Skype for Business Conferencing at Seattle Colleges

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Introduction:

There are two basic types of Skype Conference Calls:

1. *Web only meeting with no dial-in option* – Participants join from PC or Mobile device using built in mic, speakers & camera. No dial-in option is available for this type of meeting.

2. *Dial-in Meeting* – Participants may connect via the web like a normal Skype meeting but those who don't need web services or who do not have devices equipped with mic and speakers may use an Avaya phone, traditional cellphone, or landline phone to join the meeting.

   Note: Dial-in Skype for Business meetings require that the account used to host the meeting be enabled with a special dial-in (audio conferencing) feature. Be sure to request this at skypecallingplans@seattlecolleges.edu at least 48 hours prior to your meeting.

   Note: If you or your department have been issued a dedicated audio-conferencing enabled Skype for Business account use this account when scheduling Skype meetings that require dial-in conferencing. In this case you don't need to contact the helpdesk prior to your meeting.

   A Note about Microsoft Teams: Microsoft is in the process of re-branding Skype for Business. The new name will be Microsoft Teams. The basic conferencing procedures are virtually the same in both apps. We will be updating these instructions when we transition to Microsoft Teams.

Instructions

Instructions for Meeting Hosts:

1. If you are the meeting host and your meeting will require some or all participants to join by landline, be sure to request the Skype for Business dial-in (audio conferencing) feature at least 48 hours prior to your meeting by sending a request to: skypecallingplans@seattlecolleges.edu.

2. Be sure your Skype for Business program is running on your PC. Then schedule your meeting in Outlook by clicking "New Items" on the Outlook "Home" ribbon bar and choosing "Skype Meeting". *Note*: If you do not see this option contact your IT Helpdesk.
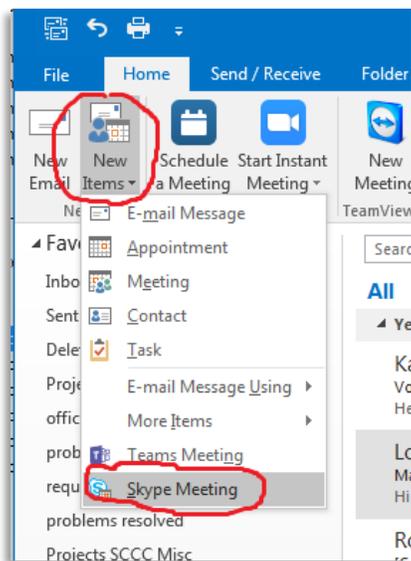

Figure 1

3. Then choose your meeting participants and click Send. Your participants will be sent a meeting invite which will include the link to join as well as the dial-in phone number if required.

4. At the scheduled time of the meeting, locate the meeting invite on your calendar and open it.

5. If you are hosting the meeting from a location that has speakers and a microphone, and you do not want to use a phone for the audio, click the "***Join Skype Meeting***" link and skip to step 7. (***Note***: If you've never used Skype on your computer before, when you click "Join Skype Meeting" you may get a popup that says you need to download or update Skype for Business. If so go ahead and click "Ok" and let the download complete.)

6. <mark>If you are hosting the meeting from a location that doesn't have speakers and microphone, or if you merely prefer to use a phone for the audio portion of the meeting, do NOT click the "Join Skype Meeting" link yet.</mark> First dial the "***Join by phone***" ***Dial-in number***. After your call is connected then click the "***Join Skype Meeting***" link and go to step 7. (***Note***: If you've never used Skype on your computer before, when you click "Join Skype Meeting" you may get a popup that says you need to download or update Skype for Business. If so go ahead and click "Ok" and let the download complete.)

→ **Join Skype Meeting**
This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone
+12068004878 (Dial-in Number)
Find a local number

If you are hosting the meeting from a location that doesn't have speakers or microphone dial this number using an Avaya or other landline phone. When dialing the number replace the "+1" with a 9 if calling from a district or campus phone.

Conference ID: 42721463 ⟵ When prompted enter the Conference ID.

Forgot your dial-in PIN? | Help ⟵ In some cases you may also be asked for the Dial-in PIN. If you don't know your Dial-in PIN click the link to reset it.

Figure 2

Important: After joining by phone be sure to click the "***Join Skype Meeting***" link in order to join the web portion of the meeting (if desired). See step 7.

7. On the "***Join Meeting Audio***", screen that appears after you click the "***Join Skype Meeting***" link on the meeting invite, select the appropriate option and click OK:

Join Meeting Audio

⦿ Use Skype for Business (full audio and video experience) ⟵ Choose this option if your location is equipped with speakers and a microphone.

○ Call me at:

○ Don't join audio ⟵ If your location does not have speakers and microphone select "Don't join audio". You will join audio by dialing the "Join by phone" number on the invite.

☐ Don't show this again
FYI: Find these settings in Options under Skype Meetings.

OK   Cancel

Figure 3

Adding New Attendees to an Existing Meeting:

Once you have started your meeting there are two ways to add new impromptu attendees:

Add New Attendees Option 1: *Forward original invite to new attendee/s (This is the preferred method)*

1. Ensure that the new attendee has access to email.

2. Locate the original invite in your calendar and open it. Then click the "Forward" button on the ribbon bar and select "Forward":
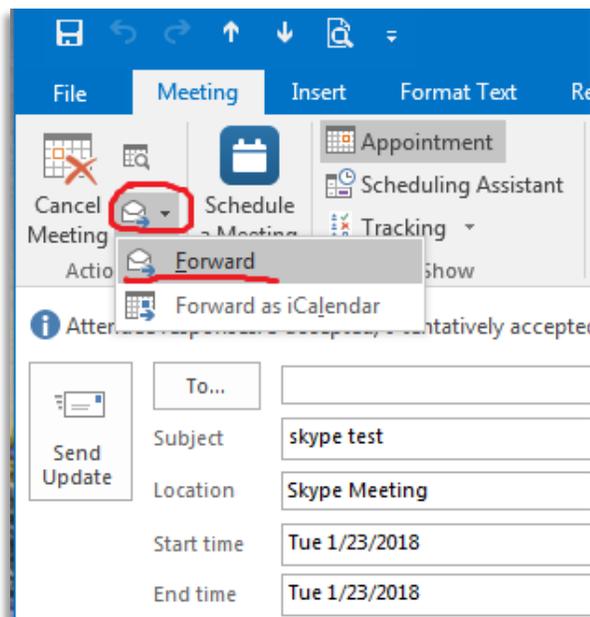

Figure 4

3. Address the forwarded invite, add a note if needed, and click Send.

Add New Audio Attendee Option 2: *Dial Out or Skype Contact (This is especially useful if you can't contact the attendee by email or if the attendee can only join the meeting by phone)*

- Click the "***Invite More People***" icon in the upper right corner of the Skype meeting window (see figure 5 below). Then enter the phone number or name of the associate that you want to add. Select the desired attendee and click OK.
  <mark>IMPORTANT Notes:</mark>
  - When you use the Dial-out option to dial an attendee's landline or Avaya phone number they will be joined to the call by phone and will not be able to see the web content of your meeting unless they also join by pc. If they have access to email you can forward them the original invite which will contain a link to the meeting. Otherwise their participation in the meeting will be audio only.
  - If the person you want to add to your meeting has a Skype for Business account, select the contact name rather than phone number and they will be able to join via the Skype for Business program on their device. They will then have the option of joining by phone if needed. <mark>Keep in mind if you invite the attendee via their Skype contact they need to have their Skype application running or they won't see your invite.</mark>
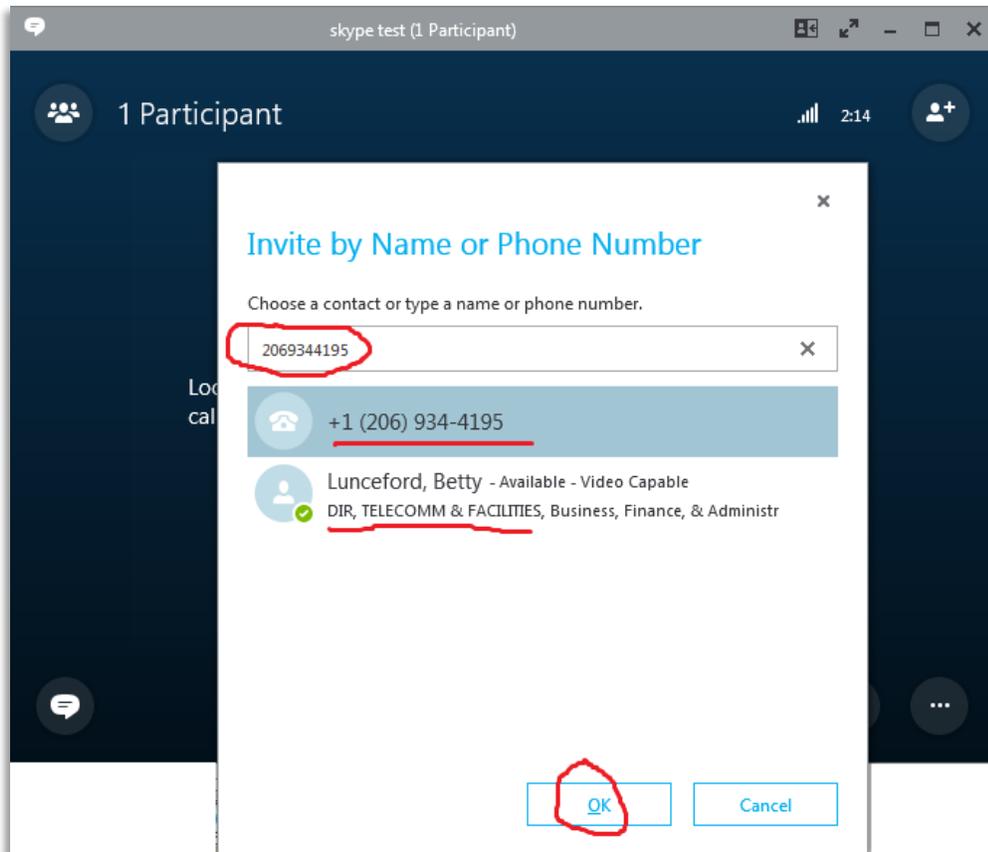
Figure 5

Instructions for Meeting Participants:

1. Locate your meeting invite in your calendar. <mark>If you are joining the meeting by Avaya phone or landline dial the Dial-in number and enter the Conference ID **BEFORE** clicking the "*Join Skype Meeting*" link (see figure 6).</mark> Otherwise, if your pc has speakers and a microphone, click "*Join Skype Meeting*", also see step 2 below.)
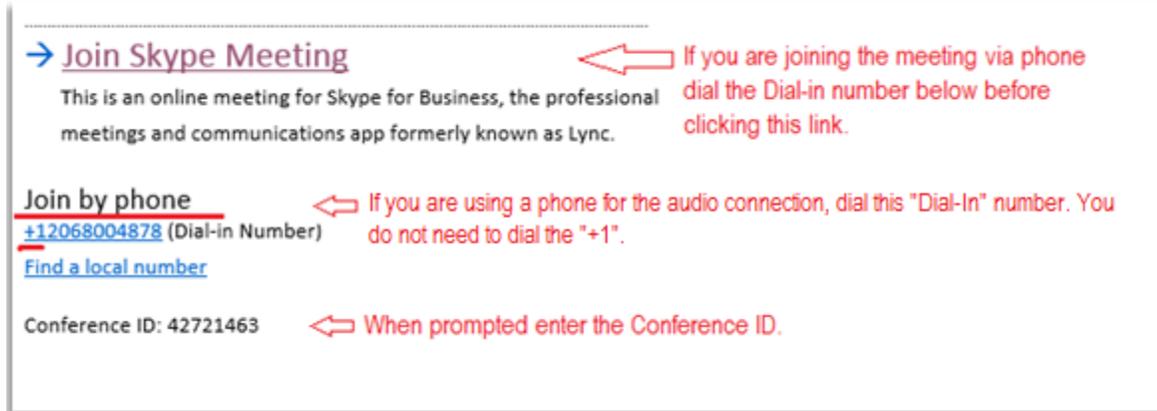

Figure 6

2. After clicking the "*Join Skype Meeting*" link in the invite, you will be presented with the "*Join Meeting Audio*" window. Select the appropriate audio preference and click OK.
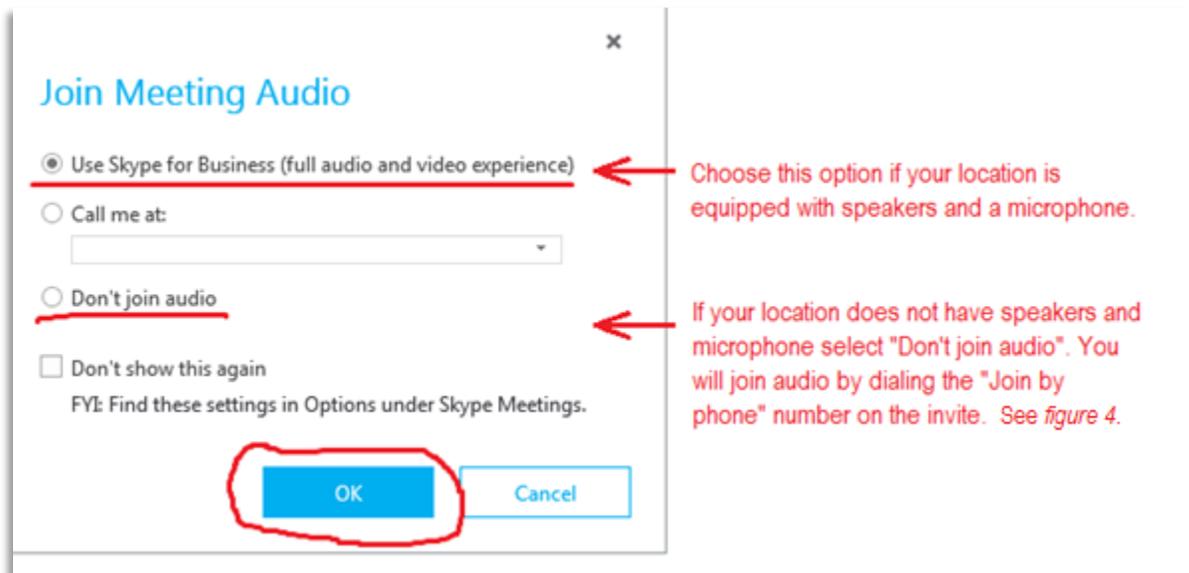

Figure 7

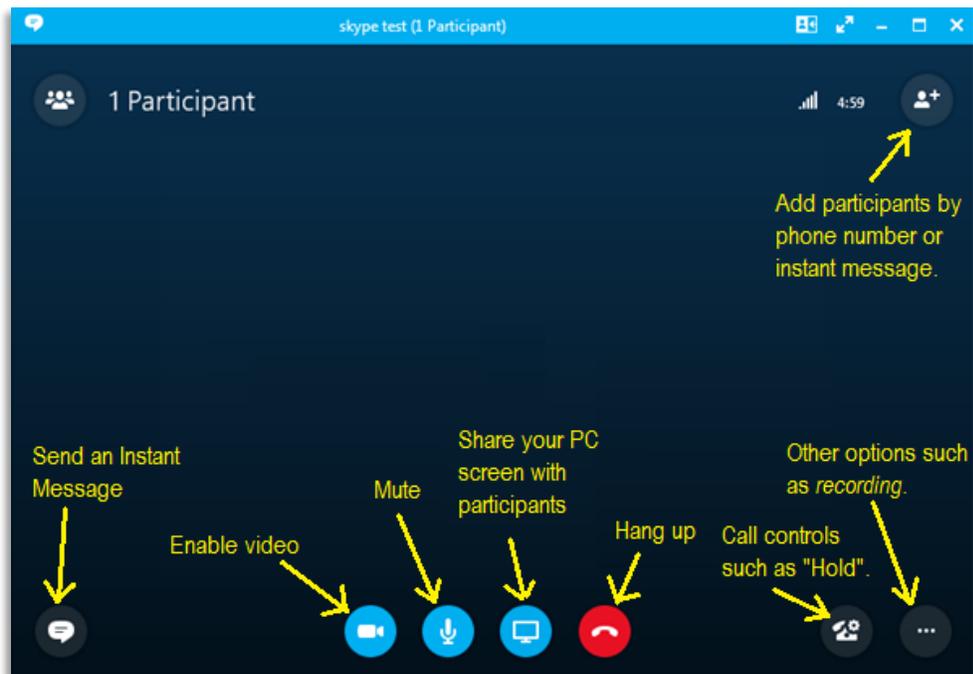**Skype Conferencing Basics - Features and Controls:**

Figure 8 - The Skype Meeting Window

Recording Your Meeting

To record your meeting click the Options button in the Skype meeting window and choose "Start Recording". **Note**: Only meetings hosted from a location with microphone and speakers can be recorded. Meetings hosted using a telephone cannot.
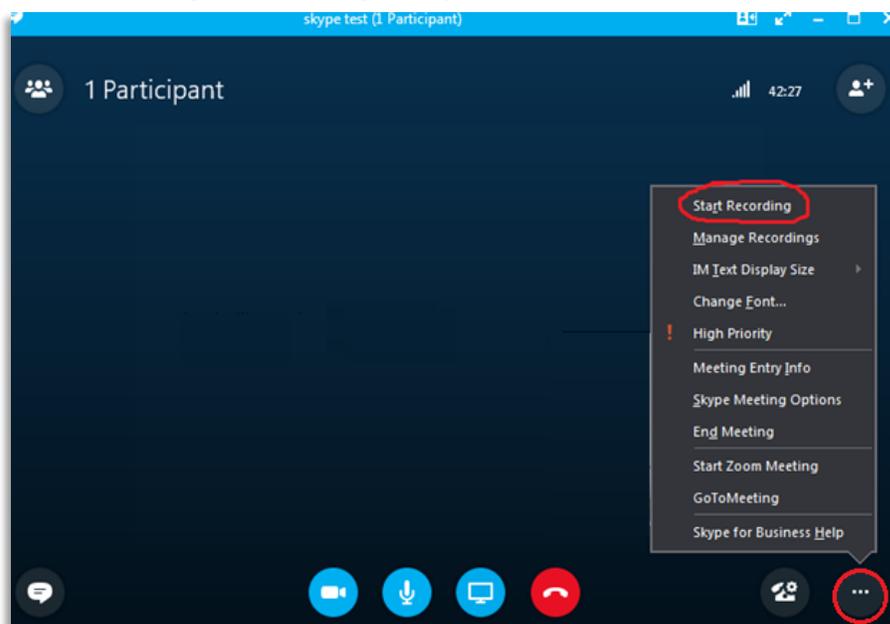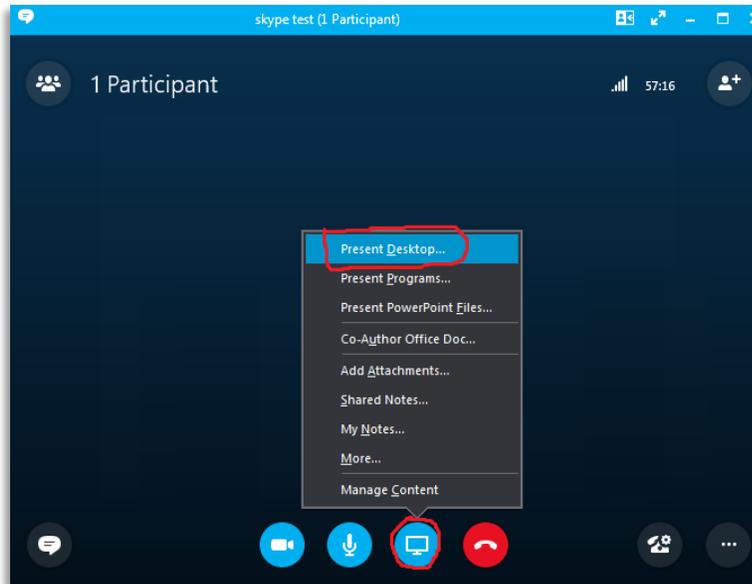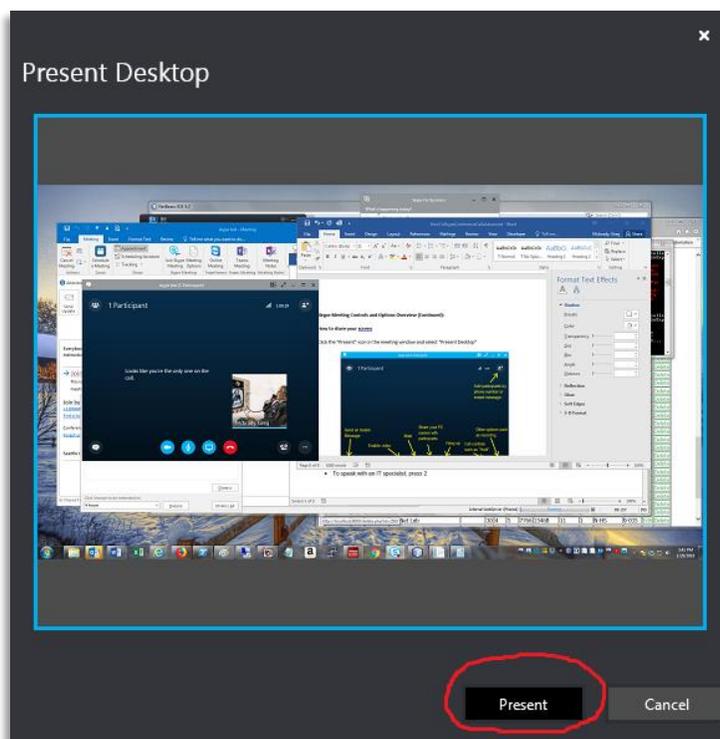

Figure 9

<u>Skype Conferencing Basics - Features and Controls</u> (Continued)

How to share your screen

1. Click the "Present" icon in the meeting window and select "***Present Desktop***"

2. On the next screen click "***Present***"

3. You will see a message at the top of your screen. Wait a moment for it to connect. Then it will say "Currently presenting".

   Note: When you present your screen the other attendees may see a popup on their screens asking if they want to allow your screen to appear on their desktop. They will need to approve before your screen will appear.

4. To give another attendee control of your screen click the "***Give Control***" button at the top of your screen.