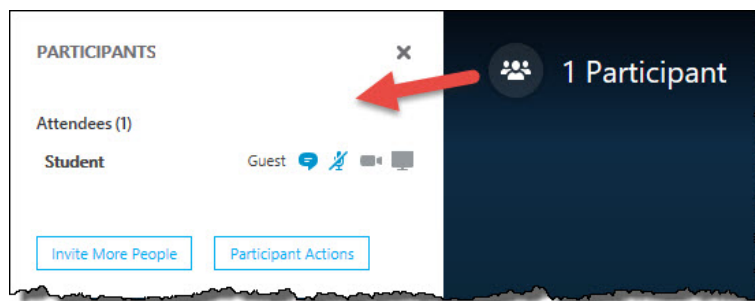
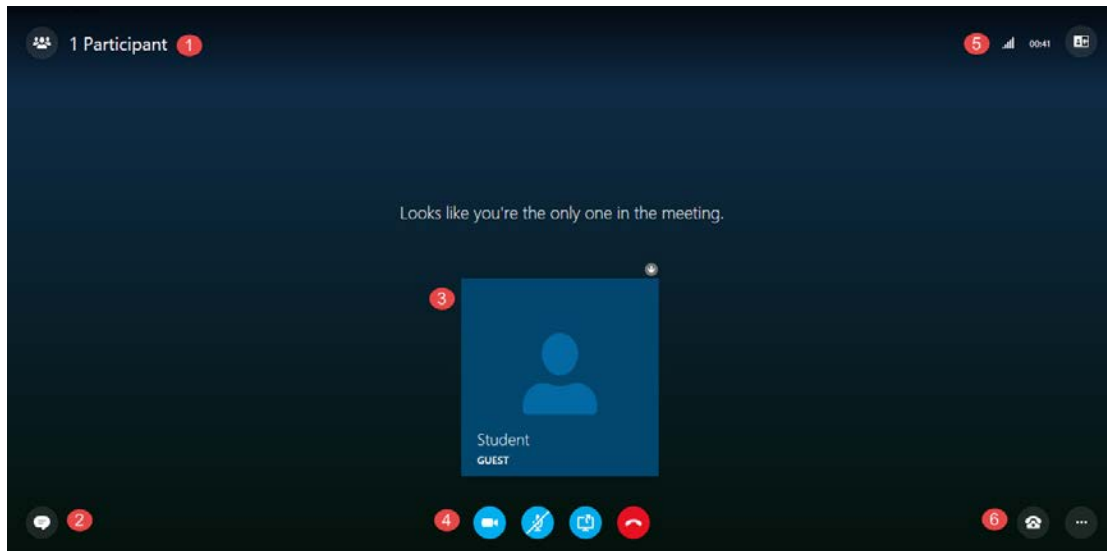
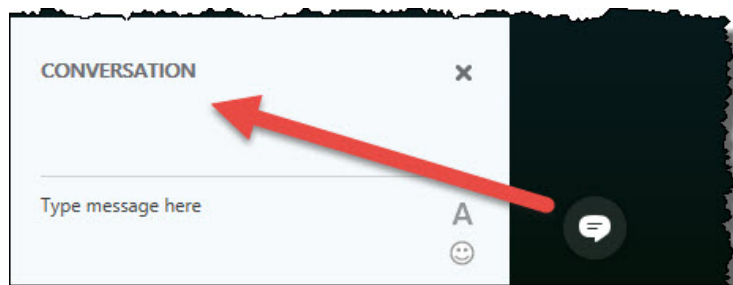


## Orientation to your Skype for Business session:

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 engage your video camera, enable your audio, interact with the presentation are or end the call.
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.
6. Shows the icons for microphone / speaker functions and the other options which contains meeting entry information and meeting options for the attendee.