknowledge the share control message.
4. The name of the attendee now controlling the screen appears in the sharing toolbar.



### Take back control

1. Click **Give Control** on the sharing toolbar. The shortcut menu appears.
2. Click **Take Back Control**.

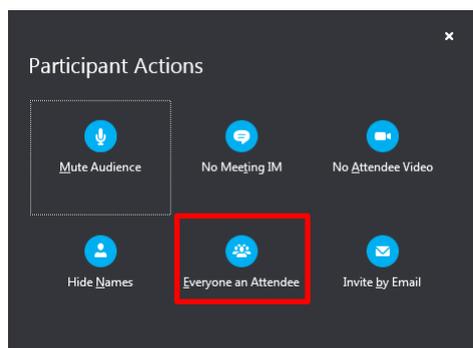


3. The message on the sharing toolbar reverts to **Currently presenting**.

### Make participants attendees or presenters

If you want to ensure that you are the only person who can control the meeting, you may want to make everyone an attendee so that no-one else can control a shared presentation or answer questions in a Q&A session.

1. Make sure the Participant List is visible. If not, click the **Open Participant List** button.
2. Click the Participant **Actions** button to display the Participant Actions window.



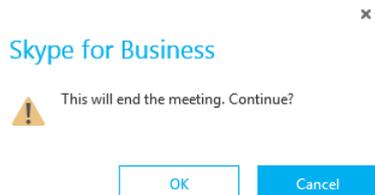
3. Click **Everyone an Attendee** and click **OK** to confirm your choice.



If you want to restore or grant Presenter privileges to an Attendee, **right-click** their name in the Participant List and choose **Make a Presenter** in the shortcut menu.

## End the meeting

1. In the meeting window, click the **More Options** button in the bottom right corner.
2. Choose **End meeting**
3. Click **OK** to end the meeting.



- Clicking the **hang up** button  will end the meeting audio but will not end the meeting. If you click it by mistake, click the button in the yellow banner at the bottom of the window to re-join the meeting.

## Quick meetings

Instead of using the Meet Now feature you can also quickly start Skype for Business meetings straight from your Skype for Business contact list

### Starting a quick meeting from the contact list

1. In the Skype for Business window, **double-click the name** of a contact. The Conversation window appears.
2. Click the **Present** button to display the Present menu.
3. Choose what you want to share.
  - If you share a program or your desktop, your contact will automatically be an attendee; if you share a PowerPoint presentation, they will be a presenter (internal contacts only)

## Work with Audio or Video

Once you have started the meeting, you can add further elements, such as audio or video using Skype for Business. For audio, a headset is recommended; for video, a webcam or similar is required.

### Audio

1. In the Conversation window, click the **Call** button for Audio.
2. Click **Skype Call**.



The recipient receives a notification that you are calling. Once they accept, you can use the audio or video features.

### Video

1. Click the **Video** button.
2. The video preview starts.
3. Click **Start My Video** to start the video call.



## Further information and help

Search for **Skype for Business** on the IT Help Website: [www.le.ac.uk/ithelp](http://www.le.ac.uk/ithelp)

Call the IT Service Desk on 0116 252 **2253** or email [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk)