YOUR GUIDE TO
Skype for Business

nscc

Welcome to Skype for Business

This is the **Skype for Business** app

Skype for Business is probably **installed** on your **computer**. If it isn't, **talk to IT Services** at your campus.

If you're using a different setup -- for example, if you're using a phone or a Mac to access Skype for Business -- **your options may look different**. Talk to your campus IT Services tech if you have problems or questions about using Skype on your system.
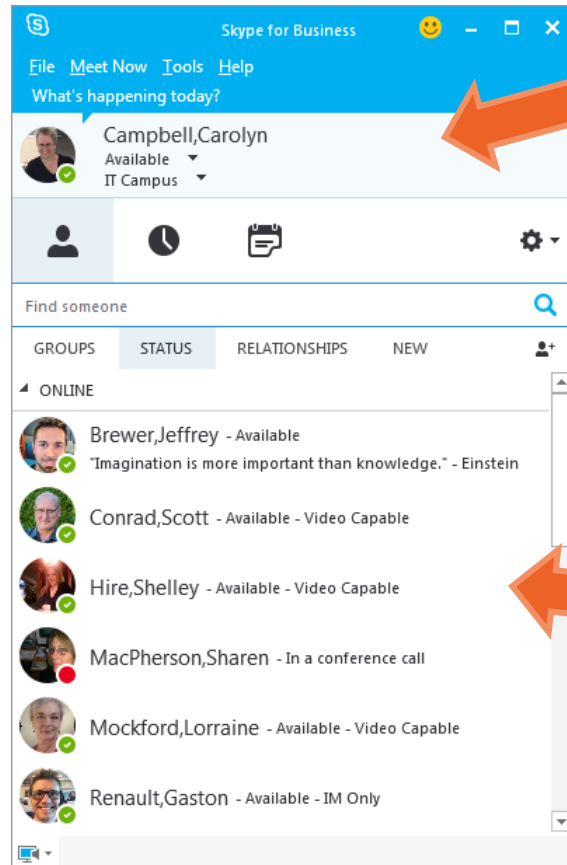
Your profile picture, status & location (you can change these)

Your options

Your contacts and groups (you can add people)
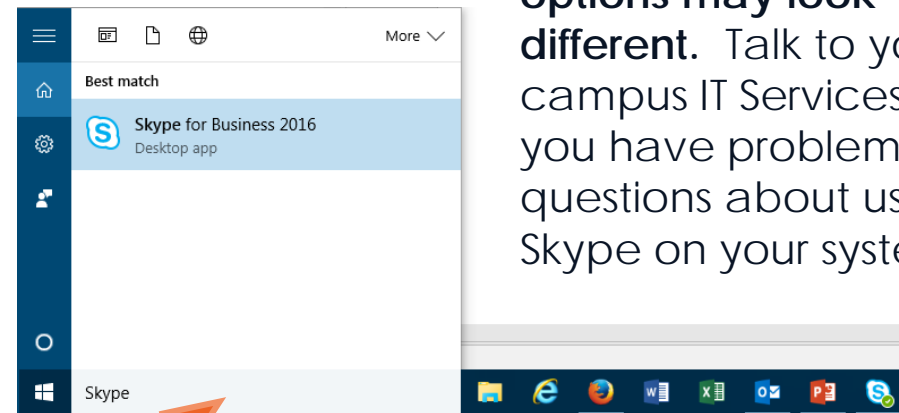
search for it

How do I change my personal options?

Open the **Skype for Business app**.
Click on **Tools** to see your options.
You can also use Tools to **check your audio**.
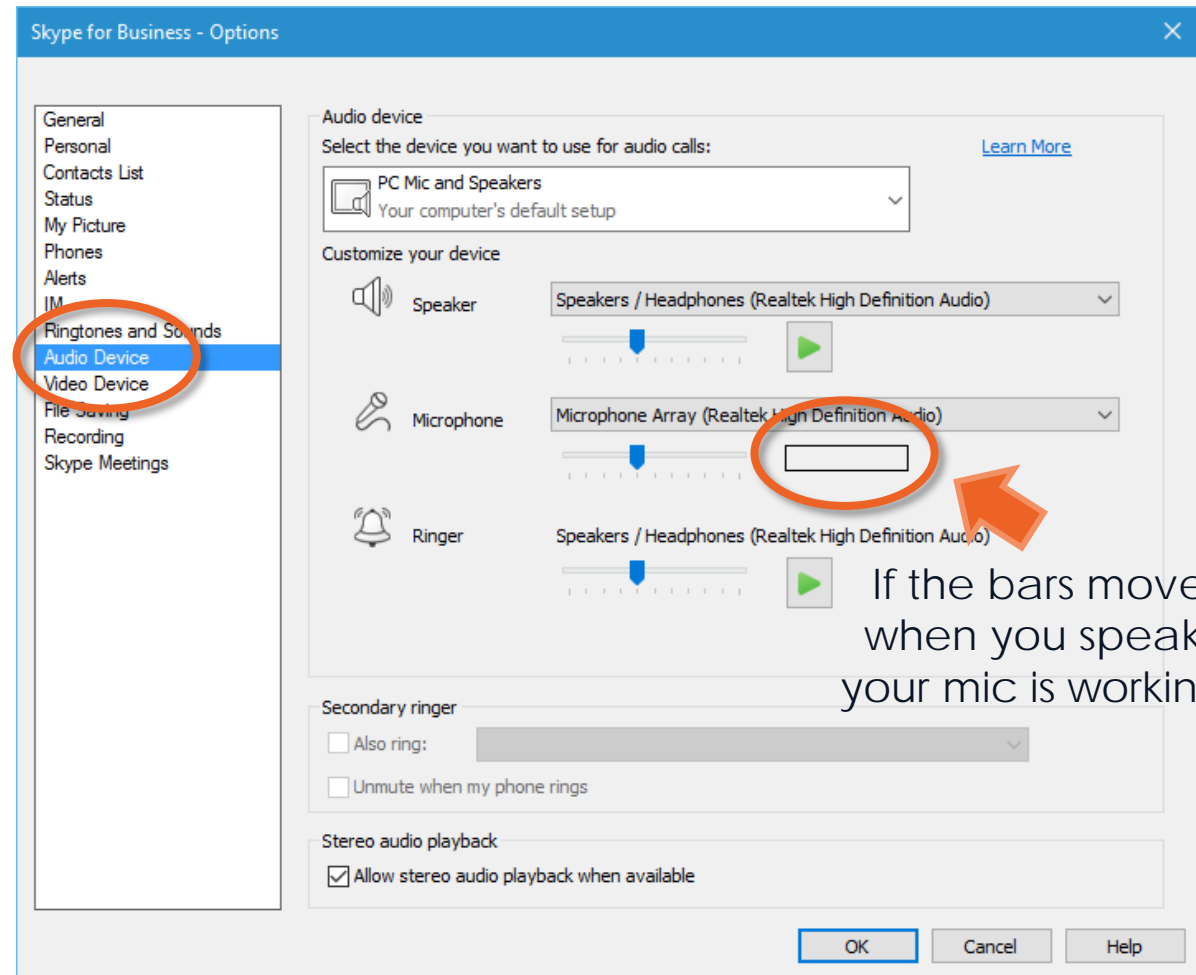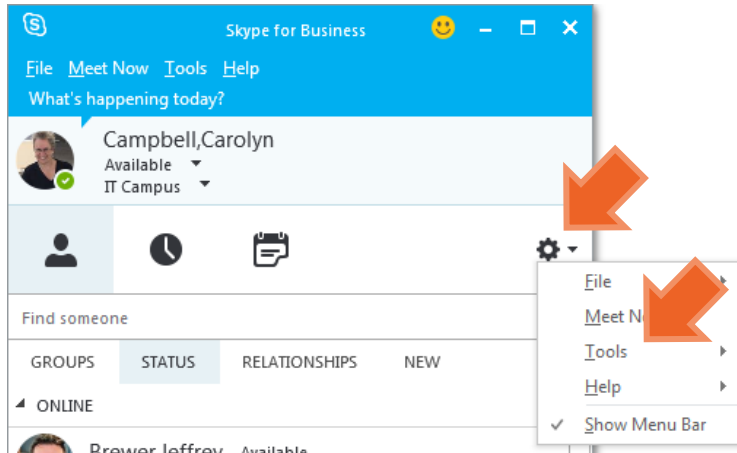
What if I don't have the app?!

Many students won't have the app. That's ok.
They won't need it to join your meeting. Instead,
they can use **web-based Skype for Business.**

If someone doesn't have Skype for Business installed on their computer, they can use a **web-based Skype for Business**. They'll see a window like this when they click the link to your meeting.

They'll be asked to **download** a **plug-in**. This takes a few minutes.
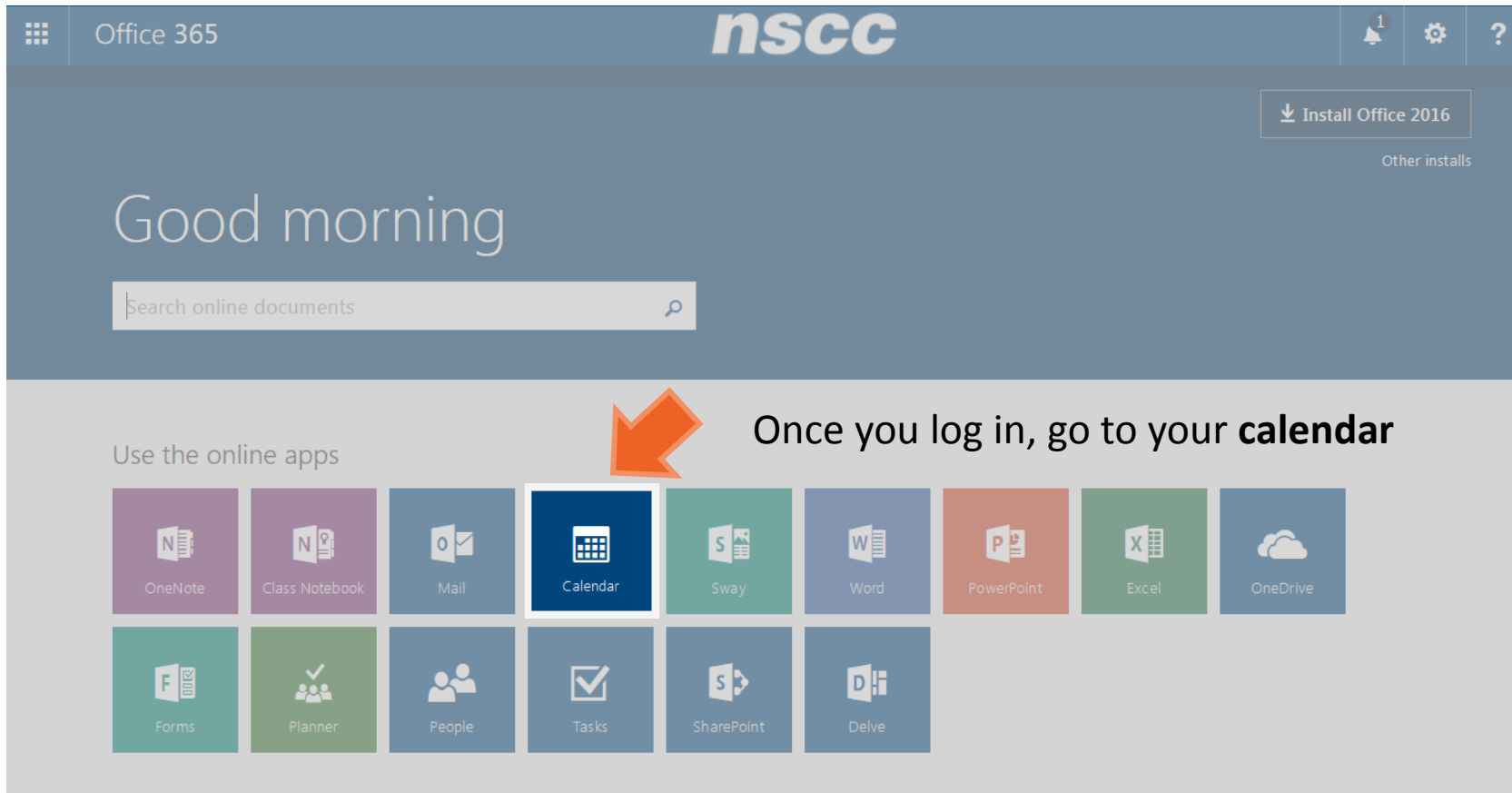
How do I set up a meeting?

You can do it in your Outlook calendar. In this guide, we'll show you how to set up a meeting in Office 365. If you'd like to give it a try, start by logging in to the **Office 365 portal** here: https://portal.office.com
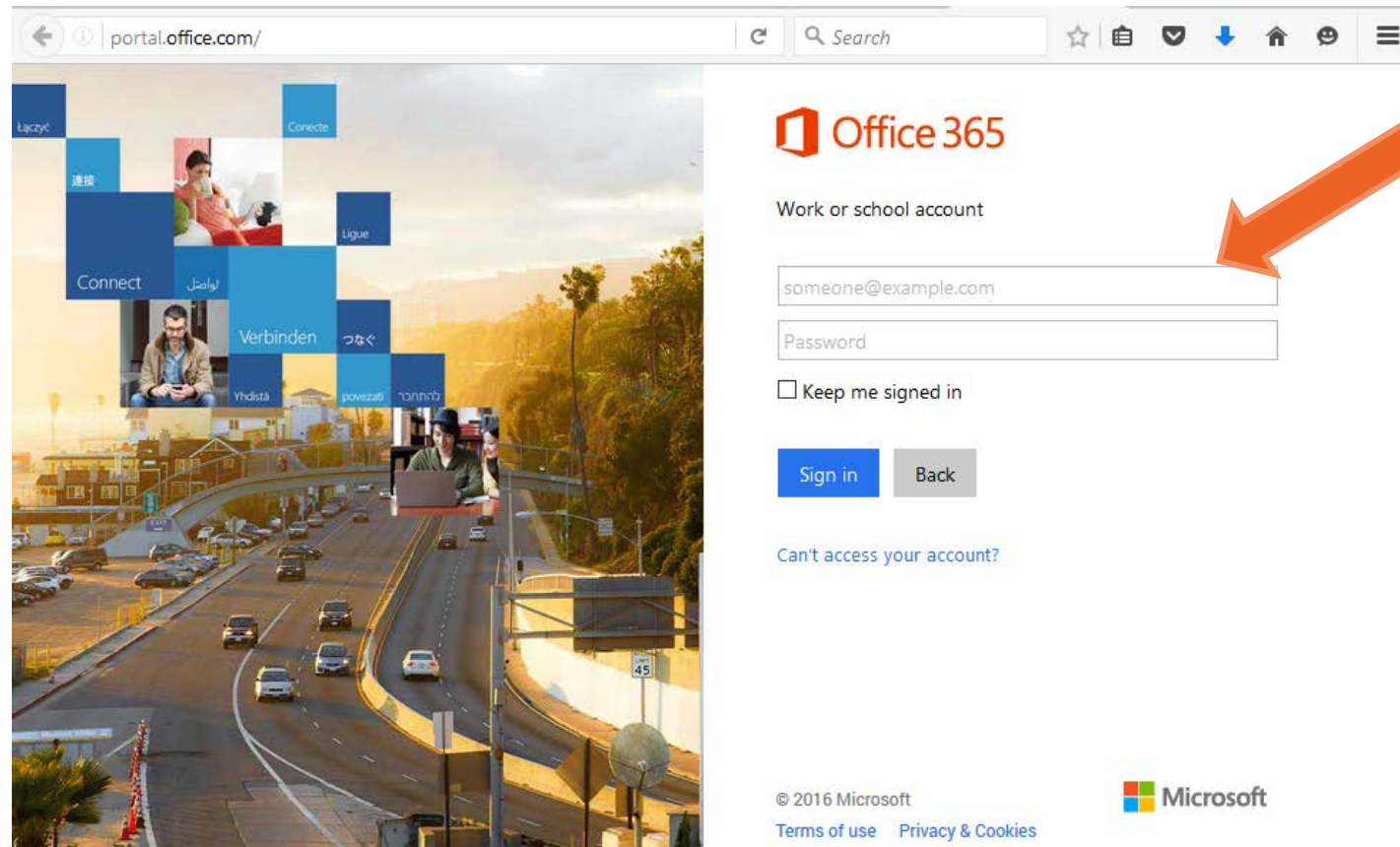
W000000@campus.nscc.ca

your NSCC password

How do I set up a meeting?

Go to your **Outlook calendar**.

Once you log in, go to your **calendar**

How do I set up my first meeting?

①
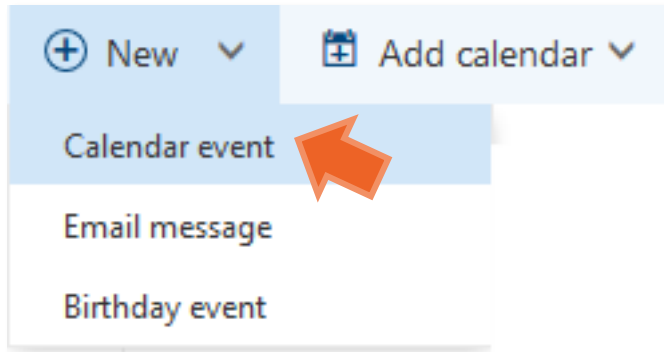
create a **new meeting**

②
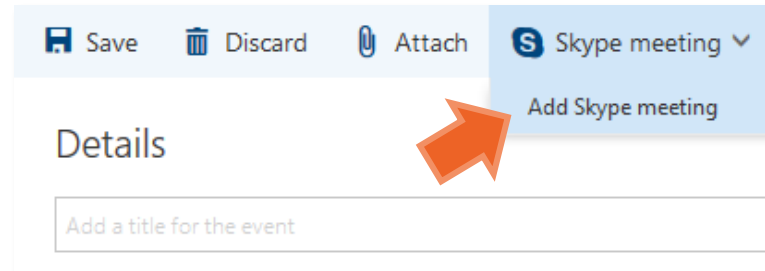
add Skype to your meeting

You can invite up to **250 NSCC staff or students** to your session.

How do I log in to my meeting?

Just join your session by **clicking the link in your Outlook meeting**.

click the link in your Outlook invite
to join a Skype meeting
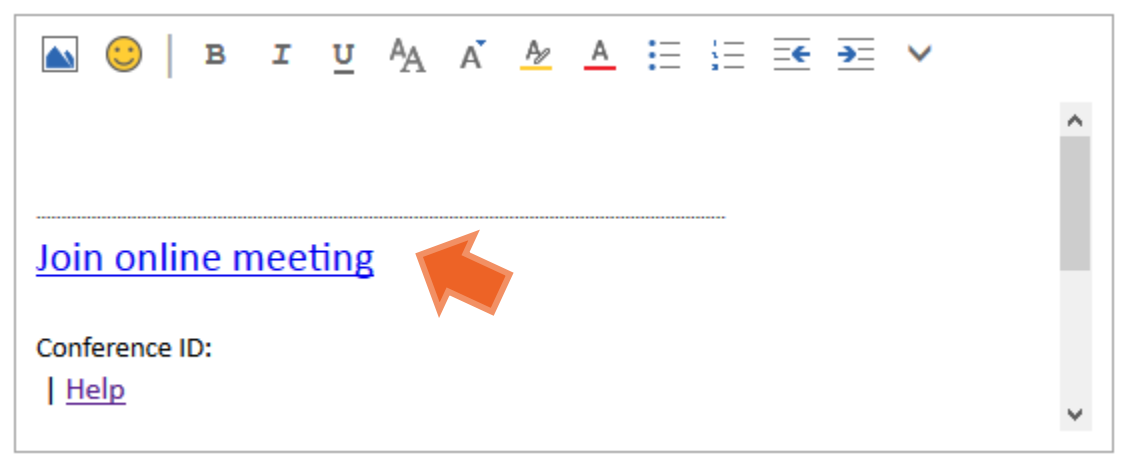
*TIP
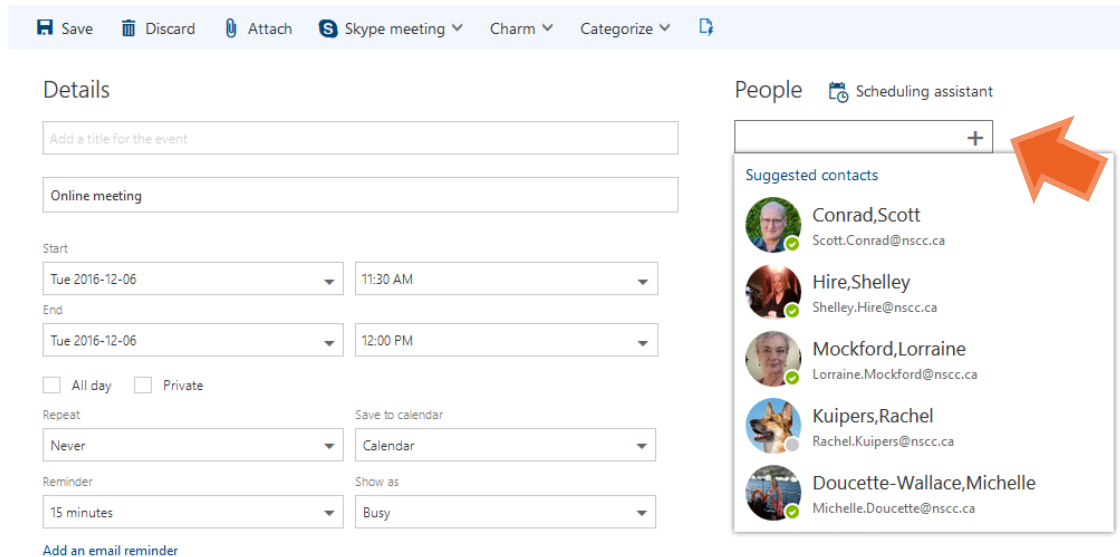
You may need to
click **CTRL** + **click** to
open the link.

How can other people join my meeting?

There are lots of ways to **invite people** to your meeting.
Here are a couple of options.

❶

❷

You can **add people** to your
Outlook meeting

Or, you can share by **cutting and
pasting the link** – for example, in
your **News** in **D2L**

What does a meeting look like?

The "stage"
You can present **PowerPoint** slides, create a **poll** or sketch on a **whiteboard**

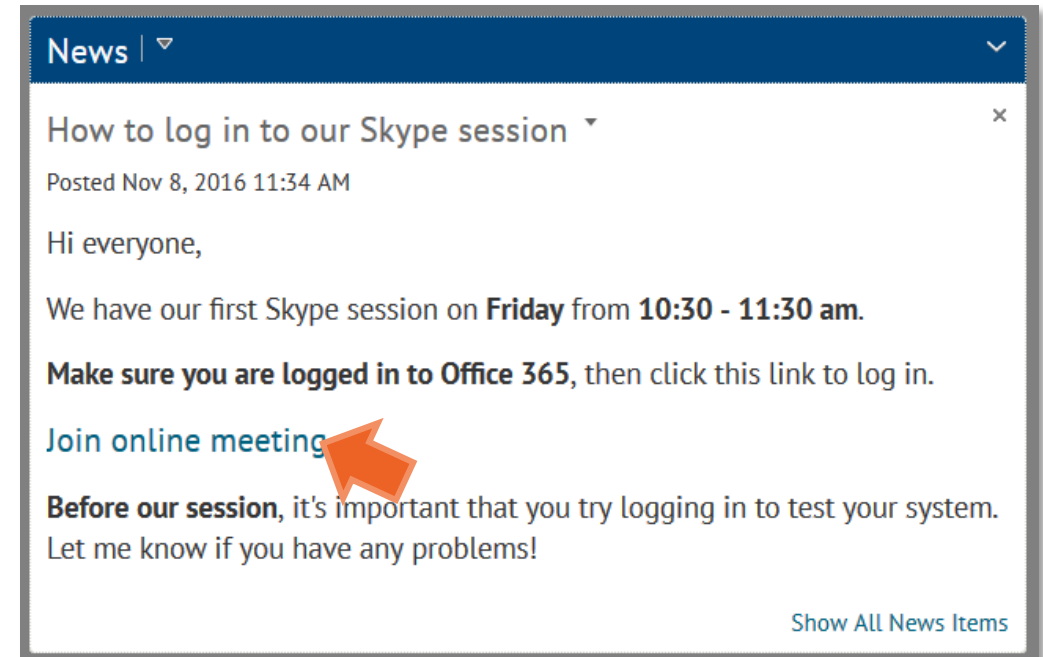**Participants**
See **who's** in your meeting

Profile
Here's where you see video or a picture of the people in your meeting. (Once you present content, only **you** and **the person speaking** appear on the screen)

Chat
Send a **message** to the group

Use a **webcam**, **microphone**, **manage** the **content** on the stage

---

Conversation (1 Participant)

PARTICIPANTS

Presenters (1)

● Campbell, Carolyn

Invite More People | Participant Actions

CONVERSATION

Tuesday, November 8, 2016

hi!

1 Participant

5:31

Looks like you're the only one on the call.
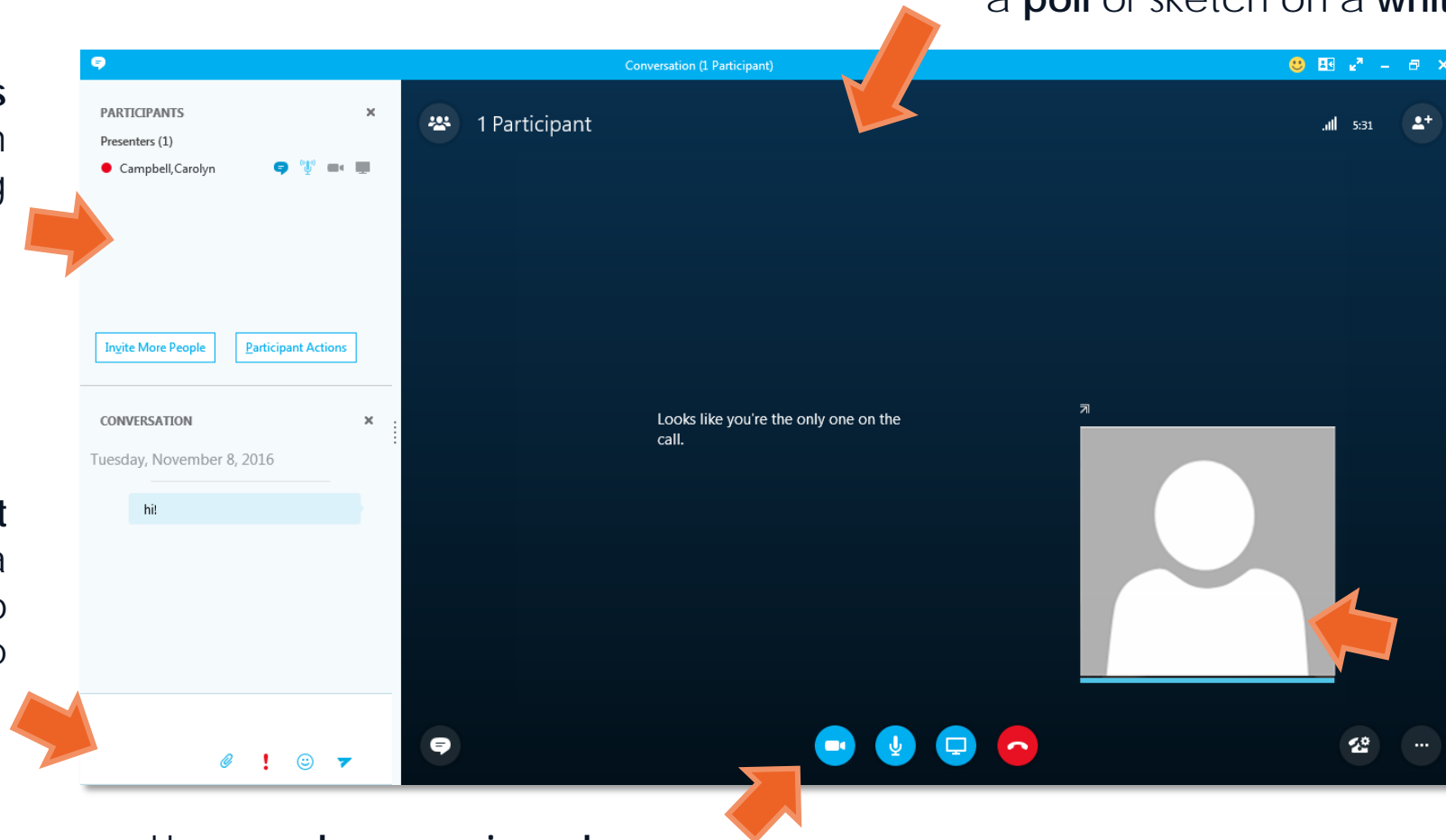
How do I manage my meeting?

Click the **Participants** button to see a list of people in your meeting

Click the **Chat** button to see the chat.

*TIP

You may need to remind students to do the same so they don't miss the conversation!)
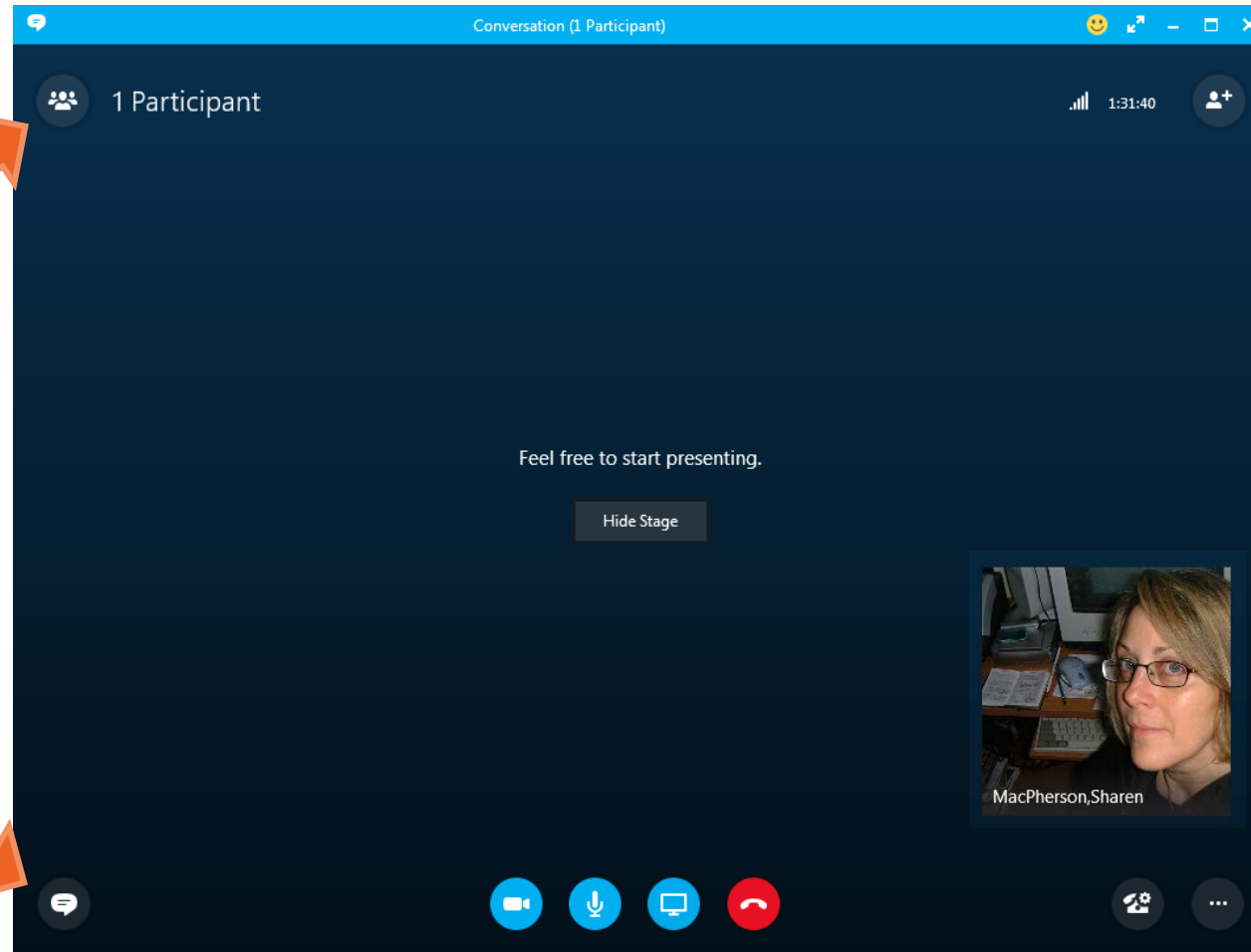
Your profile picture will be visible to participants when they log in and when you speak

Conversation (1 Participant)

1 Participant

1:31:40

Feel free to start presenting.

Hide Stage

MacPherson,Sharen

How do I talk or start my webcam?

Start My Video
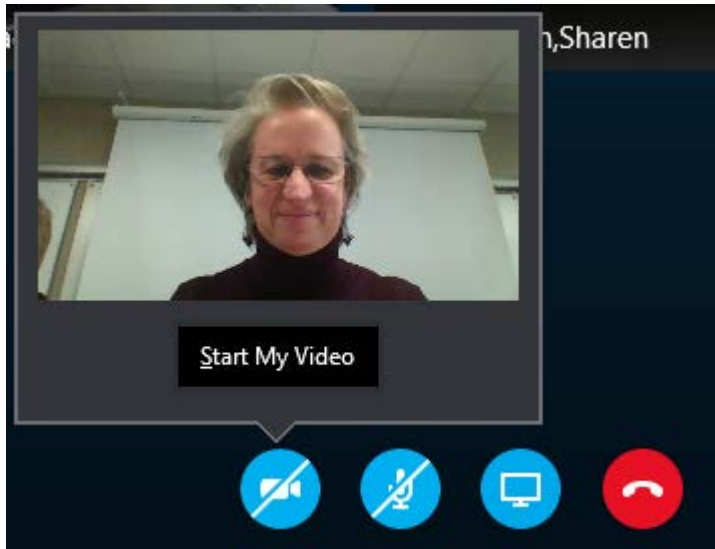
Use your **webcam** and turn on your **mic**
(You can preview your video before it goes live)

Hold   Transfer   Devices

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0	#

If you're having **problems** with your **headset**, you might try switching.

*TIP

Most times, **you won't need a headset** to use Skype for Business.

How do I manage my session?

PARTICIPANTS

Presenters (5)

- 🔴 Campbell,Carolyn
- 🔴 Conrad,Scott
- 🟡 MacPherson,S
- 🔴 Mockford,Lor
- 🟢 Simpson,Jim

Unmute
Remove from Meeting
Make a Presenter
Lock the Video Spotlight
Pin to Gallery
See Contact Card

Invite More People   Participant Actions
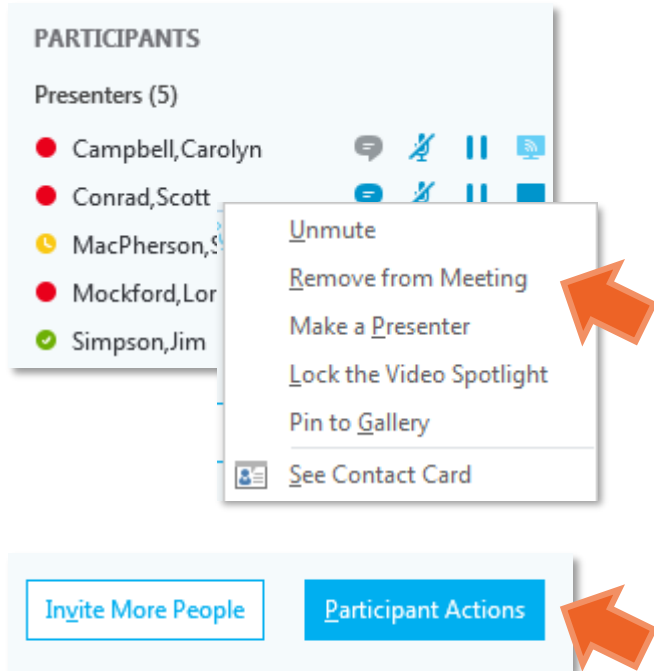
Right-click on an **attendee's name** or click on **"Participant Actions"** to see your **options**.

Participant Actions

Mute Audience   No Meeting IM   No Attendee Video

Hide Names   Everyone an Attendee   Invite by Email

You can mute everyone's mic or turn off everyone's video from "Participant Actions"

Notice the **icon** that tells when a **mic** is **muted**?

Conrad,Scott
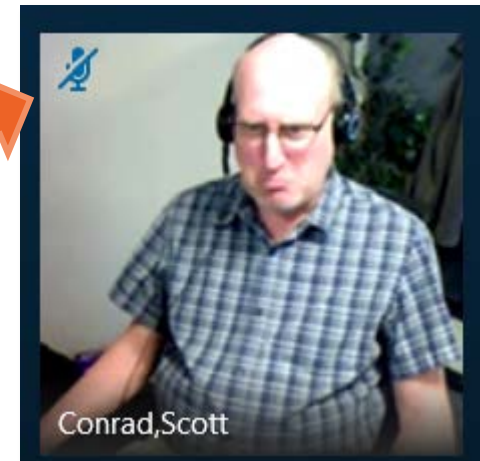
How do I share content?

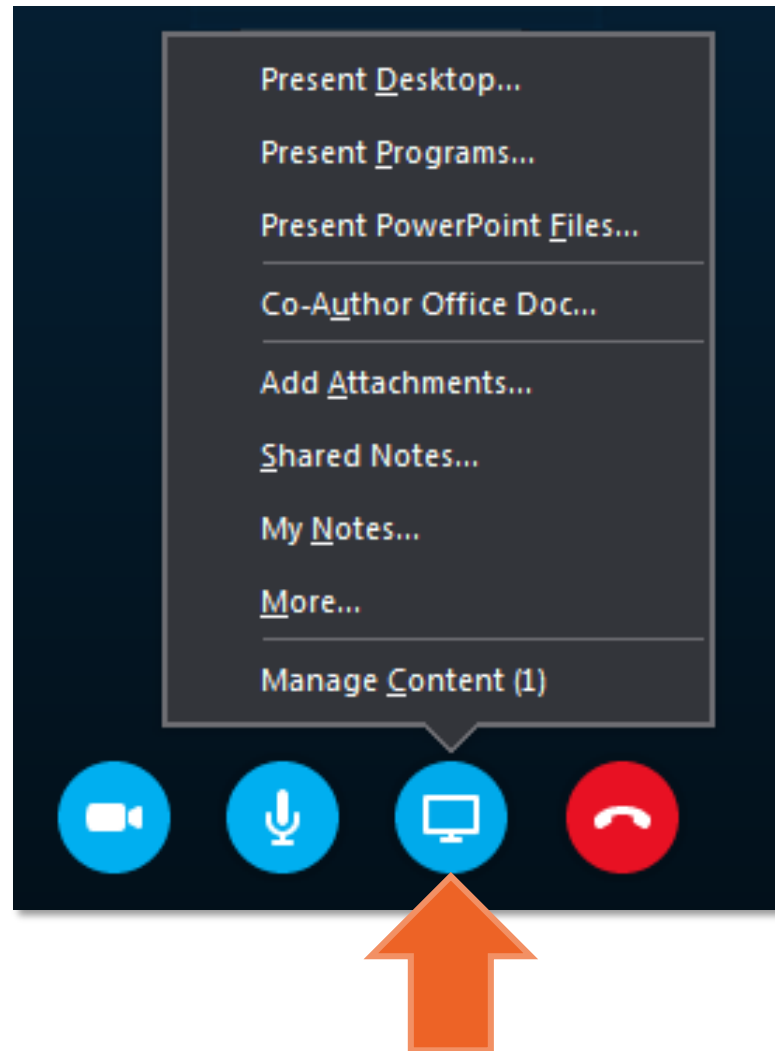You can present **PowerPoint** slides, take a **poll** or give students an opportunity to brainstorm on a **whiteboard**.

*IMPORTANT

Your **options may look different** than the ones you see here. For example, if you're using a Mac, your options may look different. If there are options you need but don't see on your computer, **contact your campus IT Services tech**.

Present Desktop...

Present Programs...

Present PowerPoint Files...

Co-Author Office Doc...

Add Attachments...

Shared Notes...

My Notes...

More...

Manage Content (1)

Share your **desktop**

Present **slides**

Share **files**

Click "**More**" to:
- Create a **poll**
- Create a **whiteboard**
- Create a **moderated chat** (Q&A)

How do I present PowerPoint slides?

Can I draw on my slides? (Yes. And so can students if you let them.)

Can you hear me?

Let me know in the chat
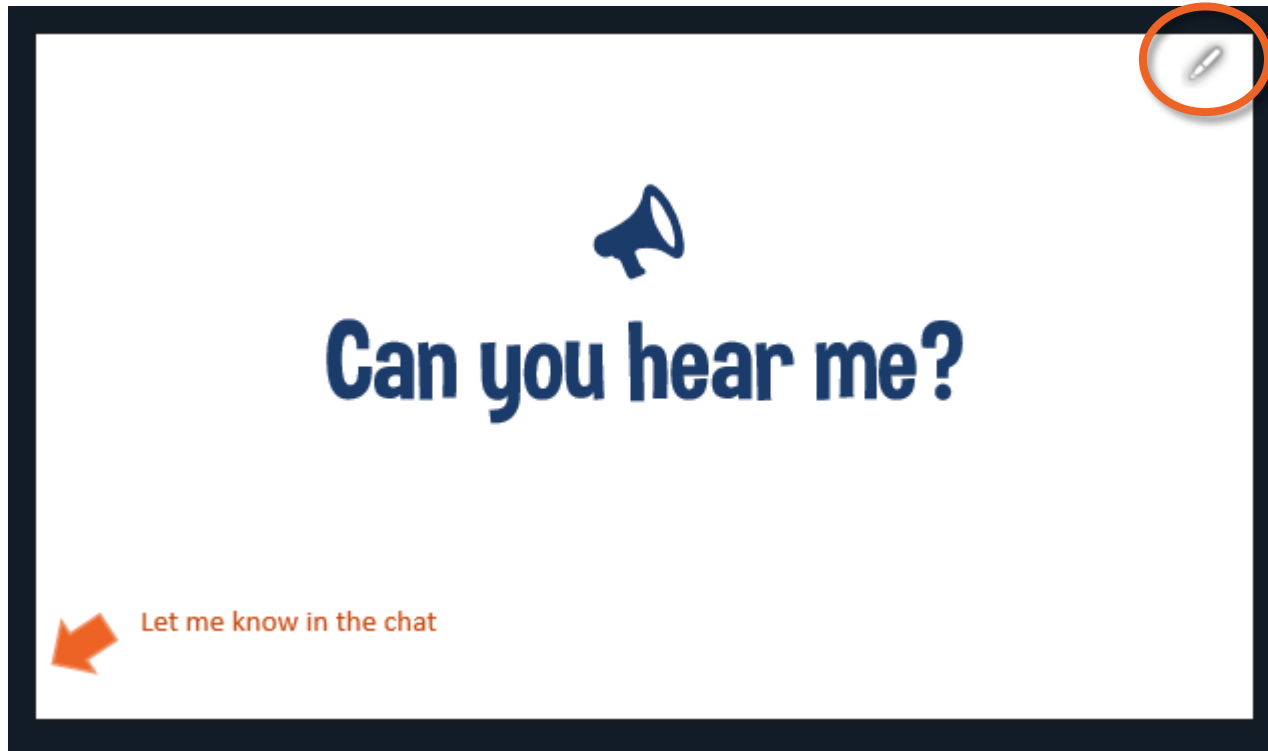
Click the **pen** to see your **options**

Point
Select and type
Pen
Highlighter
Eraser
Stamp
Draw a shape
Insert a picture (you can cut & paste, too)
Delete
More options (including saving the screen)

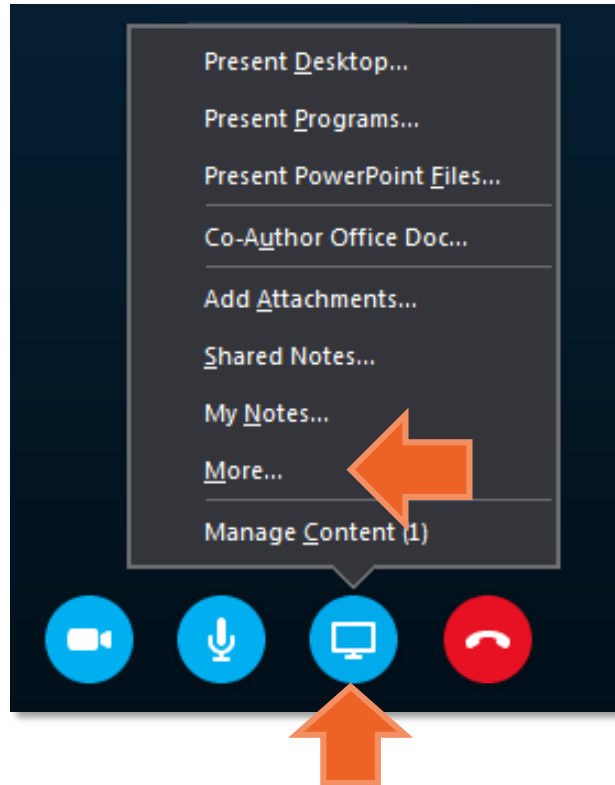***TIP** You can give students the option to annotate slides, too, if you change your **Skype Meeting Options**.

How do I set up a poll?
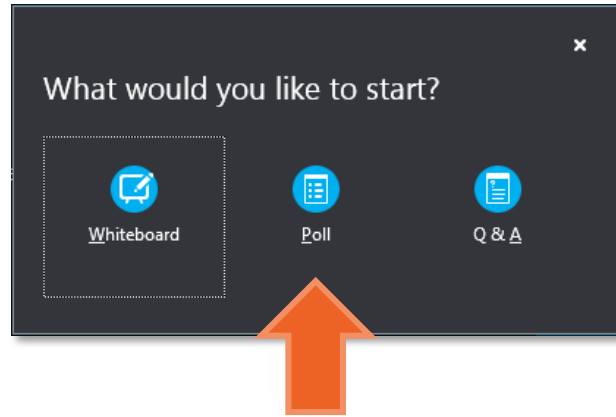
❶

click the "**Present Content**" button and then choose "**More**"

❷

choose "**Poll**"

❸

name your poll, add a **question** and **choices**, then click "**Create**"

How do I share my desktop?

Attendees can **request control**.
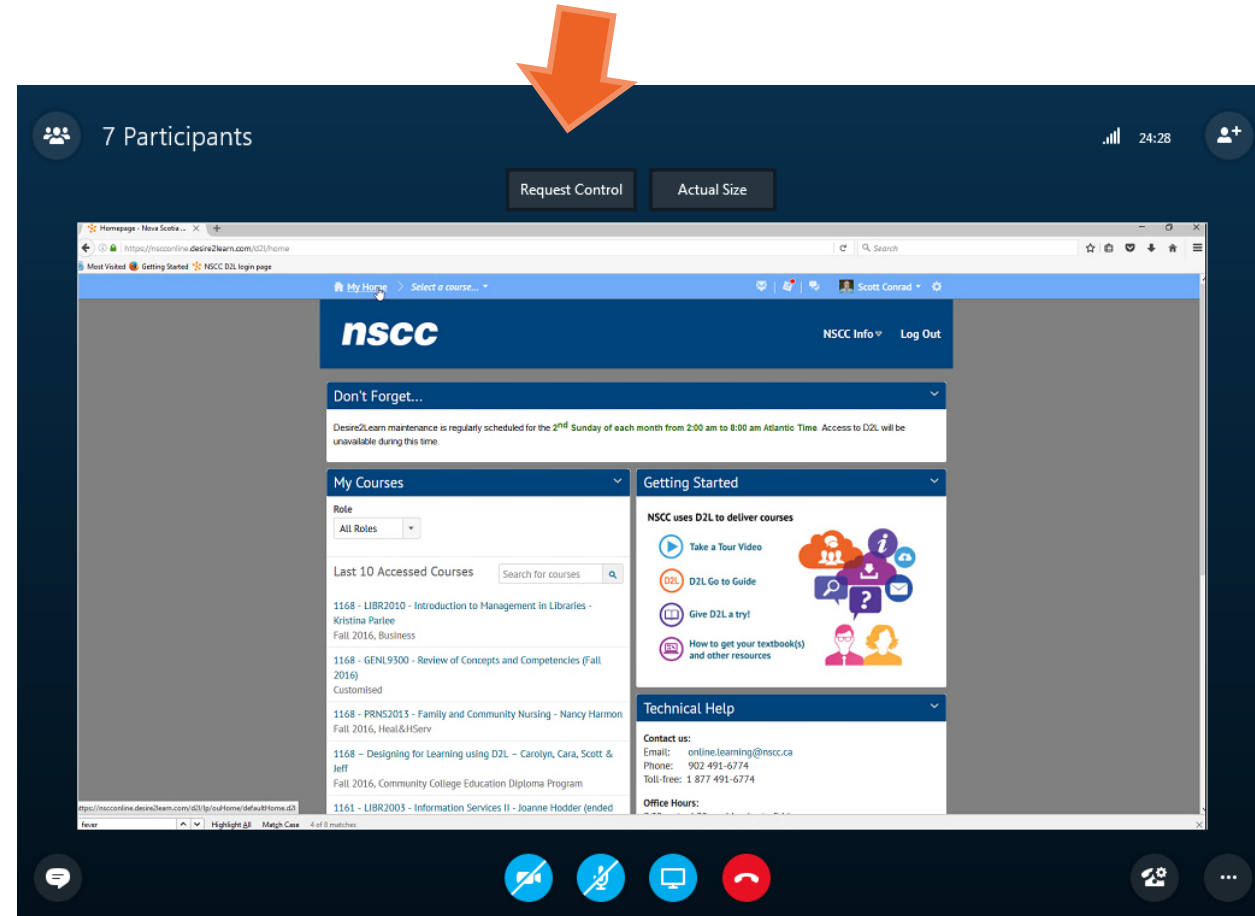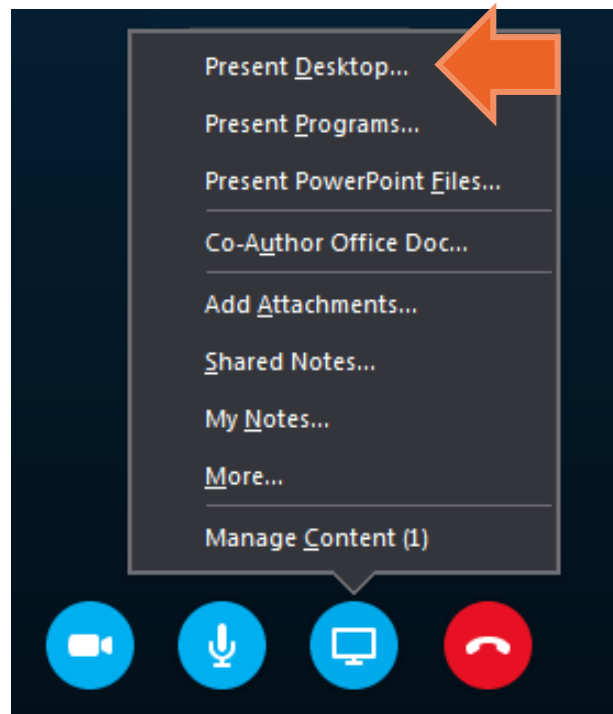
How do I set up a whiteboard?

Whiteboards are **blank screens** that you and students can write or draw on.

The whiteboard uses **the same tools** as you use to annotate PowerPoint slides
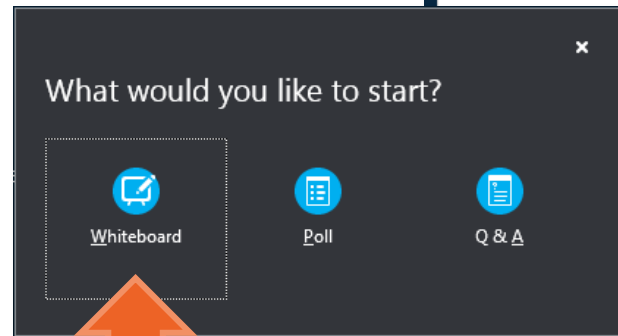
choose "**Whiteboard**"

click the "**Present Content**" button and then choose "**More**"

How do I record a session?

2 Click "Start Recording" to ... well ... record.

Start Recording

Manage Recordings

IM Text Display Size

Change Font...

! High Priority

Meeting Entry Info

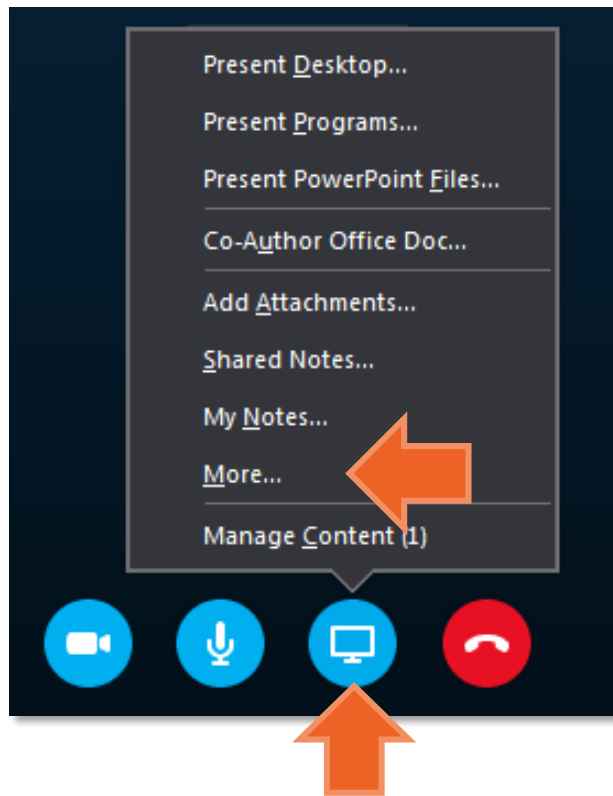Skype Meeting Options

End Meeting

Skype for Business Help
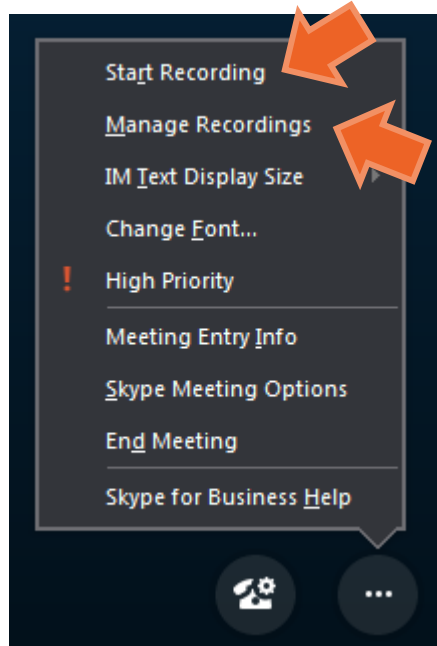
3 Once your recording is done, **it's saved to your computer** and will appear in "**Manage Recordings**".

1 Click the **Options** button

Skype for Business Recording Manager

File   Help

Title	Status	Date	
Moving from Collaborate to Skype ... how d...	Completed	2:01 PM 10/17/2...	Play
			Browse...
			Publish...
			Rename
			Delete
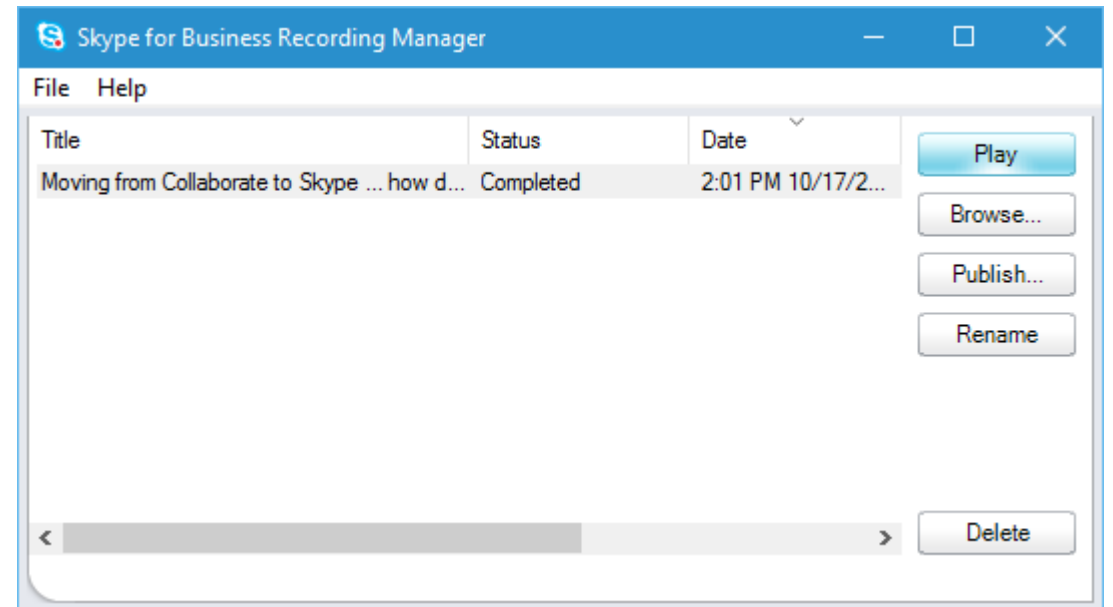
Recordings are saved as .mp4 files. They can be **saved**, **edited**, **copied** and even **uploaded** to D2L if they're not too big.

How do I upload my recording to D2L?

You can post your video to **News** or even upload to your **course content** in D2L.
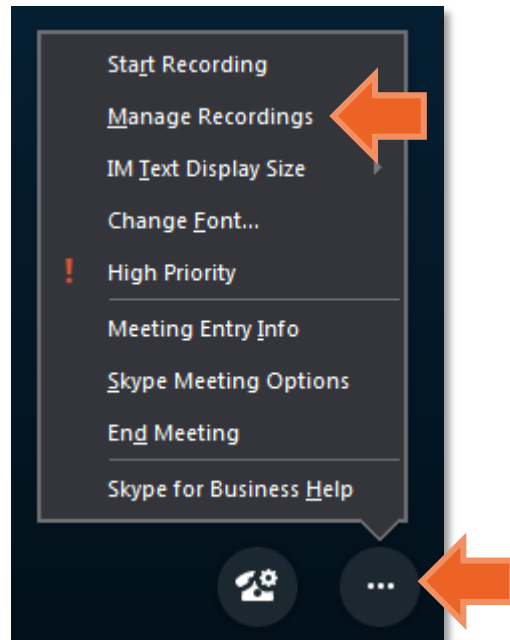
① Click "**Manage Recordings**"

② click "**Publish**"

③ **name** and **save** your recording to **your computer** or **OneDrive**

How do I upload my recording to News?

To upload your session to **News**, create a new **News** item, click the "**Insert Stuff**" button and **upload** your video.

New Item

General

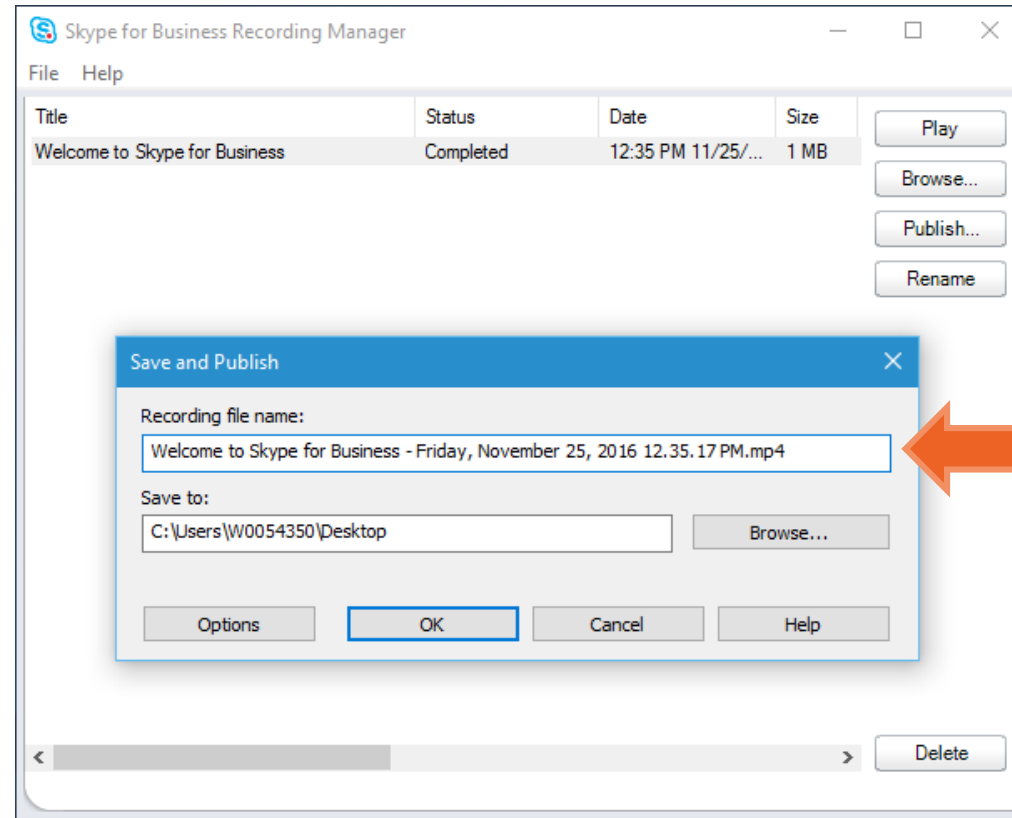**Headline** *

Our Skype Session

Content *

Here's the recording we made of Friday's Skype session. Enjoy!

Insert Stuff

My Computer

Course Offering Files

ePortfolio

Video Note Search

YouTube

Flickr

Insert Link

Enter Embed Code

My Computer

Select the file to upload from your computer:

Browse... No file selected.

Choose a location in which to store the file:

/content/enforced/6784-Sandbox_carolyn_campbell/

Choose Destination

Upload Cancel

How do I upload my recording to Content?

To upload your session to a D2L module, go to **Content**, go to the **module**, click "**New**" and then "**Video** or **Audio**"

Skype Sessions

Add dates and restrictions...

Add a description...

New ▾   Add Existi... ties ▾   🖉 Bulk Edit

▤ Video or Audio
◯ Upload Files
📄 Create a File
🔗 Create a Link
📁 Add from Manage Files
☑ New Checklist
💬 New Discussion
☁ New Dropbox
❓ New Quiz

here to create and

Add Video or Audio   ✕

Web Video or Audio   Upload

Drop your video or audio file here to upload
or
Browse...

You can upload files up to a maximum of 1 GB.
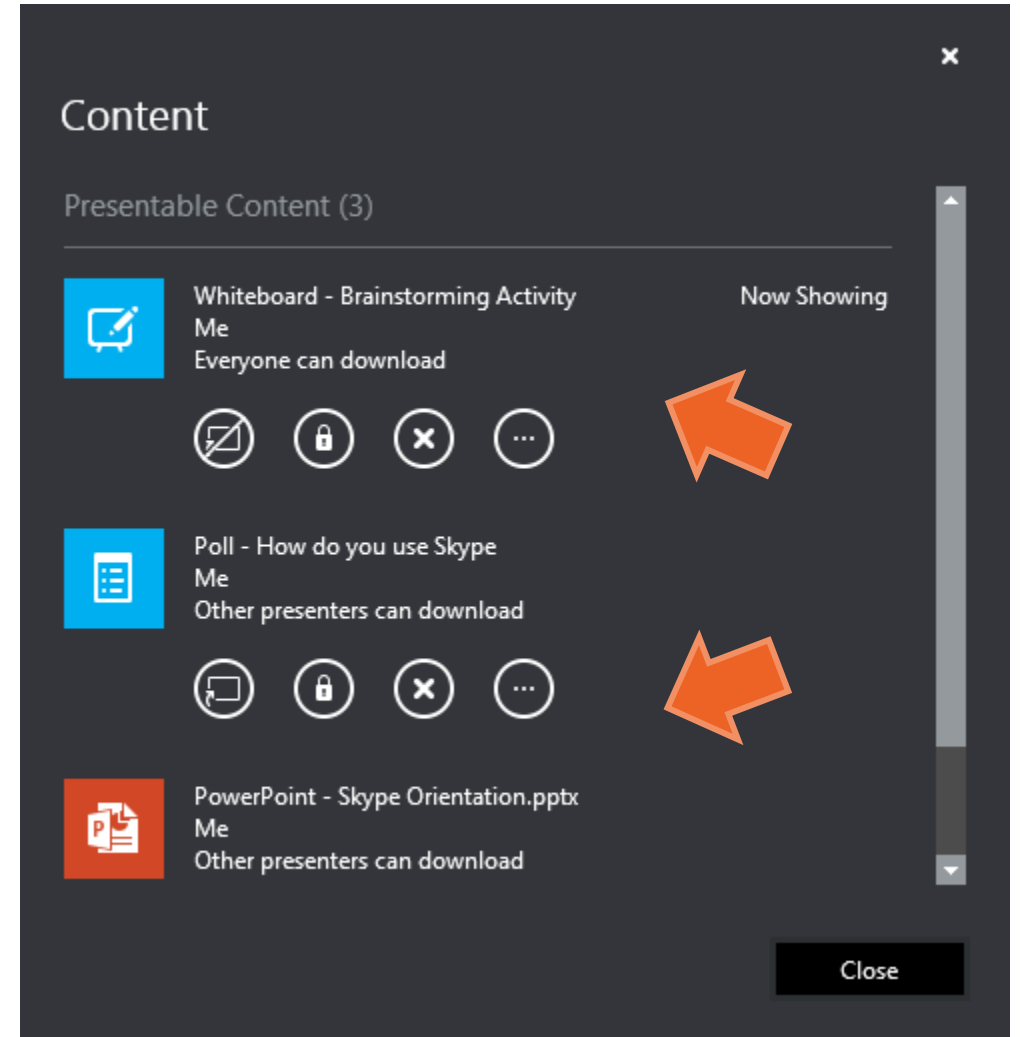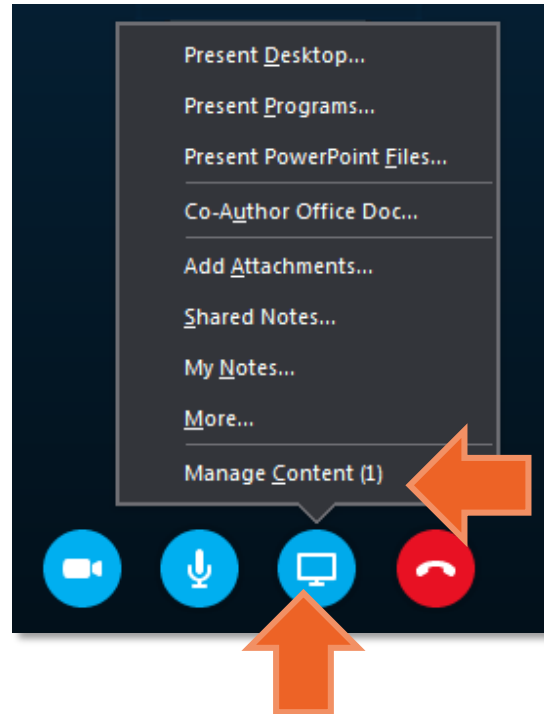
Save   Cancel

Can I get my session ready a few days before? (Yes!)

Everything you create is stored in the **Content** for your session. You can go in a few hours or even days before your session to upload and prepare.

Your slides, files, polls and whiteboards will be there when you log in.
Just click the "**Present Content**" button and then "**Manage Content**".

That's it.
Now log in and have some fun.

Check out **Skype for Business**
Quick Start Guides at Microsoft
https://docs.com/OfficeTraining/9869/
skype-for-business-quick-start-guides

And if you need **help**, contact
IT Services at your campus.