

 Skype for Business

QUICKGUIDE VIDEO



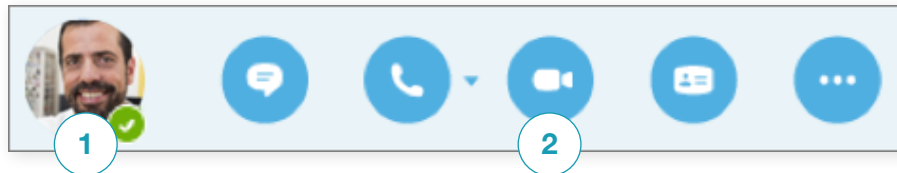
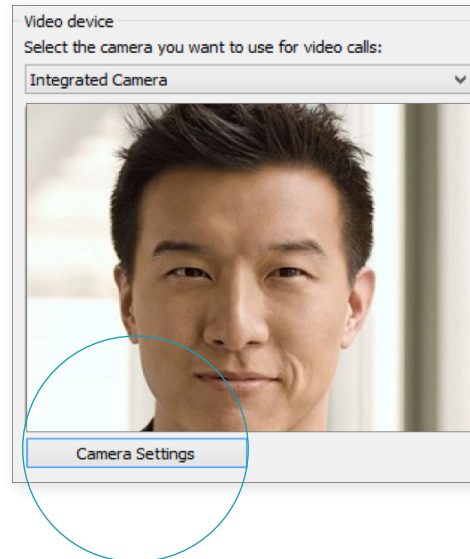
Business
Helt enkelt

CONFIGURE YOUR VIDEO DEVICE

You must use a camera to share a video of yourself.

- From your main window, click the gear and then “Video Device settings”
- If you can see yourself on the screen, you’re ready.

If you can’t see yourself, adjustments must be made. Click “Camera options”



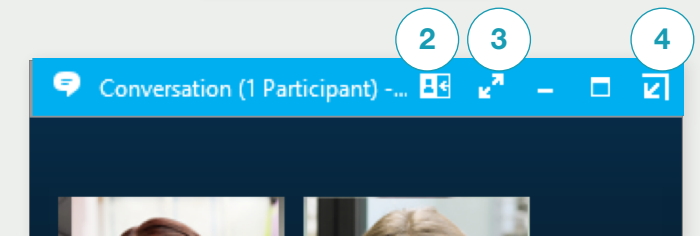
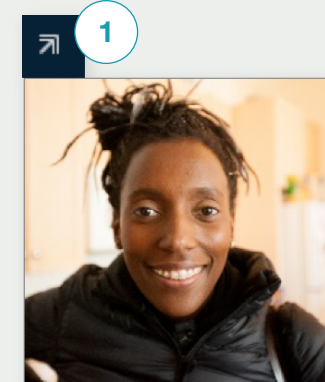
START A VIDEO CALL

To start a video call, you must:

1. Click the contact’s photo to display the five icons
2. Then click the video icon. A message will appear on the other person’s screen to ask if he/she will accept your call
3. Click the video button again to stop showing video.

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 your 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
3. 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 again



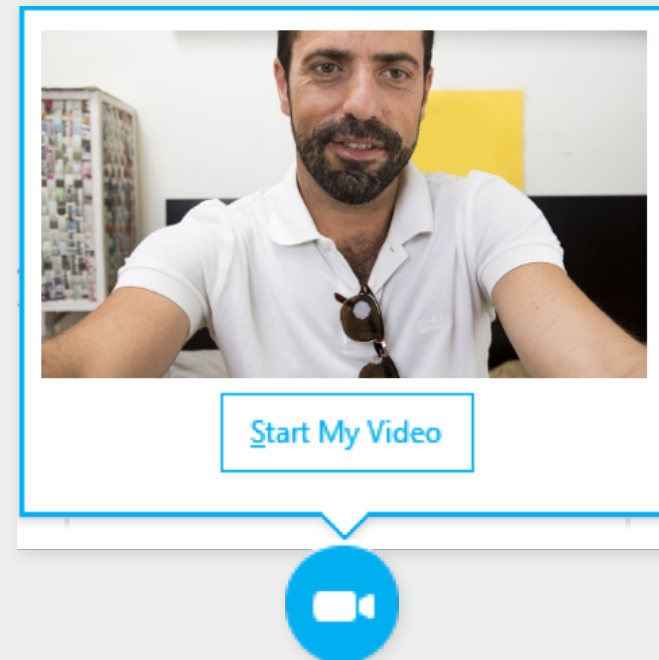
ANSWER A CALL

When you receive a call, a window will appear at the bottom right corner of the screen.

- Click anywhere in the window to answer the call
- Click “Ignore” to reject the call
- To start a chat with the person calling, click “Settings” and then “Answer by chat”
- To reject calls you must change your status to “Do not disturb” by clicking “Settings”

ADD VIDEO TO A CHAT

1. Click the camera icon in the chat window to see a preview of yourself
2. Adjust your camera or yourself, if necessary
3. Then click “Start my video”
4. To stop your video, click “Stop my video”



**Need to invite
more people?** Click:

[Invite More People](#)

START A VIDEO MEETING

If you want an ad-hoc meeting, you can start a video meeting at any time. It only requires that the persons you want a meeting with are available. You can add them to a meeting immediately without booking a meeting later

- You can start video meetings with those you want by pressing the “Ctrl” key and clicking their photos
- Then right-click and click “Start video”. When you start a video call you automatically use Skype for Business computer audio.



MANAGE MEETING ATTENDEES

Is your meeting becoming unmanageable? Then you can take control, if you're presentation host.

1. Click the attendees button to open the “Attendee panel”, where you can see the list of attendees.
2. Then click “Attendee Actions”
3. Then click one or more buttons to apply the settings to all attendees.

