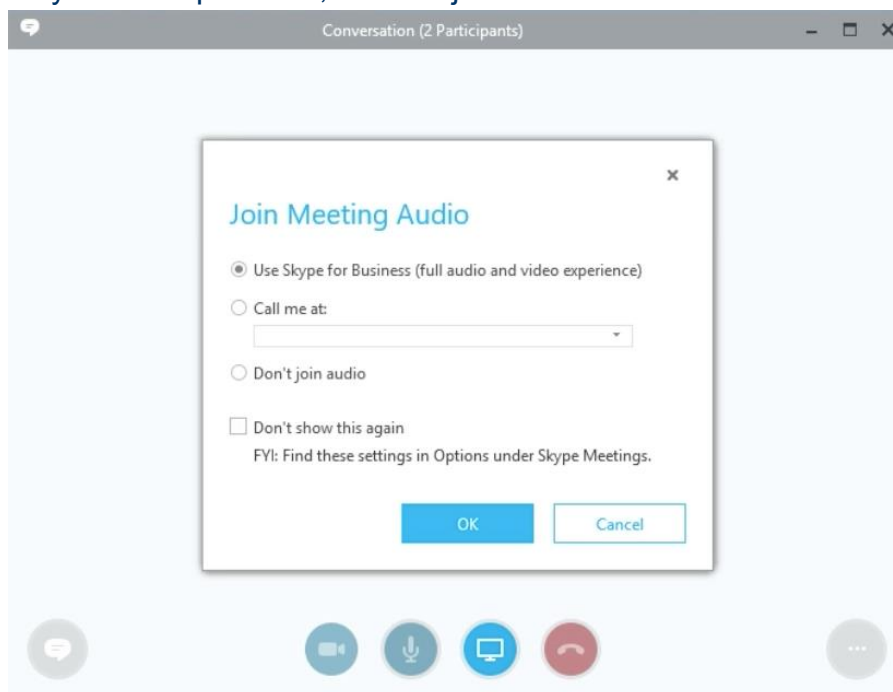
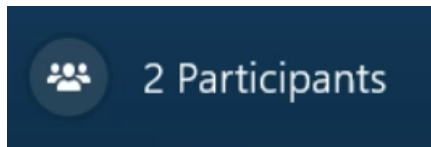


Skype Meeting Overview

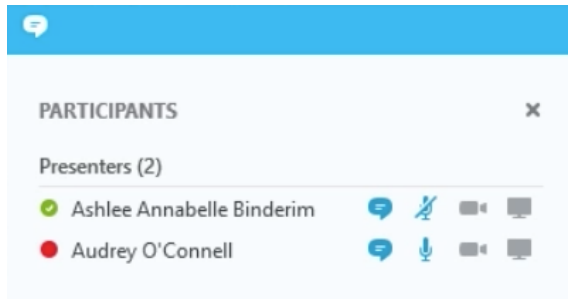
1. Before joining a Skype Meeting you should test your audio and video devices to ensure they are working properly.
 - To do this, open Skype for Business and click on the **gear icon**.
 - A pop up box will appear, click **Audio Device Settings** on the left hand side. Here you can see which speakers and microphones are selected and check their levels.
 - Click on **Video Device** on the left hand side. Here you can see which camera is selected, if any, and what the camera can see. Once you have selected the appropriate microphone and camera, click **OK**.
2. When you join a Skype Meeting, a pop up will appear allowing you to join meeting audio. You can use Skype for Business for full audio and video experience, type in your phone number to have skype call you on your phone for only audio experience, or don't join audio.



- ITS recommends selecting Use Skype for Business for full audio and video experience.
3. If you would like your selection to be your default for all future meetings, select **Don't Show This Again**.
 4. Click **Ok** once you select your preference. Your meeting will open.
 5. In the upper left hand corner you will see the number of participants in the meeting.



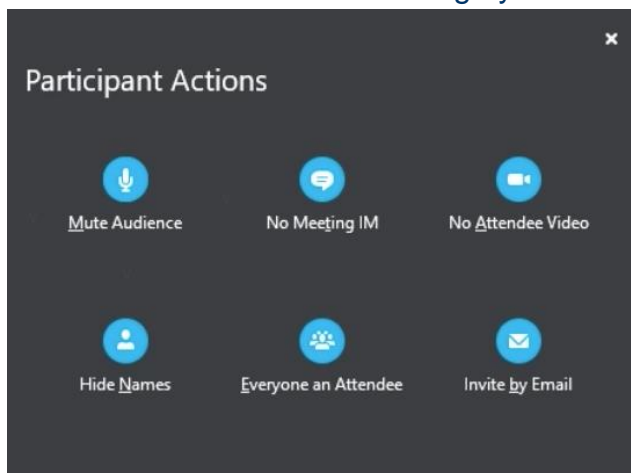
6. Click **Participants** and you can see all participants status.



- By default, all NAU participants when joining a Skype Meeting through Skype or Outlook will be presenters. You can right click users and mute or unmute them, remove them from the meeting or change their participant status.
7. To invite more people click, **Invite More People**, this is good for impromptu meetings.

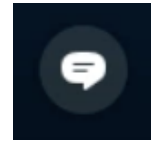


8. Participant actions is a good tool for large meetings. You can mute the audience, turn off the chat function, turn off all attendee video, make everyone an attendee or invite someone to the meeting by email.

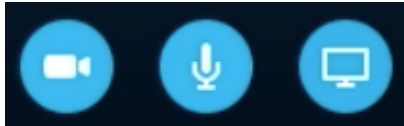


- The difference between an attendee and a presenter is a presenter can share their screen and manage participants by muting or unmuting them, and removing participants from the meeting. Attendees do not have any of these capabilities.

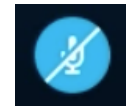
9. In the lower left hand corner is the chat box. Here participants can chat about pertinent meeting information without audibly disrupting the presenter.



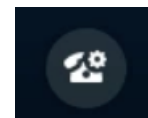
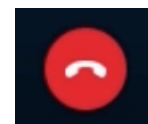
10. In the lower middle of the meeting are three blue icons for video, audio and screen sharing.



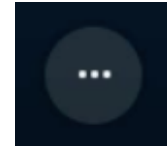
- By clicking the **camera icon** you will be given a preview of what your camera is showing, when you are ready to turn your camera on for the meeting, click **Start Video**.
- The **microphone icon** is for audio. A line through this icon means your microphone is turned off and participants can't hear you.
- The **computer screen icon** is for screen sharing. Click the icon and you are given different options for screen sharing such as **Present Desktop**, **Present Programs**, and **Present PowerPoint**. Choose your sharing preference. If you have multiple desktops, when you select **Present Desktop** you will need to choose which desktop you want to present.
 1. Once you click **Present** you will get a warning letting you know participants can see everything on your screen, click **Okay**.
 2. A gold line will appear around the area you are presenting, this means participants can see everything within that gold frame. While presenting, you will have a bar appear at the top of your screen letting you know you are currently presenting. If you want this bar to disappear, click on the **thumbtack** on the right hand side. If you want the bar to reappear, hover at the top of your screen and click the **thumbtack** again.



3. When you are finished sharing your screen, click **Stop Presenting** in the top bar.
 4. The **red phone icon** ends the call for you only, not for everyone in the meeting.
11. The **phone and gear icon** is the **Call Controls** button. This allows you to make a call within the Skype Meeting.



12. The **Three Dot Contextual** Menu has many options. You can start recording your meeting, manage recordings, look at Meeting Entry Info which will show you a phone number, conference ID, and meeting link, all of which are the same from the original Skype Meeting in Outlook.



13. **Skype Meeting options** allows you to control entry option and choose presenters.

- These options are for this specific meeting only and does not become defaults for future meetings.

14. The **Add Button** in the upper right hand corner allows you to invite more people to the meeting.

