Skype

Setting Up

If you are using Skype for Business for the first time on a device you will need to find it in your Start menu then open it by clicking on the tile. You may need to login this first time.

Audio

Click on this button, bottom left corner, to open devices menu. You can also access these settings here.

Click Audio Device Settings

- Choose the device you want to use
- Click Speaker play button - use the volume slider to adjust
- Test your microphone by speaking
- Make sure your speakers are on & not muted
- When in a meeting your microphone should be Muted unless you are speaking

Video

- Click on Video Devices from the list
- Click on Camera Settings to adjust lighting & colour

How to connect to people

You can find people by entering their name or phone number in the search box. You should find your team members under Groups.

Hover over the persons image then choose how you would like to contact them

IM - Instant Message

Click on this icon to open an instant message.

You can:

- attach files to your messages.
- drag people from the Skype for Business window into your IM.
- present your desktop.
- change the IM to a Skype or Video Call

How to make a call

Video Call

A Video Call starts with video active.

Click the video camera to open the call

You can use the icons to:

- open the IM
- turn off video
- mute your microphone
- present your desktop

Pop out the video

Click here for full screen of the video part of the call

You can add people to your call

- drag people from the Skype for Business window into your call

Click find the person hover and click

Skype Call

A Skype Call starts without video

Click the phone to open the call

You can use the icons to:

- open the IM
- add video
- mute your microphone
- present your desktop

You can add people to your call in the same way you do in a Video Call.
How to schedule a meeting

Open Outlook and go to your calendar

Click on this to create a meeting

- **To** - Add people
- **Subject** - Add your subject
- **Start & End Time** - Choose your time. You can use the Scheduling Assistant to make sure all your participants are available.
- You can add a message or agenda above the line above Join Skype Meeting

Add people to your meeting

Once you have joined the meeting you can Add People in the same way you do in a Video or Skype Calls.

Add External People by Phone

External people can join your meeting from an invitation. But if you would like to call them into a current meeting using their phone number you will need to be in one of the TasTAFE Video Conference Rooms.

In the meeting

Right Click on yourself to:

- **Mute**
- **Lock the Video Spotlight** - this means everyone will be locked to your screen. Very useful if you are doing a presentation.

Record your meeting

Click here for recording options

Record

- Inform participants that you are starting the recording
- **Click Start Recording**
- This will appear at the top of the screen

Pause/Resume/Stop Recording

- You can Pause & Resume your recording
- **Stop** will end the recording

Manage Recording

- Open Manage Recording
- Once the recording is processed you can:
  - **Play** it
  - **Publish** it
    - **Save to**: allows you to save to particular folders and name the file.
    - **Options** allows you to decide what will be included in the recording.

Note: People without Skype For Business on their device will be directed to the Skype Web App
Share

Present your desktop

- Click on the icon and choose Present Desktop
- Choose which of the views you would like to share
- A pop up will ask you if you are sure Click OK
- You can Give Control/Take Back Control of your desktop to/from other participants

Once you have finished showing your desktop click on Stop Presenting

Present Programs

- Click on the icon and choose Present Program
- Choose the program you would like to share - all your open programs will display
- A border will surround the program you are presenting
- You will have the same controls as when you present your desktop.

Content

Scheduling a meeting creates a meeting space.
This means you can enter the space before the meeting and add content.
You can also add content during the meeting.

- Add Attachments - add files to share
- Shared Notes - opens shared notebooks in OneNote
- My Notes - opens your OneNote

More

- Whiteboard - opens a whiteboard in the meeting
- Poll - Poll participants
- Q&A - The Q&A closes down the IM and shares attendees questions and the presenters answers.

Manage Content

- Allows you to display the content you have created
- Allows you to move between the meeting content.

Participants

Click on the icon to see participants
- You can see all the participants
- Presenter can manage participants individually OR
- Click on Participant Actions
  - Mute Audience
  - No Meeting IM
  - No Attendee Video
  - Hide Name
  - Everyone an Attendee
  - Invite by email

Click on Invite More People
  - You can search for and add people to the meeting here