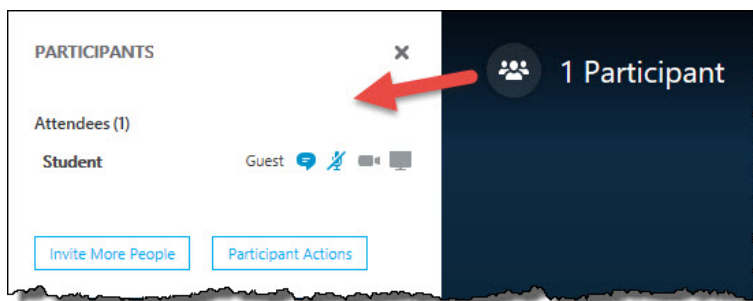
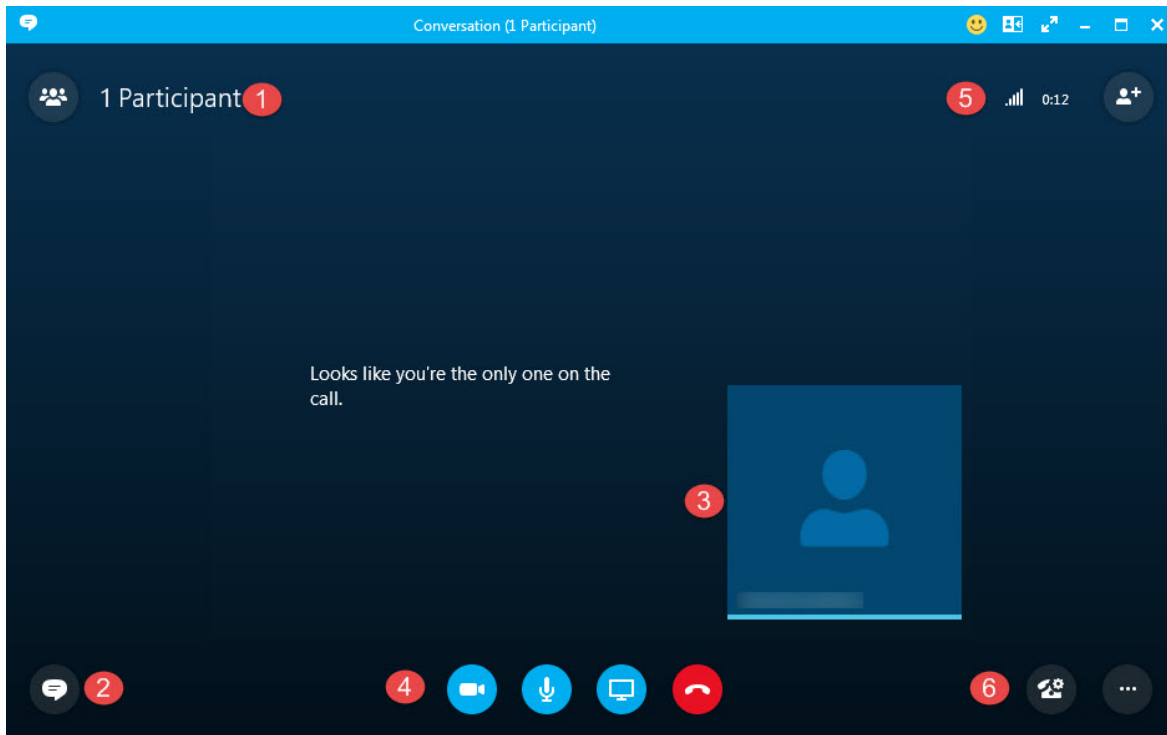


## Orientation to your Skype for Business session:

Once you complete the login to your Skype for Business session, there are several functions to take note of.

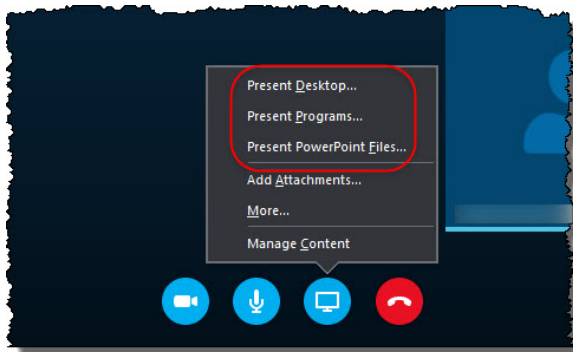


1. When you click the Participant icon it opens the Participants window on the side of the meeting window. This shows all users and the state of the video, microphone, Conversation & Presentation rights.



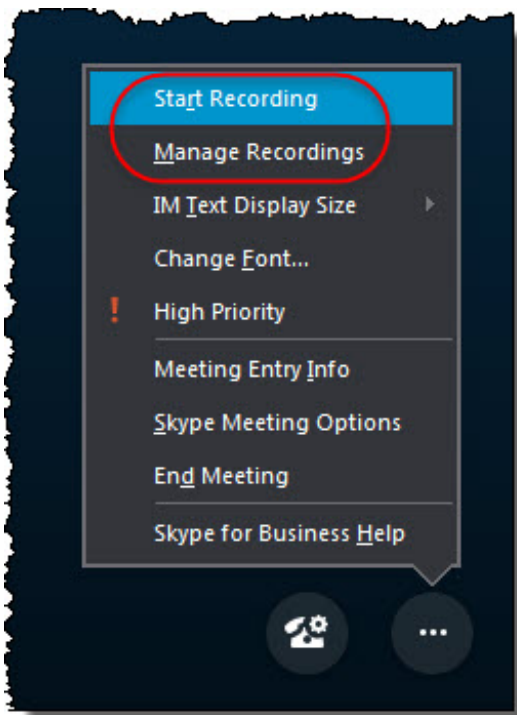
2. When you click on the Conversation icon it opens the Conversation window below the Participants window. This allows you to text to your faculty or other participants.

3. Shows the images of users in the meeting. This can only be populated if you are using the full Skype for Business client.



4. Quick links to enable / disable your video camera or audio disconnect from the meeting and interact with a presentation method. There are 3 methods that you can choose from. Desktop will show everything on your entire desktop. Programs will allow you to share a program installed on your computer. PowerPoint Files allows you to share a PowerPoint presentation.

5. Shows you the strength of your connection, the length of time you've been logged in and the ability to change the screen layout. It also has an icon with a shortcut to allow you to invite additional attendees.



6. Shows icons which hold additional options. The first option will allow you to change your audio recording devices. The second icon will allow you to change other options, including allowing you to start a meeting recording. Once the recording is completed, it can be found when clicking on Manage Recordings. You can also change the rights attendees have when they log in, by clicking Skype Meeting Options and changing the current settings.