**USING SKYPE FOR BUSINESS**

**\*\*\*SET UP A MEETING\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To set up a meeting in Skype for Business**:

1. Open Outlook, open your calendar. You should be on the Home tab on the ribbon.

Click on **New Skype Meeting. (JOE: click on Format Text, and switch to HTML.)**

2. Set **Subject**, **Location** (Skype Meeting), **Time** and **Date**.

3. In the **TO** field, add emails of participants.

4. Add any text you want into the body of the message, above "**Join** **Skype** **Meeting**."

5. Click on **Meeting** **Options** on the ribbon, and select choices for:

**Lobby** - a Lobby means that when people join the meeting, they'll be put in a virtual waiting

room, and will not see the meeting until the organizer decides to start it.

**Presenters** **NOTE: Only Pitt addresses can be set as presenters here.** You can upgrade anyone to be a presenter later during the meeting.

**Limit Participation - IM / Mute mikes / Block video** (these can be also be set during the

meeting).

6. Click **Send**. Recipients will receive an email with the Join Skype Meeting link.

**To upload all the PowerPoint files prior to a meeting:**

1. Click the **bottom blue button that shows a rectangle**.

2. Click **Present PowerPoint Files**, then browse to the file and open it.

3. The file will upload to Skype for Business, then start to present.

4. Close the presentation.

5. Repeat for the rest of the presentations. They'll all be stored in the meeting.

6. To use them, click the **bottom blue button that shows a rectangle**, then **Manage** **Content**, then click the **rectangle** labeled "Start presenting this content" when you hover over it.

**\*\*\*JOIN A MEETING\*\*\*\*\*\*\*\*\*\*\*\*\***

**To join a meeting:**

1. Connect your laptop's audio to the room sound system if you'll be using that.

2. Click on the **Join Skype Meetin**g link in your email.

3. What happens next depends on what your computer has installed.

3a. If the full **Skype for Business** program is installed, that will open (if a browser window opens with a message bar asking to allow https://meet.lync.com to run Microsoft Office, click **Allow**). A message box might pop up titled "Join Meeting Audio"; select **Use Skype for Business**. You should now be in the meeting.

3b. If Skype for Business is not installed, your default browser can join the meeting using a web app, which will install if it's not already there. Follow the directions to install it if needed; you might have to checkmark a box or click a link to download the installer (directions vary depending on browser and OS). A message box might pop up titled "**Join Meeting Audio**"; select **Use Skype for Business**. If a box asks for your name, type it in; it can be anything. You should now be in the meeting.

4. Test your sound:

Right-click the sound icon in the system tray, pick **Playback Devices**. Right-click the device(s) and click Test. See if the the bar shows sound is playing, and if you can hear it.

Right-click the sound icon in the system tray, pick **Recording Devices**. Speak and see if the bar shows the sound is being picked up.

5. If you're using room speakers, **check to see if your laptop's audio plays through them**. If not,click the round red button showing a telephone to disconnect your sound from the meeting, then click to rejoin the meeting ("Skype Call"). **If that doesn't work,** close the meeting window by clicking on the X in the upper right, which will take you out of the meeting but leave the meeting running for others, then rejoin the meeting by clicking the **Join Skype Meeting** link in your email.

**To activate your webcam or microphone:**

At the bottom of the meeting screen are 4 round buttons.

The leftmost **blue button shows a camera -** click on that to see if it's working. If it is, you can click **Start My Video** to activate your webcam for the meeting and show yourself to the participants. You'll appear to them in a small box to the side.

The next **blue button shows a mike**. If it's crossed out, that means it's muted. Click it to unmute/mute it.

As Meeting Organizer, you can also set the status of cameras and mikes by clicking on the **Participants** **icon** on upper left, then clicking on the camera or mike icons for a participant.

You can also mute/unmute everyone by clicking the **Participants** **icon**, then the blue **Participant** **Actions** button at the bottom, and select **Mute/Unmute** **Audience**.

**\*\*\*RUN A MEETING\*\*\*\*\*\*\*\*\*\*\*\*\***

**To present a PowerPoint file:**

Click the **bottom blue button that shows a rectangle**. You'll see choices to present your entire desktop, or certain programs you choose, or PowerPoint.

Click on **Present PowerPoint Files**, then browse to the file and open it. It will upload to Skype for Business, then start presenting it.

Anyone who is a Presenter can start running the PowerPoint file by clicking on **Take Over as Presenter.**

**Navigate** using the arrows on the laptop: right arrow to go to next slide, left arrow to go to previous slide. If the arrows don't work, right-click on the slide (to set the mouse cursor's focus on PowerPoint instead of Skype).

The **mouse pointer** can't be hidden. To get it out of sight, move it all the way to the right (avoid upper and lower right corners, so you don't trigger the charms bar).

If the **Annotation tool (a pencil)** is showing on the upper right corner of the slide and you don't want it, **click the three dots** on lower right, then **Skype Meeting Options**, then see "Who can annotate PowerPoint Presentations - set it to "no one."

**To make a presentation show full screen:**

Click the **two diagonal arrows** at top right of screen. Click them again (arrrows change orientation) to exit full screen view.

Or click **F5** to show full screen, and **Escape** to exit it.

**To show/hide the speaker's webcam (this affects only your computer):**

Click the rectangle at top right of screen **Pick Layout.** **Speaker View** includes the speaker's webcam if it's operating; **Content View** hides it and shows only the PowerPoint presentation.

**To present something besides PowerPoint (e.g. Adobe PDF):**

1. Start Adobe on the computer and open the PDF file you want to present.

2. Return to the Skype for Business window and **click the bottom blue button that shows a rectangle.**

3. Click **Present** **Programs**, then in the next window click on the **PDF** **window** that's showing.

4. Click the **Present** button at the bottom of the screen; everyone can see it now.

5. Maximize the PDF if it's not full screen. Click the Escape key to exit full screen.

6. If a top grey bar shows, click on the **Pin** **icon** on the right to unpin it.

7. To stop presenting, click **Stop** **Presenting** on the top grey bar (move mouse to top of screen if the grey

bar is hidden), then close or minimize the PDF file.

**To make someone else a presenter:**

Right-click the person on the left under Participants, and select **Make a Presenter**. That person then needs to click **Take Over as Presenter.**

**To manage the files that have been uploaded for this meeting:**

Click the **bottom blue button that shows a rectangle**, then **Manage Content.** You'll see the files that have been uploaded for the meeting. You can delete files from there.

**If a PowerPoint slide won't play video or audio:**

Open the presentation on the computer, click **File / Optimize Media Compatibility, then resave the file and upload it again.** **Note: when a PowerPoint video plays, all microphones are muted, including the presenter's.** You or participants need to unmute them to be heard.

**To record the meeting:**

Click the three dots on lower right, then **Start Recording.** You can click **Pause** there during the meeting to pause the recording.

When done, click the three dots, then **Stop Recording**.

A popup will say the meeting is being processed; keep the laptop on until done. When finished, it will be stored as an mp4 file in **c:\users\USERNAME\Videos\Lync Recordings.**

**\*\*\*\*END A MEETING\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To end the meeting:**

Click the **three dots** on lower right, then **End** **Meeting**. This ends the meeting for everyone.

**\*\*\*\*CHECKLIST FOR RUNNING A MEETING\*\*\*\*\*\*\*\*\*\*\*\*\*\***

1. Upload the files to the meeting beforehand if possible.

2. Plug in the audio cable and connect to room speakers if using.

3. Click the link to join the meeting.

4. Turn on your camera if needed. Turn on mike. Check mike and sound.

5. Click 3rd blue button, Manage Content, make sure all files are uploaded.

6. Click 3rd blue button, Manage Content, click rectangle to start presenting first file.

7. If Annotation tool shows, get rid of it.

8. Click Pick Layout button at top, select Content View if you don't need to see the presenter.

9. Press F5 for full screen view. Unpin top grey bar if it's there.

10. Make someone else Presenter if needed; turn on that mike; person must click Take Over as Presenter.

11. Right-click on slide so the keyboard buttons work to advance/retreat.

12. When done with that file, you Take Over as Presenter.

13. Close file, repeat from step 6.

**NOTE:** In Sept 2016, I combined several PPT presentations into one, and tried uploading the one file to Skype for Business. It kept failing; maybe it was too big (100 Megs). I ended up presenting the individual PPT files one by one, but it would have been simpler to leave the file on the desktop, and then use Present Desktop instead of Present PowerPoint. Everyone would have seen what the desktop showed.