

 Skype for Business

QUICKGUIDE MEETINGS



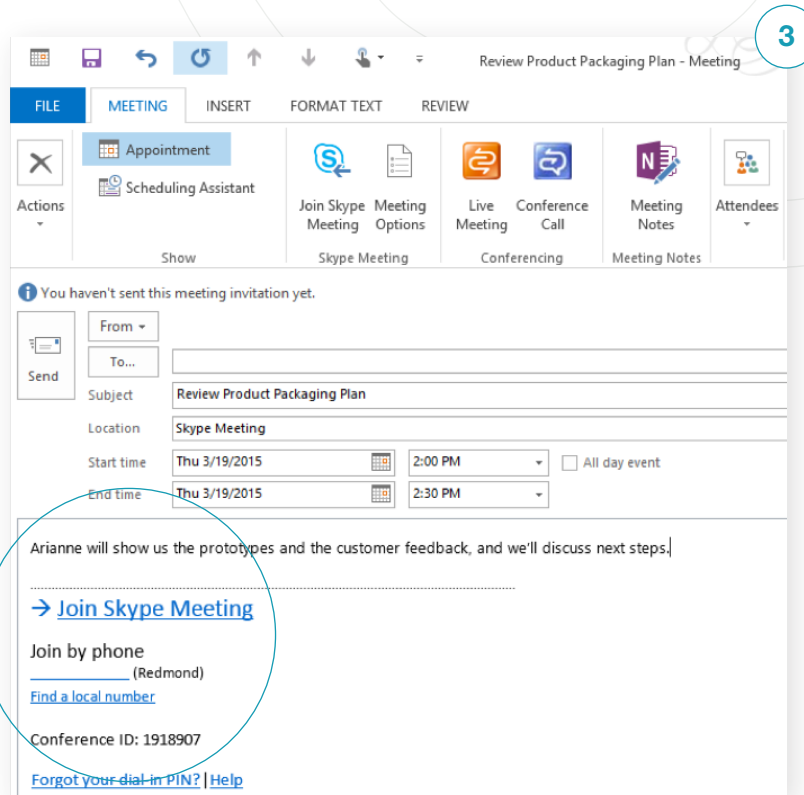
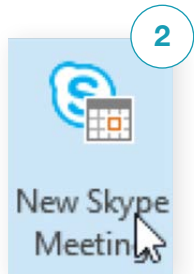
Business
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BOOK A SKYPE FOR BUSINESS MEETING

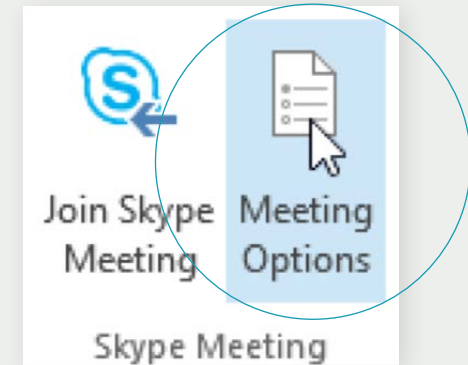
Book a Skype for Business meeting

This is an Outlook task

1. Open your Outlook calendar and then click the "Home" tab.
2. Click "New Skype Meeting"
3. Then fill in the meeting invitation as you usually do



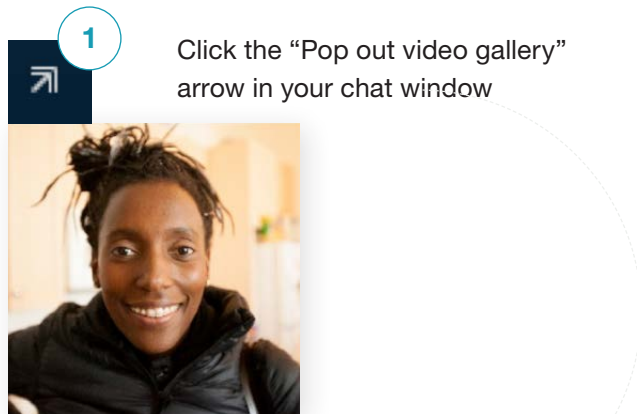
This is added automatically. Participants click the **Join Skype** Meeting link to join the meeting.



MEETING SETTINGS

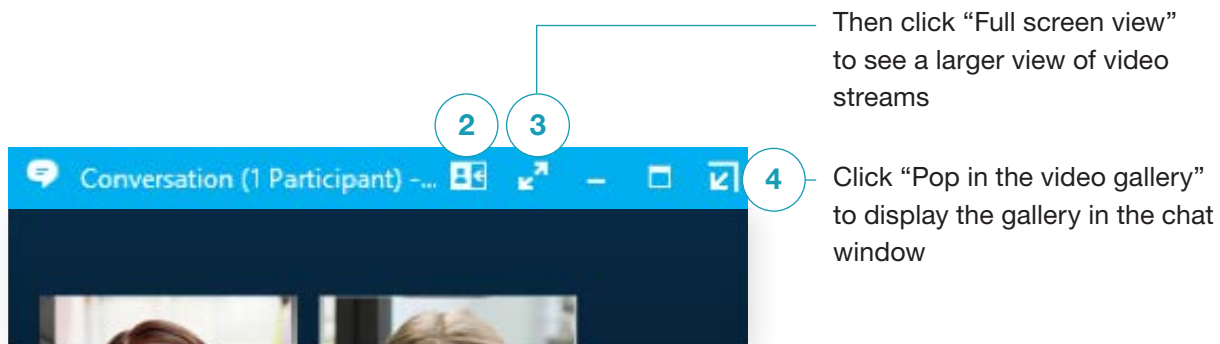
You can change meeting settings in Outlook before sending the meeting invitation. E.g. who may enter the meeting directly, or who must wait in the virtual lobby.

SELECT YOUR VIEW



1 Click the “Pop out video gallery” arrow in your chat window

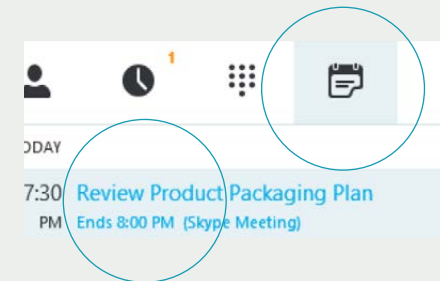
- 2 Then click the “Pick a Layout” button and choose a view
- Gallery View:** displays everyone’s video streams
 - Speaker View:** displays only the presentation host’s
 - Content View:** displays only meeting content
 - Compact View:** displays images of the participants in a compact window



Then click “Full screen view” to see a larger view of video streams

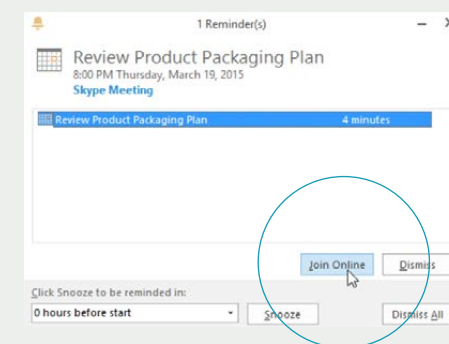
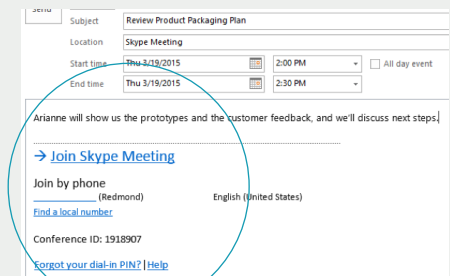
4 Click “Pop in the video gallery” to display the gallery in the chat window

JOIN A SKYPE MEETING



Click the meeting tab in the main window and double-click the meeting you want to join.

Click “Join Skype Meeting” in the meeting invitation.

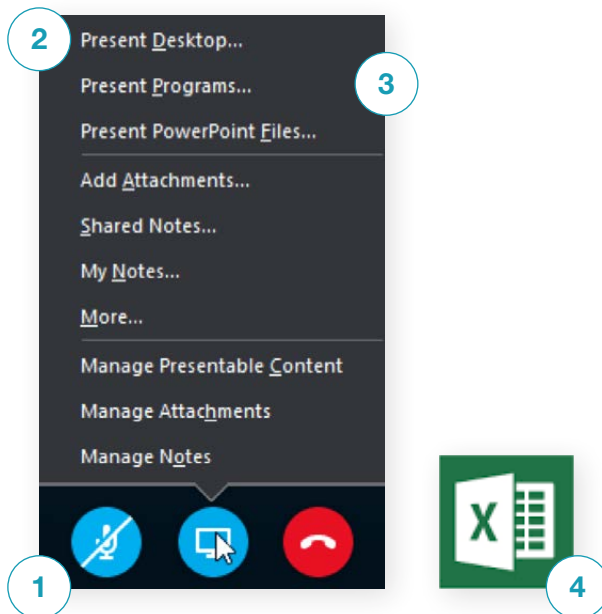


Click “Join Online” in a meeting reminder.

SHARE YOUR DESKTOP OR AN APPLIKATION

Do you need to show what you're talking about? Then do the following:

1. Click "Present" in the meeting window
2. Then click "Present Desktop" to display the full content of your desktop
3. If you want to show an application, click "Present Application"
4. Then double-click the application you want to share



SHARE A POWERPOINT PRESENTATION



Done presenting?
Click:

Stop Presenting

Proceed to next slide

Show thumbnails of slides and choose the next one to display

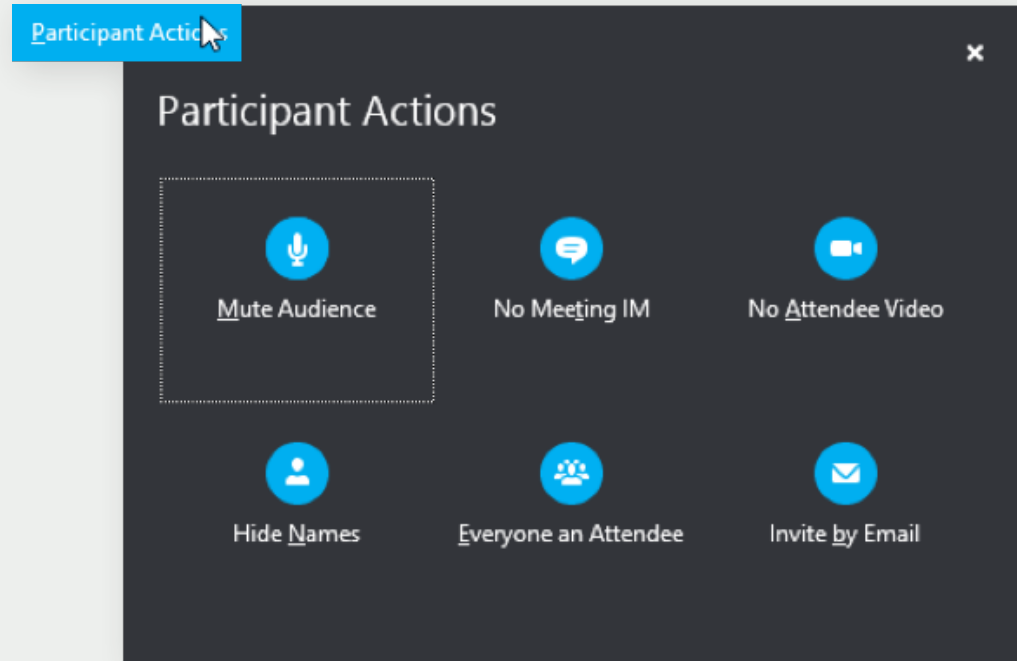
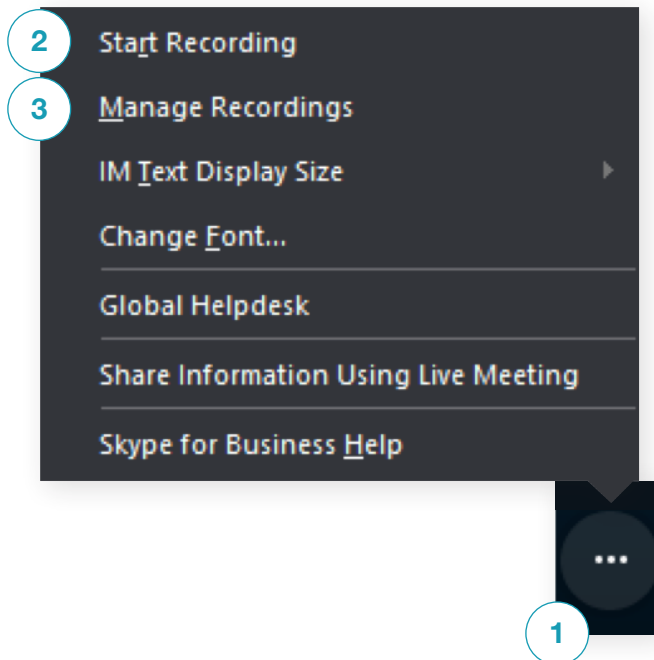
See the presentation host's notes (just you – the other attendees can't see them)

RECORD AND PLAY BACK A MEETING

With Skype for Business it's easy to record audio, video, chat and what is being presented.

All you need to do is:

1. Click the "More options" button in the meeting window
2. Then click "Start record"
3. Then go to "Manage recordings" to publish, play, rename or delete the recording



MANAGE MEETING ATTENDEES

Is the meeting becoming unmanageable?
Then you can take control as presentation host.

Click the "Attendees" button to open the list of attendees.
Then click the "Attendee Actions" button.
Then click one or more times to use the settings for all attendees.

Need to invite
more people? Click:

[Invite More People](#)