# INTRODUCTION TO SKYPE FOR BUSINESS FOR MEETING ORGANISERS

This document is intended to help set up and use Skype for Business with a focus on teaching and learning activity. It will show you how to set up and participate with the meeting. We recommend Outlook to schedule Skype for Business meetings (you will need the 2016 version). If you wish to set up a Skype for Business meeting then you need to have the Skype for Business App installed on your machine. At Aberystwyth University, Skype for Business is available via our Office 365 subscription. You should be able to [install](link) Microsoft Office yourself, but if you experience any difficulty, contact Information Services (is@aber.ac.uk / 01970 62 2400).

SETTING UP A SKYPE FOR BUSINESS MEETING

Before you set up your meeting, you will need to be signed in to Skype for Business.

- Launch Skype for business and log in using your Aberystwyth username and credentials:
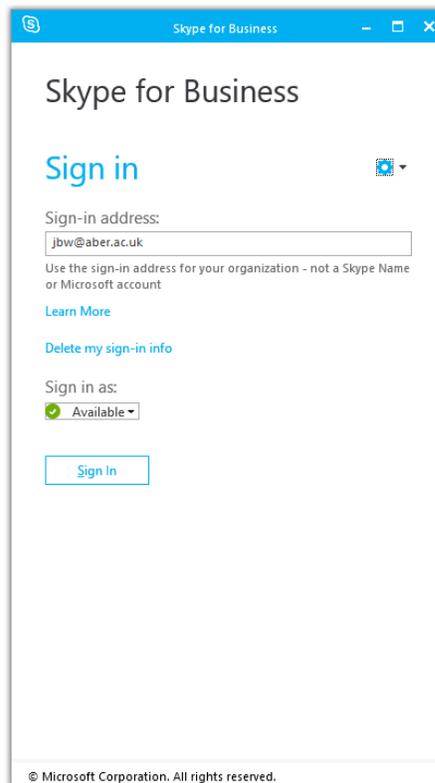
- Launch Outlook and open your Calendar
- Go to the date and time that you would like to have the Skype for Business meeting
- Double-click to open an appointment
- In the appointment window, click on **Skype Meeting**
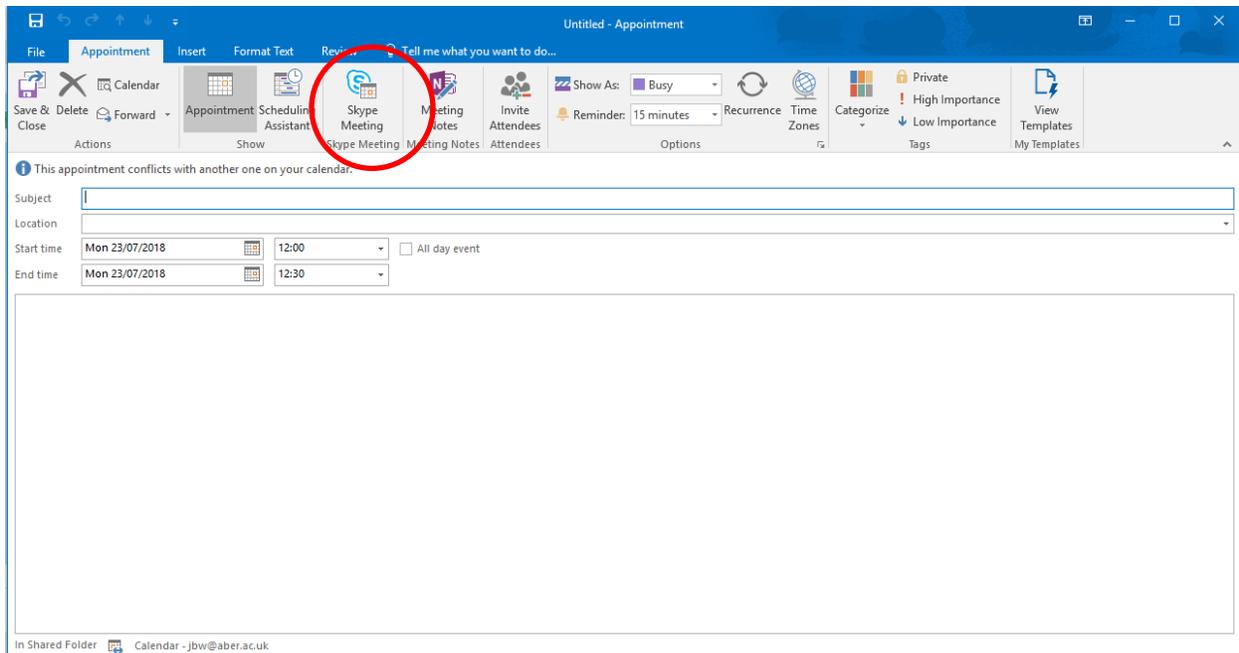
- The view of the appointment will change slightly and you will be able to enter some additional information.
- Enter the email addresses of the participants that you would like to take part in the Skype Meeting
- If you wish, enter a subject into the subject field
- You can also enter a message in the text field as you would with an email
- If there are any files or attachments (e.g. agendas), click **Insert** and **Attach File**. Attach the file as you would normally
- When you are happy with the content of the calendar appointment, click **Send.** This will generate an email to all the participants.

WHAT DO I DO IF SKYPE FOR BUSINESS DOES NOT APPEAR AS AN OPTION?

- Double-check that you have Outlook 2016 installed
- If you are using Outlook 2016 and the option is not available you may need to give Skype Meeting control onto your Outlook calendar:
  - Start Outlook
  - Click **File** and select **Add-Ins**
  - On the Manage menu, select **COM Add-Ins** and **Go**
  - In COM Add-ins window, ensure **Skype Meeting Add-in for Microsoft Office 2016** is checked

RECEIVING A SKYPE FOR BUSINESS APPOINTMENT REQUEST

The email is in the same format as an Outlook Calendar Request:

To accept the Skype for Business Meeting click **Accept**.

The email will disappear and the Skype for Business appointment will appear in the Calendar. You can view the information in the appointment at any time by double-clicking on the appointment in your calendar.

HOW DO I JOIN AND MANAGE A SCHEDULED SKYPE FOR BUSINESS MEETING?

### JOINING A SKYPE FOR BUSINESS MEETING:

If you have a meeting scheduled:

- Have a microphone and webcam ready to use on your machine (available to loan from Information Services) and that the machine is not muted
- Launch Skype for Business and login using your Aberystwyth Username and Password
- Go to the appointment in Outlook and click **Join Skype Meeting**:

Join Skype Meeting

Trouble Joining? Try Skype Web App

Before your meeting, you will get an Outlook reminder. On this reminder, you have the option join online:
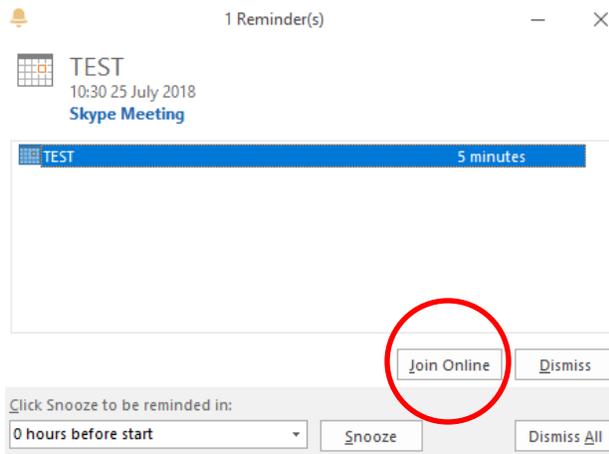
When you join the session, you will be asked what settings you would like to use. In most cases, select **Use Skype for Business (full audio and video experience)**

Click **OK**

The Skype for Business window will open:

HOW DO I MANAGE PARTICIPANTS?

The top left hand corner will list the participants who are present.

Clicking will provide further details about the participants in the meeting and also allow you to amend the settings of the participants.

Clicking on **Participant Actions** will allow you to apply settings to other participants:
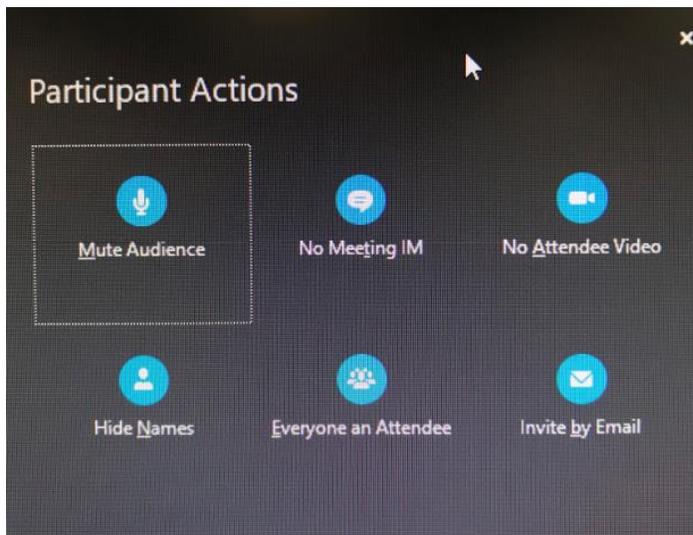
Clicking on **Invite More People** will allow you to add more participants to the meeting

HOW DO I USE SKYPE FOR BUSINESS TO CALL SOMEONE?

You do not need to schedule a meeting to use Skype for Business. Instead, you can search for people within the organisation and other contacts that you may have. To do this, launch Skype for Business app on your PC. Contact Information Services (is@aber.ac.uk / 01970 62 2400) if you do not have Skype for Business installed on your machine.

HOW DO I SEARCH FOR A COLLEAGUE?

If you are looking for someone from Aberystwyth University, begin entering their username into the **Find someone** field. Double click on their name and a new window will open where you are able call that individual.

HOW DO I SEARCH FOR ANOTHER PERSON?

If you are attempting to find someone who is not a colleague, begin typing their name or email address

Click on **Skype Directory** and locate their profile. Double click on their name and you will be sent the same options

HOW DO I RECORD MY SKYPE FOR BUSINESS MEETING?

You can record your Skype for Business meeting so that participants can look at the recording later. To do this:
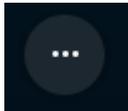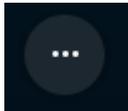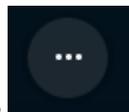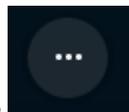
Click on the [icon] icon in the bottom right hand side of the screen.
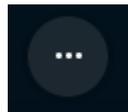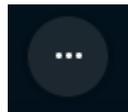
Select **Start Recording**

This icon will appear in the top right hand corner of the screen: [icon] to alert you that you are recording

To pause or stop the recording, select the [icon] icon and click **Pause recording** or **Stop recording**

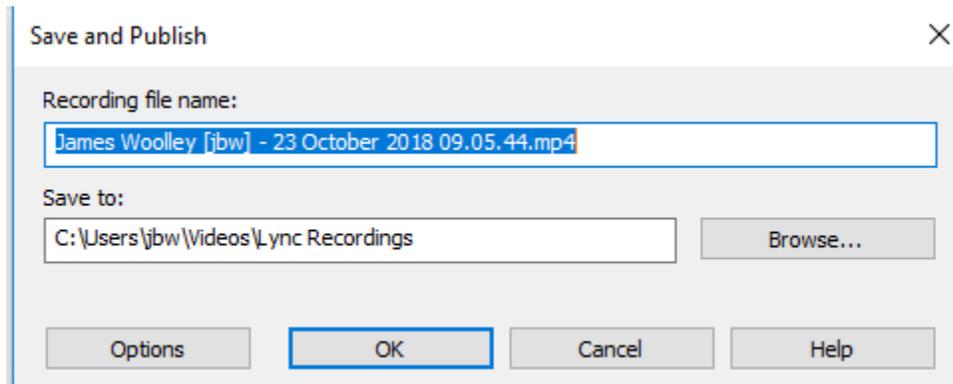### HOW DO I MANAGE MY SKYPE FOR BUSINESS MEETING RECORDING?

After you've finished recording, click on [icon] icon and select **Manage Recordings**

The following screen will appear:
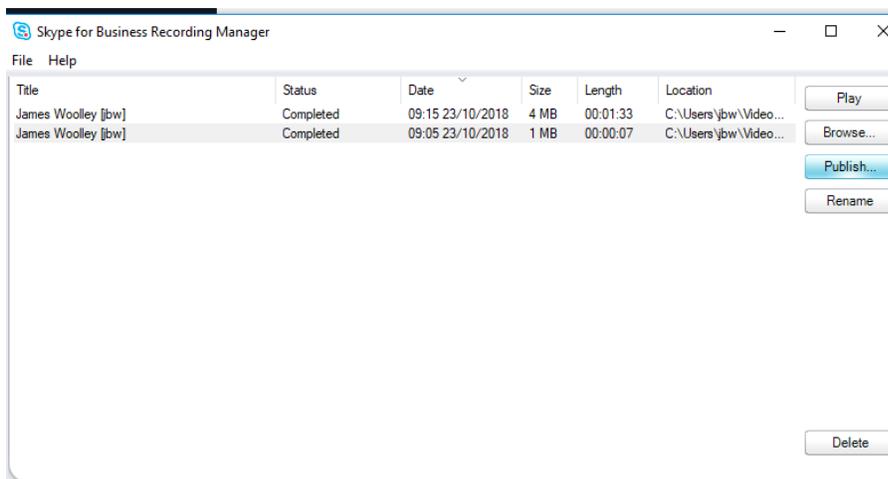
Here you can re-play your recordings and rename them. Once you have viewed the recording and you are happy to save it, click **Publish** and then choose where you want to save the recording.

The recording will be saved in MP4 format and be disseminated via email etc. as an attachment.

WHAT CAN I PRESENT USING SKYPE FOR BUSINESS?

There are a number of interactive tools that will support teaching and learning activities in Skype for Business.

HOW DO I RECORD MYSELF USING SKYPE FOR BUSINESS?

If you want to record yourself in Skype for Business, ensure that you have a webcam and that it is installed.

Select the icon and the webcam will load.

HOW DO I LOAD A POWERPOINT PRESENTATION?

Click on the Present Icon( ) at the bottom of the screen. Select **Present PowerPoint files**. A search window will then launch. Find the PowerPoint presentation that you wish to use.

The PowerPoint will load and you can give your presentation:

Click the ▶ icon to toggle between slides. As with PowerPoint, you have the option to view notes in the presenter view.

You can also click on thumbnails so that you can see what slides are coming up.

HOW DO I PRESENT SOMETHING ON MY DESKTOP?

If you're not using PowerPoint but would like to present something on your desktop, select the

 icon and then select **Present Desktop**

If using multiple screens, select the desktop that you would like to use to demonstrate.

WHAT INTERACTIVE FEATURES ARE AVAILABLE IN SKYPE FOR BUSINESS?

Skype for Business have a number of interactive features that are available to support learning and teaching.

Select the icon and select **More**.

There are 3 options available to you:

Whiteboard

Allows you to use whiteboard function on screen

Poll

Ask attendees to respond to a question with a poll

Q and A

Ask questions / provide answers throughout the session

HOW CAN PARTICIPANTS USE LIVE CHAT THROUGHOUT THE PRESENTATION?

Participants are able to use live chat throughout the presentation. This, however, can be disabled if you wish. Questions will appear in the Conversation tab on the lefthand side of the Skype for Business window.

INTRODUCTION TO SKYPE FOR BUSINESS FOR PARTICIPANTS

This document is intended to help you attend a Skype for Business session. It will show you how to join and participate with the meeting. At Aberystwyth University, Skype for Business is available via our Office 365 subscription. You should be able to [install](#) Microsoft Office yourself, but if you experience any difficulty, contact Information Services (is@aber.ac.uk / 01970 62 2400). You can join a Skype for Business meeting from anywhere as long as you have access to the Internet.

HOW WILL I BE NOTIFIED THAT ABOUT A SKYPE FOR BUSINESS MEETING?

The organisers of the meeting will send you a meeting request via email. This will appear like the one below:

If you are happy with the time for the Skype meeting then click **Accept**. The Skype meeting will then appear in your Outlook Calendar. If you click **Accept** then the Skype Meeting will automatically appear in your Outlook Calendar:
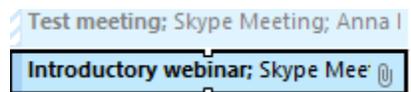
WHAT DO I DO WHEN A SKYPE FOR BUSINESS MEETING IS DUE TO START?

When it's time for a Skype for Business meeting, double-click the meeting appointment in your Outlook Calendar. If you have Skype for Business installed on your machine and logged in, click **Join Skype Meeting:**

You will then be able to join the Skype for Business meeting.

JOINING A SKYPE FOR BUSINESS MEETING USING SKYPE FOR BUSINESS WEB APP

If you don't have the desktop version of Skype for Business, or don't have a Skype for Business account, you can use the Skype for Business Web App to join a Skype for Business meeting from your browser.

To do this, open the original Skype for Business meeting appointment. Rather than click Join Skype Meeting, select **Try Skype Web App**:

On the Skype for Business Web App sign-in page, enter your name, and select **Join the meeting**.

Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.

You will then be able to join the meeting.