

Zynet tips and recommendations for using Skype for Business

Skype for Business is bundled with most editions of Office 365. It is distinct from the regular "skype" and offers enhanced business tools for greater team collaboration, presentations and general online meetings.

Participants can join Skype for Business meetings from the Skype for Business application (on Windows PCs), from a web browser (via a plug-in) or from a smartphone or tablet. Video, PowerPoint and other applications can be presented at the meeting and all participants can be granted the ability to input as a presenter or attendee.

This Skype for Business overview, prepared by Zynet, covers the following topics:

- [Scheduling Skype for Business Meetings](#)
- [Skype Meeting Options](#)
- [Joining a Skype for Business Meeting](#)
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 - [From your smart device](#)
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- [Skype for Business meeting requirements](#)
- [Admitting a participant into the meeting](#)
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Further information can be found on the Microsoft website [here](#).

1. Scheduling Skype for Business Meetings

A Skype for Business meeting can easily be scheduled from within Outlook. Simply schedule an appointment in your calendar and click the 'Skype Meeting' button (image 1).

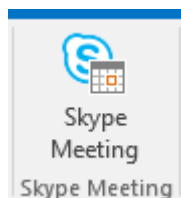


Image 1

You will then see the 'Join Skype Meeting' link added to your calendar item (image 2). Invite participants to the meeting by sending a normal calendar invitation with this link included.

Additional help including a video of this process is available [here](#).

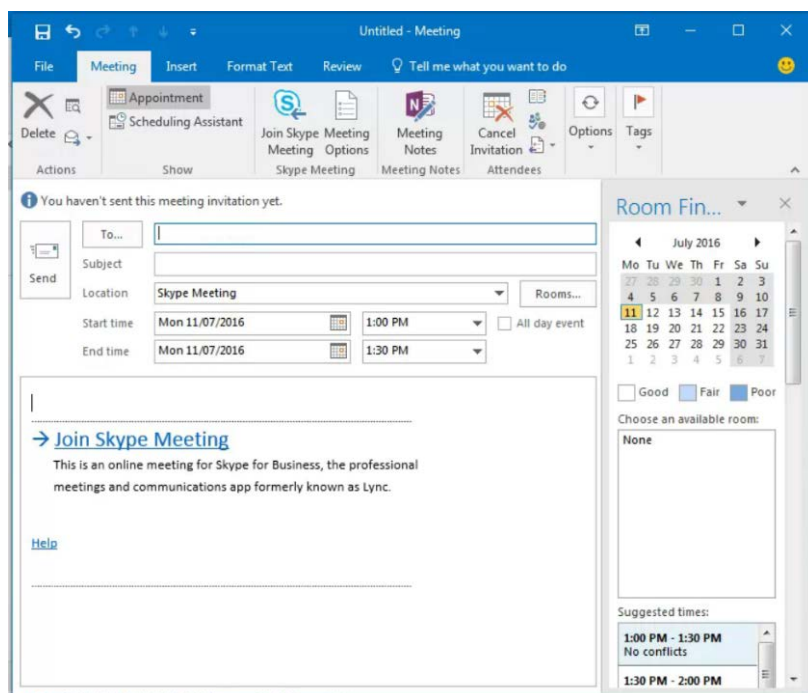


Image 2

1.1 Skype Meeting Options

In the 'Skype Meeting Options' dialogue box (image 3) you can set privacy (lobby), presenter and participant interaction settings. It is recommended to use the 'lobby' settings if the meeting will have sensitive or private discussions. This means that even if a user has a link to the meeting they must still wait in the 'lobby' before being allowed to enter.

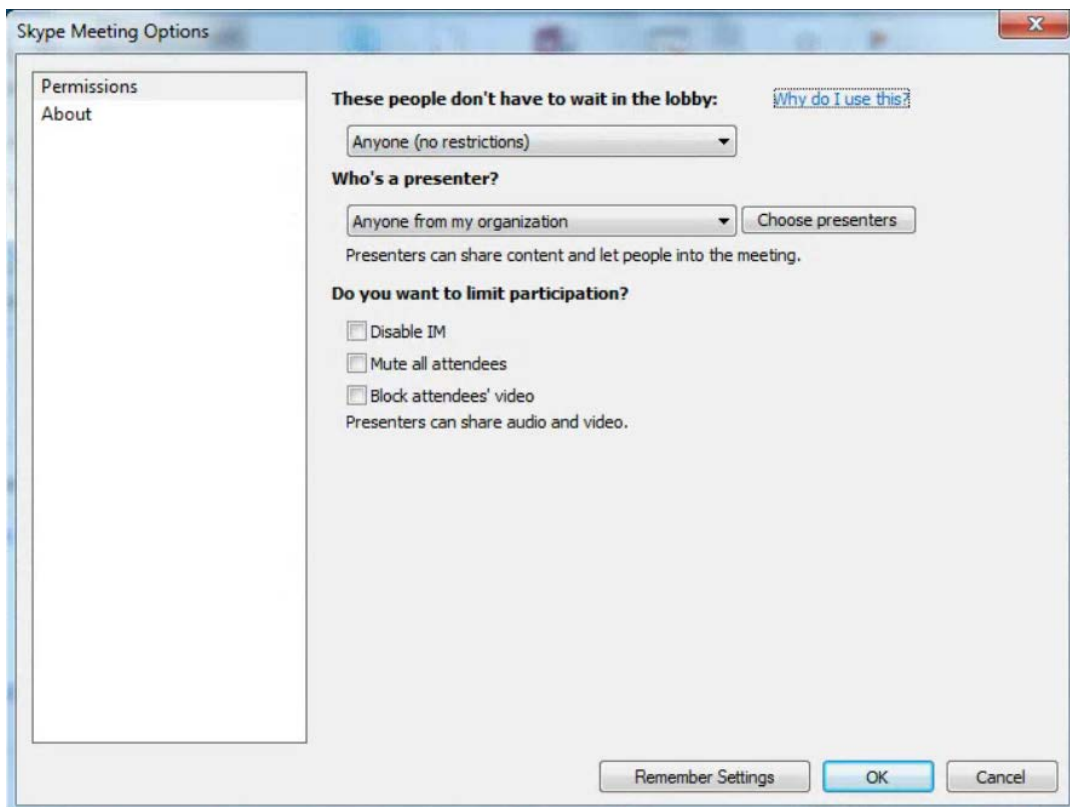


Image 3

2. Joining a Skype for Business Meeting

Anyone can join a Skype for Business Meeting by clicking the link provided (image 4).

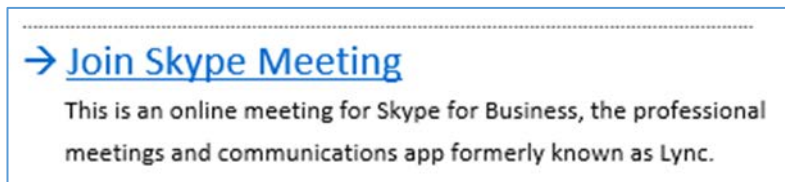


Image 4

Participants can join from a range of devices so long as they have an internet connection. This includes Windows PCs, Apple Macs, most smart phones and tablets.

2.1 From your desktop

If you have Skype for Business (usually as part of Office 365) installed on your PC, you may be presented with an 'External Protocol Request' message (image 5). Click 'Launch Application' and the meeting will open in Skype for Business.

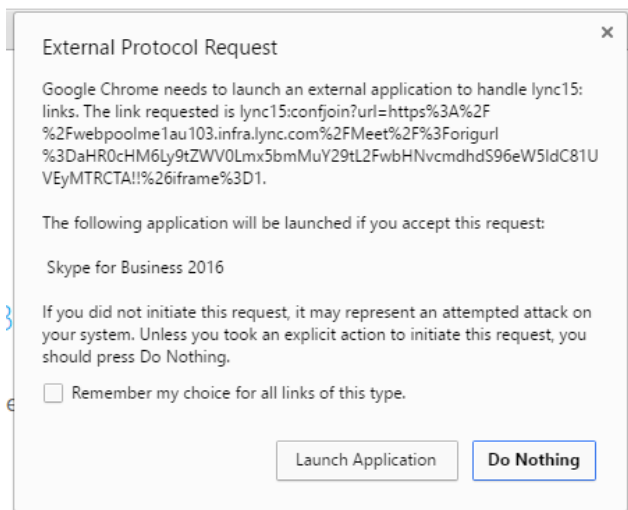


Image 5

If you do not have the Skype for Business application on your PC you will be required to install the Skype Meetings App plug-in on your PC (image 6).

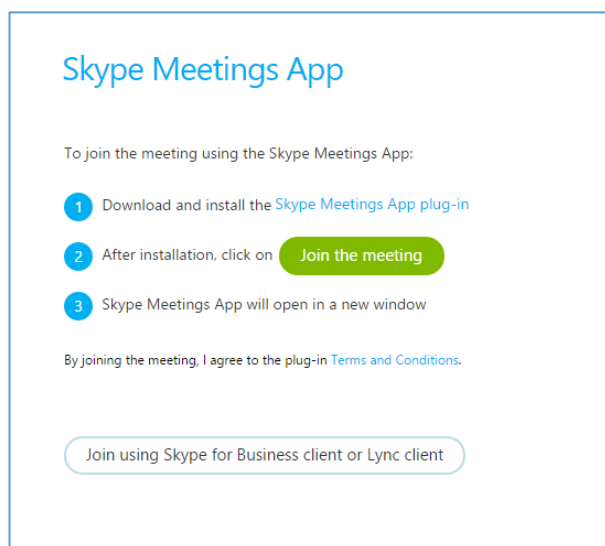


Image 6

Installing the Skype Meetings App plug-in should be quick and straight-forward, however it is recommended that participants attempt to join the meeting early to ensure the plug-in is working correctly. In some cases installation may require administration access so speak to your IT administrator if you encounter any problems.

2.2 From your smart device

You can log into the meeting using your smartphone or tablet by downloading the appropriate application and opening the meeting link. These are available for free in the relevant app store. See links below:

- [Skype for Business iOS](#)
- [Skype for Business Android](#)

Additional help with joining a Skype for Business meeting is available [here](#).

2.3 IMPORTANT NOTE for iOS users:

There is a currently an issue with joining a Skype for Business meeting on iOS 9.2 and later.

If you are using iOS 9.2 or later on an iPad or iPhone please follow these steps:

- Copy the meeting URL from the meeting invitation.
- Go to the following webpage: <http://aka.ms/skypemeetingjoin-ios>
- Paste the URL that you copied into the text box on that webpage:
- Tap Join Meeting.

For more information about the issue please [click here](#).

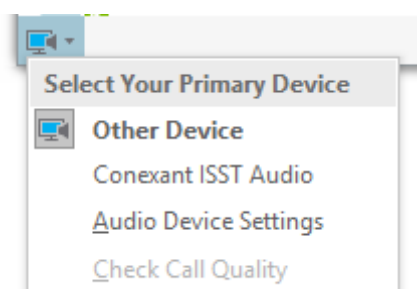
3. Skype for Business meeting requirements

To participate in Skype for Business meetings it is recommended you have the following setup:

- **Audio**

Headphones are recommended for participants who will be contributing to the discussion to reduce echo and feedback.

A microphone is required for anyone who will be presenting or contributing to the discussion.



If you have multiple audio devices you can select the appropriate device for Skype for Business to use by selecting the icon in the bottom left hand corner of the Skype for Business application window.

- **Webcam**

This is optional however to optimise bandwidth not all video footage is displayed at once (typically only key presenter will enable a webcam).

- **Presenting**

Whilst meetings can be hosted from any device, it is recommended that the presenter use the Skype for Business desktop application. This will provide easier access to functionalities such as sharing documents, recording and meeting administration.

- **Mobile participation**

Smartphones and tablets are easy options for participant of Skype for Business meetings as they have all of the required audio and video components for interaction and are less likely to have configuration issues.

When you join a Skype for Business meeting you may be presented with a “call me at” option (refer to image 7). Please be aware that this functionality is only available to select Office 365 Skype for Business plans. Please always ensure the “Use Skype for Business (full audio and video experience)” option is selected.

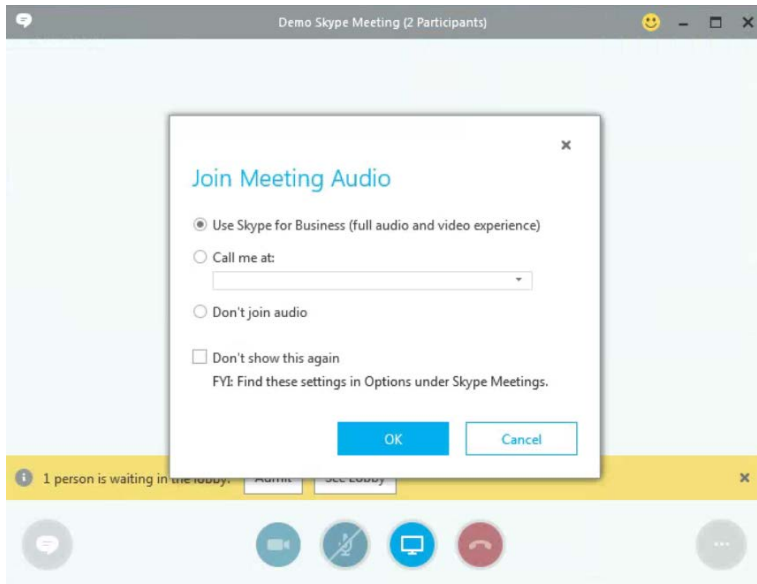


Image 7

4. General Skype for Business Notes

4.1 Admitting a participant into the meeting

If using the ‘lobby’ option (as discussed in point 1.1), you will need to admit participants into the meeting. The presenter will see a notification that a participant is waiting in the lobby and can select who to admit (image 8 and 9).

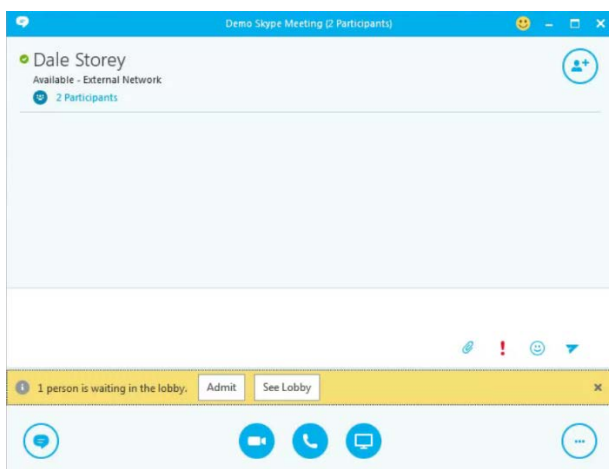


Image 8



Image 9

4.2 Presenting to a meeting

Presenters can share a range of content in a meeting including their PC desktop, specific programs or files. Use the present button to gain access to these options (image 10).

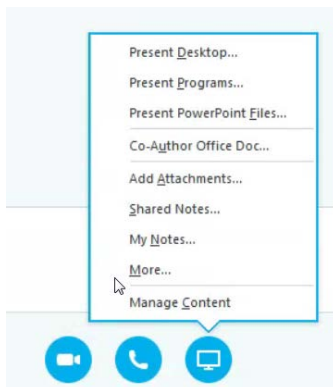


Image 10

4.3 Meeting views

Participants can select different views within a Skype for Business meeting. This will allow them to either view all participants or focus solely on the presenter (image 11).

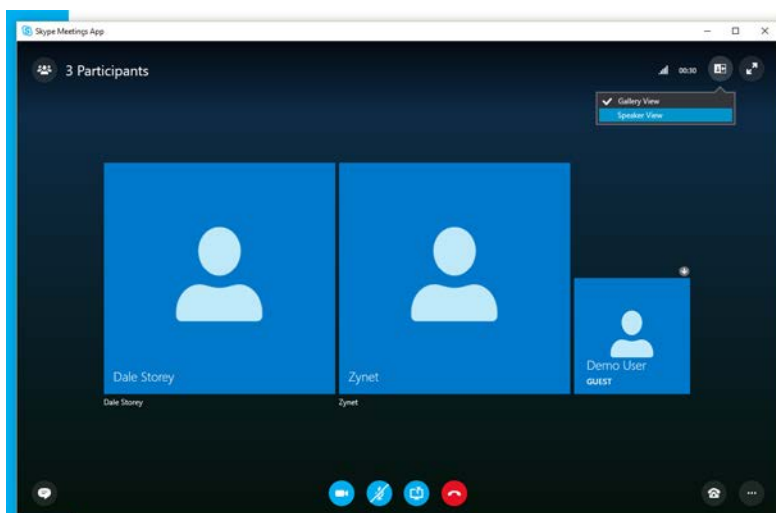


Image 11

4.4 Recording a meeting

The meeting administrator can record any Skype for Business meeting. Select the options button in the bottom right corner for these settings (image 12 and 13).

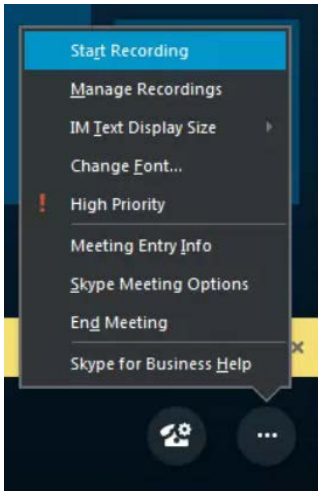


Image 13

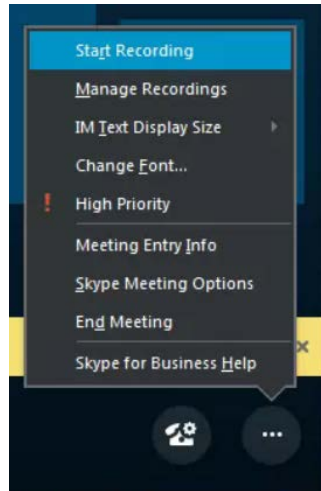


Image 12

4.5 Bandwidth

Be aware that the quality of your internet connection will impact the meeting performance. You can monitor your signal strength by referring to the signal icon in the top right hand corner of your screen (image 14). Sharing video and documents requires a robust signal.



Image 14