

Online meeting via Skype for Business

Content	Page No.
How to create an online meeting or conference call request?.....	2
How to join a meeting?	3
How to join Skype for Business Web App as a Guest?.....	3
How to share a desktop?	4
How to share a program?	5
How to share a PowerPoint Presentation?	6
How to upload an attachment to the meeting?	7
How to create a Whiteboard?	8
How to create and conduct a Poll?	8
How to enable Q&A?	9
How to Record Meetings?	10
How to play, rename, or delete a recording?	11

How to create an online meeting or conference call request?

1. Open **Microsoft Outlook** and select **Calendar**.
2. Under the Home tab, click **New Skype Meeting**.

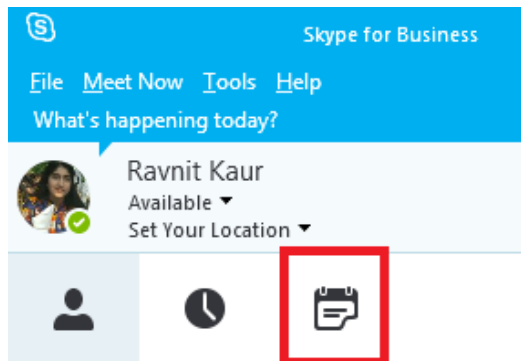


3. In the “**To**” box, type the email addresses of the people you want to invite to the meeting, separated by semicolons.
4. In the meeting request, in the Subject box, type a **subject for the meeting**.
5. By default, the location will appear as **Skype for Business Meeting**. If you are also holding an in-person meeting at the same time, add the room and reserve it as you normally would.
6. Enter a **Start time** and **End time** by clicking on the date and time fields. You can use the calendar button and the time dropdown or enter these manually.
7. Click **Send** to send the meeting request.

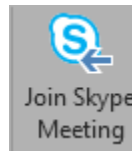
How to join a meeting?

There are several ways to join a Skype Meeting:

1. In Skype for Business, click the Meetings tab and double click on the listed Skype Meeting



2. In Outlook Calendar, click on the Skype Meeting and click on Join Skype Meeting button on the ribbon.



3. You can also open the meeting request and click the Join Skype hyperlink.

[→ Join Skype Meeting](#)

How to join Skype for Business Web App as a Guest?

1. From your email or calendar, open the Skype meeting request.
2. Click the Join Skype meeting hyperlink

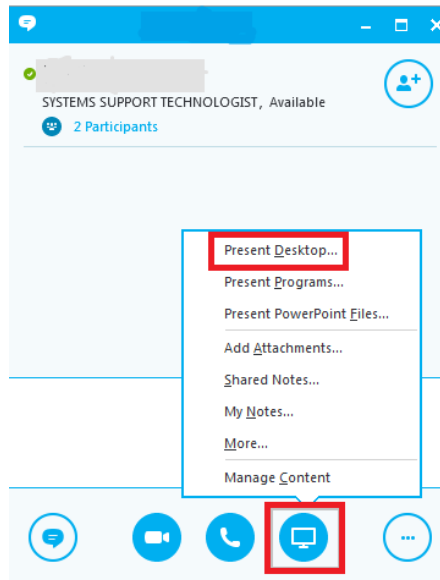
[→ Join Skype Meeting](#)

If Skype for Business is not installed, Skype for Business Web App will launch in the browser.

3. Click Join using Skype for Business Web App instead.
4. Follow the steps listed on the web app page to Download the plugin and join the meeting.

How to share a desktop?

1. Double click on the contact name with who you want to share your Program.
2. Click on the desktop/present icon at the bottom and select **Present Desktop**.



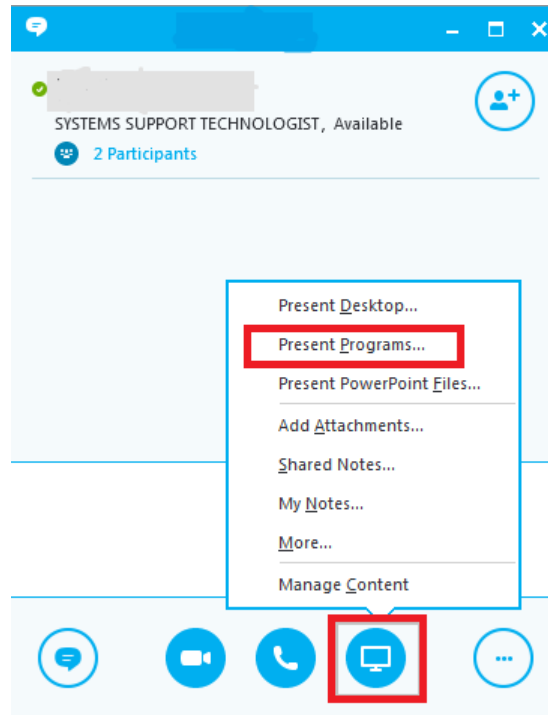
If you have more than one monitor, you will see a preview of your monitors, and you can choose which one or both to share. When you share **All Monitors**, the sharing toolbar opens on your primary monitor.

3. On the sharing toolbar, click **Give Control**.
4. If you are sharing your desktop with multiple people, select the name of the person you want to give control to.
5. To take back control, click **Give Control** on the sharing toolbar again, and then click **Take Back Control**.

NOTE: You can enable people to automatically take control of your sharing session at any time, by clicking **Give Control Automatically** on the sharing toolbar. It is recommended to select this option only in small and casual meetings. To take back automatic permission, click **Give Control** on the sharing toolbar, and clear **Give Control Automatically**.

How to share a program?

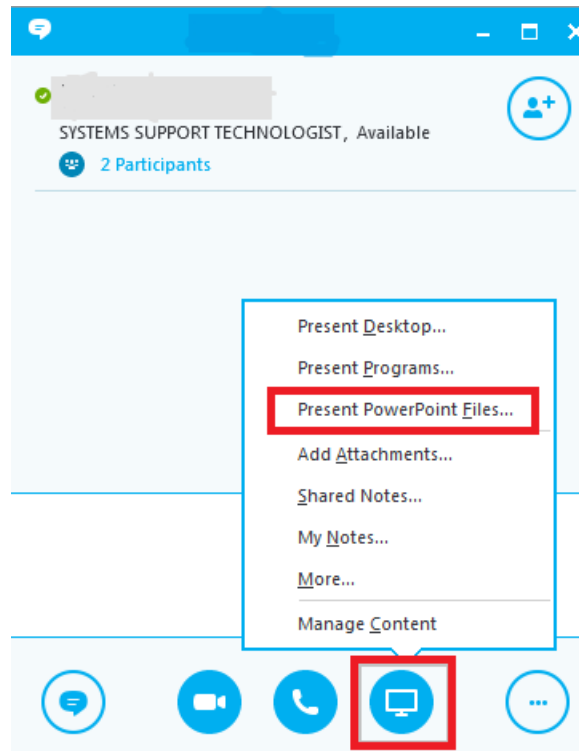
1. Launch the program you'd like to share.
2. Double click on the contact name with who you want to share your Program.
3. Click on the desktop/present icon at the bottom and select **Present Program**.



2. Skype for Business will display all of the programs you currently have open. Select **the program you'd like to share**.
3. You will now be presenting the program. The window with the program will appear to have a yellow outline, and you'll see the presenter's toolbar at the top. You can use the options on the presenter's toolbar to give control to others and end the presentation.

How to share a PowerPoint Presentation?

1. Select the **present icon** and choose **Present PowerPoint Files..**



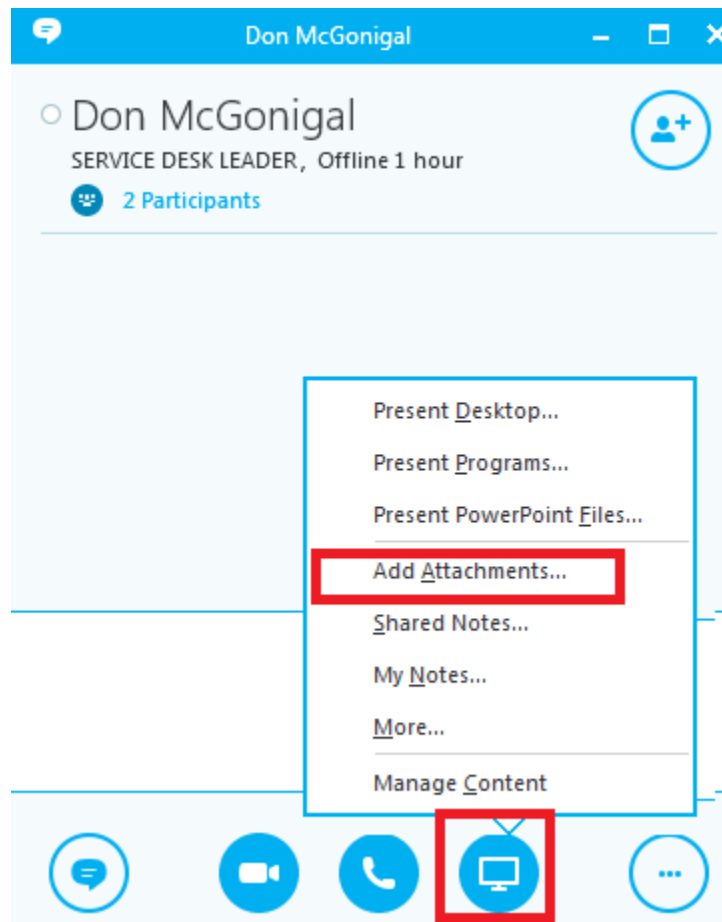
2. Find your presentation, and double-click it to upload in the meeting.
3. To move the slides, use the arrows at the bottom of the meeting, or the arrow keys on your keyboard.
4. If a slide contains a video, pause on the slide to unhide the video controls, such as **Play**, **Pause** or **Stop**. The audio plays for participants who used computer audio when joining.
5. Any animations in the slides play just like they do outside the Skype for Business Meeting.
6. Press **F5** on your keyboard to go to full-screen view, and **Esc** to go back to normal view.

Note: If someone else has uploaded and started sharing a PowerPoint presentation, you can move ahead or back to view the slides privately, or take control of the presentation. You must be designated as a presenter to do this. This won't interrupt the meeting, and you'll be able to

return to the slide that the presenter is currently showing at any time. Just select **Return to Presenter's View**.

How to upload an attachment to the meeting?

1. Click on the present/monitor icon and choose **Add Attachments...**



2. Find and select your file and click on **open**.

How to create a Whiteboard?

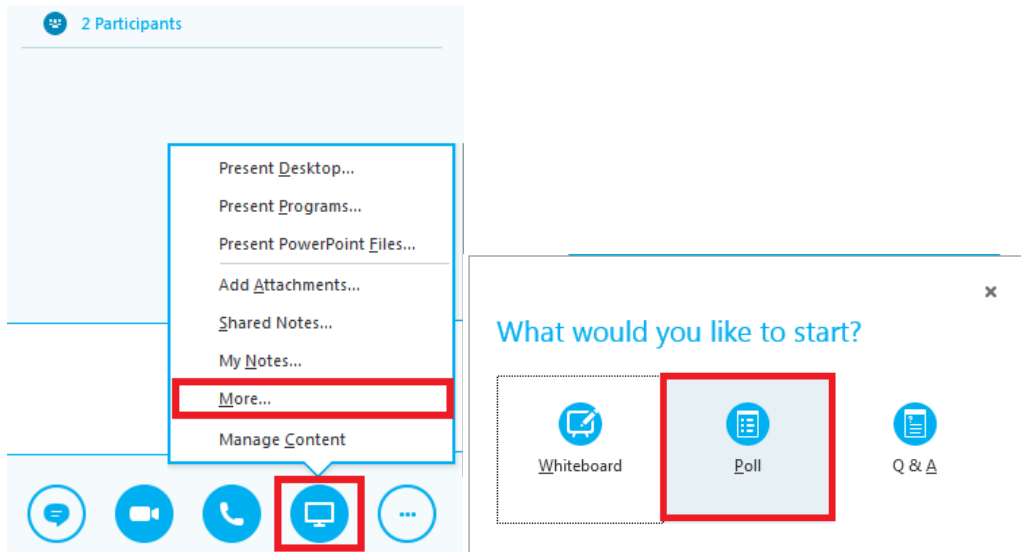
A Whiteboard is a blank page that you can use to work together with other meeting participants by being able to type notes, draw, or import images. When your meeting is over, you can save the Whiteboard with the data from the participants' collaboration.

For more on interactive whiteboards, see [Microsoft's website](#).

How to create and conduct a Poll?

Conducting a poll is a great way to get measurable feedback on a question. Polls are anonymous, and you can choose whether to hide or show results to attendees. You can export the results as a PNG.

1. Select the present/monitor icon.
2. Choose more and select **Poll**.



3. Give your poll a **name**.
4. Type a **question** to ask with the poll.
5. Provide **choices**.
6. Select **Create** to distribute to everyone in the session.

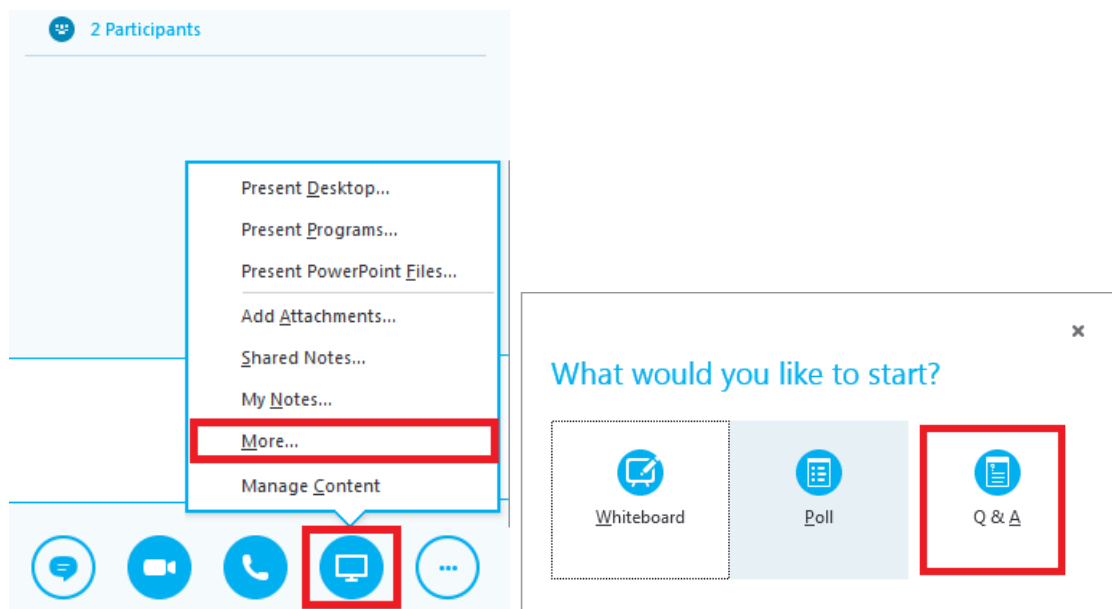
TIP: You can join your meeting and create a poll before your meeting starts.

How to enable Q&A?

Enabling Q&A (question and answer) provides a structured way for collaboration during the meeting. Any presenter can initiate the Q&A session. Attendees and presenters can ask questions, but only presenters can answer.

Note: When you initiate a Q&A session, meeting instant messaging will be turned off until the Q&A is over.

1. Click on the **monitor icon** and choose **More**.
2. Click on **Q&A**.



Note: If there are no other content presented, the content stage opens and displays the Q&A manager for all participants. If other content is active, the Q&A tab displays as a new tab next to the Presentation tab.

3. When a question is submitted, any of the presenters can click Answer and type a reply. Then press Enter on the keyboard to post the answer.
4. If you're presenting content when a question is submitted, you'll see a notification about the new question. You can click the **Q&A tab** at any time to answer the question, and then go back to Presentation tab to continue your presentation.
5. If you start typing an answer and change your mind, click **Cancel** to answer later, or for another presenter to pick up the question.
6. Click the Unanswered tab to filter for the questions that haven't been answered yet.

7. At the end of the session, click **Stop Q&A**. When Skype for Business asks if you want to enable IM, **click Allow All Meeting IM**, or click **X** on the notification if you want to keep the IM off.
8. If you want a record of the Q&A session, click **Save As**, type a name and save the file on your computer. Q&A is saved in Notepad and contains the questions, answers, time stamps and the names of attendees and presenters who participated.


How to Record Meetings?

When you record a Skype for Business Meeting, you capture audio, video, instant messaging (IM), screen sharing, PowerPoint slides, whiteboard, and polling. Any of the presenters can record a meeting and save it on their computers.

Please note:

- The recording of the meeting is saved on your local computer.
- When you begin recording, all attendees are notified.

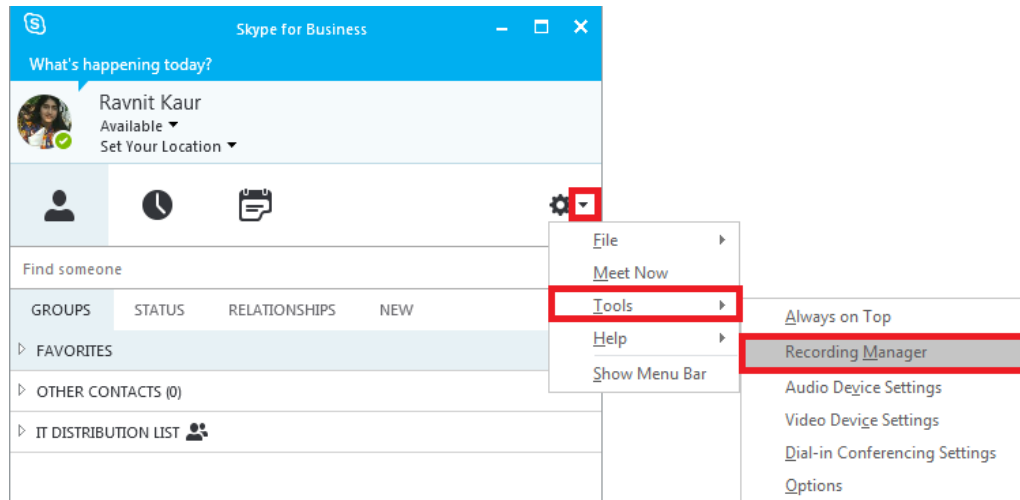
To record a meeting or conversation

1. In the meeting window, click **More Options** , and then click **Start Recording**.
2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.

After the recording is stopped, Skype for Business will process the recording and save it in a format that plays in **Windows Media Player**.

How to play, rename, or delete a recording?

1. Go to the Recording Manager by selecting the **black drop-down icon** by the options icon. Select **Tools** and then select **Recording Manager**.



2. Click on the record and then select **Play**, **Browse**, or **Delete**.