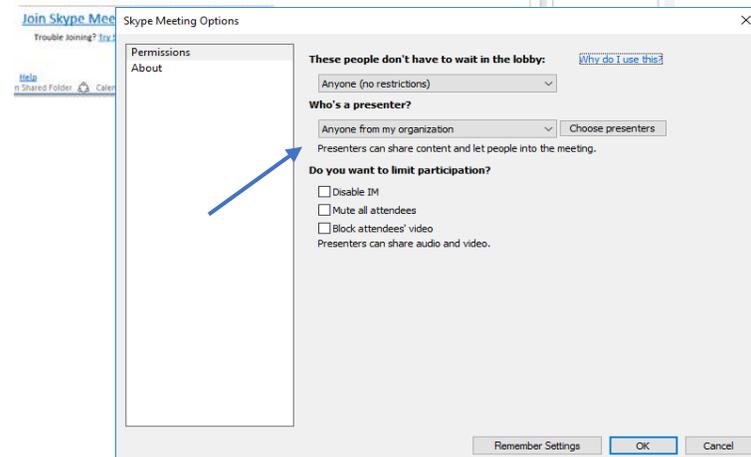
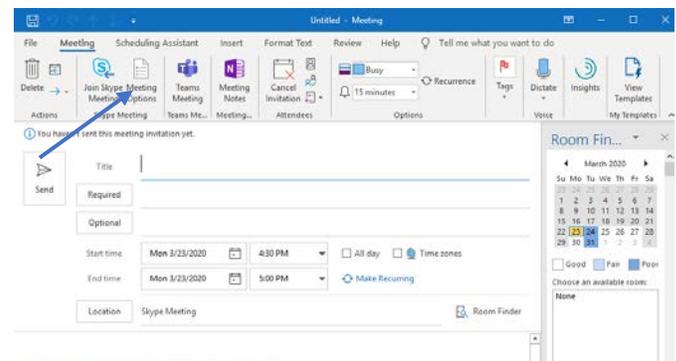
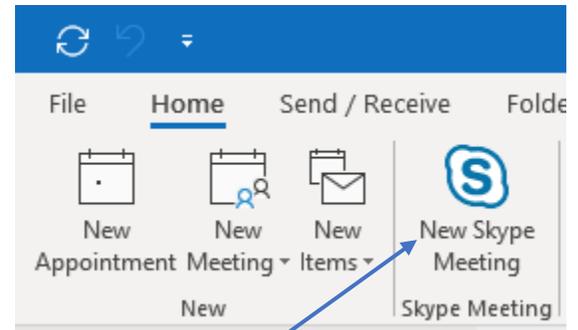


Schedule a Skype for Business meeting

(Outlook Option)

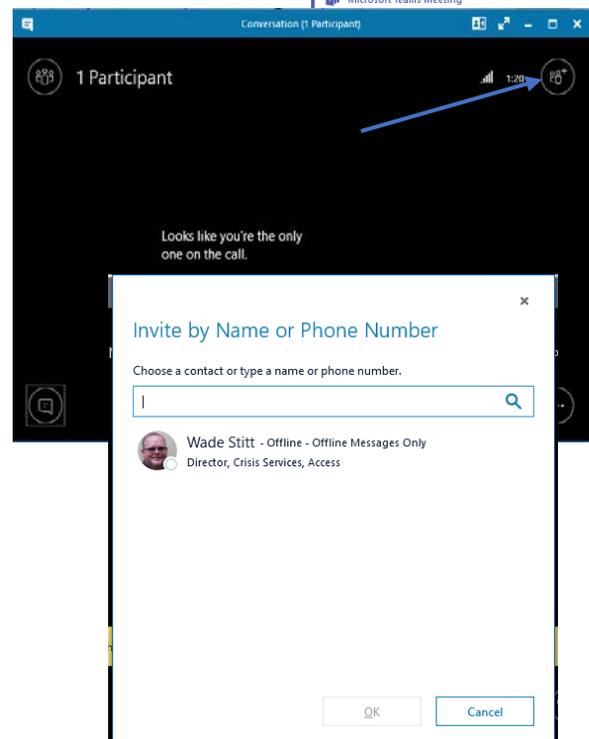
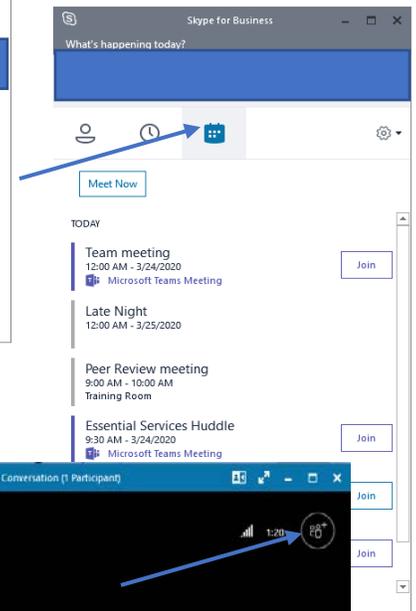
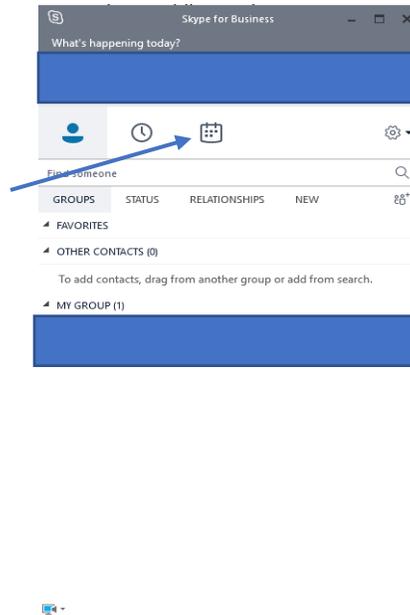
1. Open your outlook calendar and click the home tab
2. Select “New Skype Meeting” from the ribbon
3. Complete the meeting request including but not limited to the following:
 - a. Meeting title
 - b. Required attendees
 - c. Date/Time of the meeting
 - d. Any meeting details
4. If needed, you can change the meeting options before sending out the meeting. Simply click meeting options in the ribbon and fill out the options you want.
5. Once completed, click “send” to send the meeting request



Meet now with Skype for Business

(Desktop App Option)

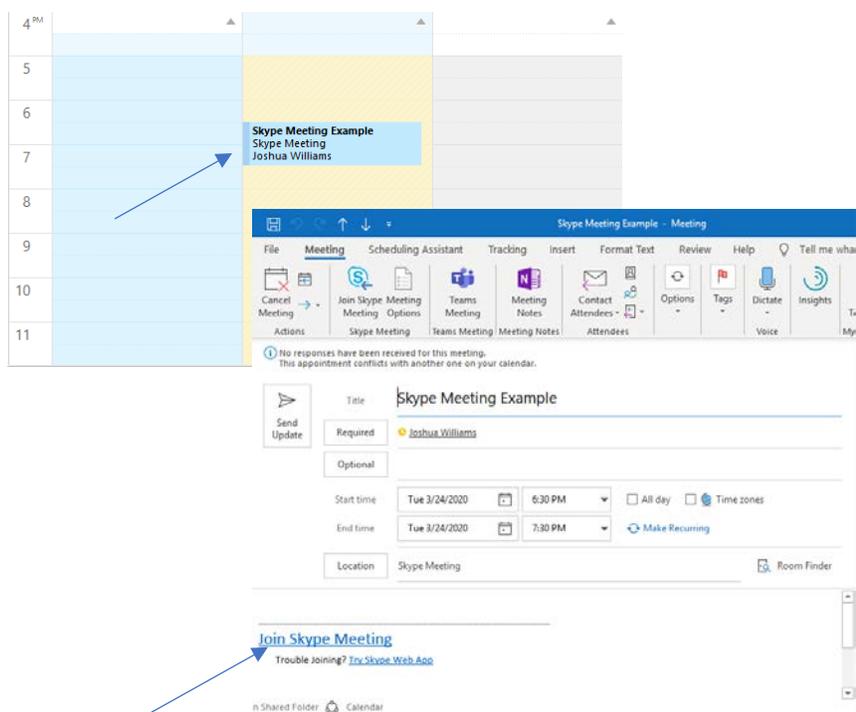
1. Open Skype for Business App
2. Select the calendar icon
3. Select "Meet Now"
4. In the new window, select "Ok" to join using audio and video
5. To add someone to your meeting select "add contact" at the top right corner of the meeting window
6. Search for the individual you want to meet with and select "Ok" to send them an invite



Join a Skype for Business meeting

(Outlook Option)

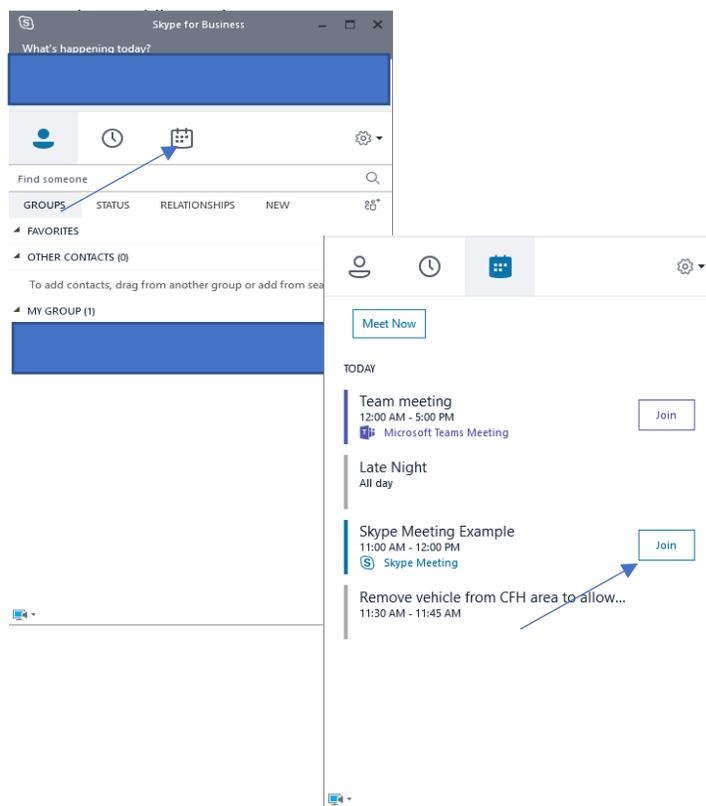
1. Open your Outlook Calendar and open your meeting invite
2. Once open, click "Join Skype Meeting" to open meeting window
3. You will automatically be joined to your meeting



Join a Skype for Business meeting

(Desktop App Option)

1. Open your Skype for Business desktop app
2. Select the calendar icon
3. Select "Join" from the list of meetings
4. You will automatically be joined to your meeting



Meeting Controls for Skype for Business meeting

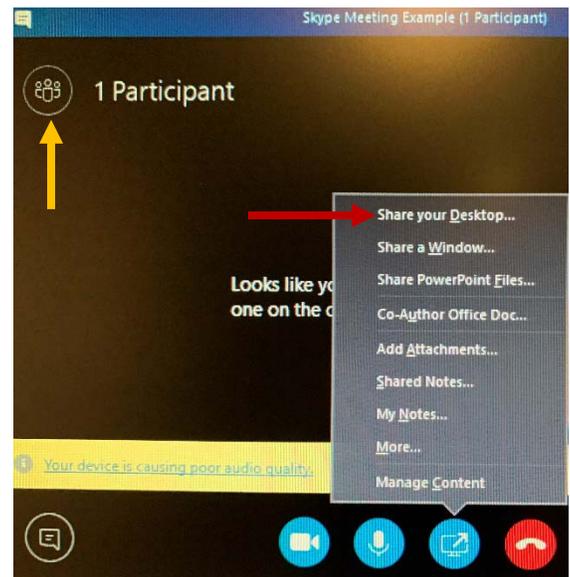
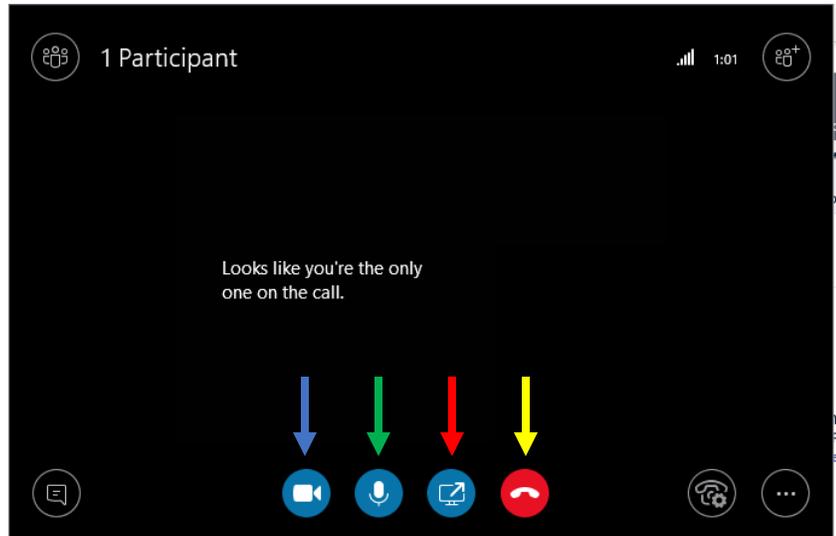
Main Controls

1. Start video
 - a. Identified by the blue arrow
 - b. You can start and stop video at anytime by selecting the video icon

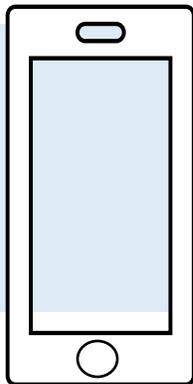
2. Microphone
 - a. Identified by the green arrow
 - b. You can mute and Unmute your Microphone at anytime
 - c. It is encouraged if you are not speaking to have your microphone muted to limit feedback

3. Sharing desktop
 - a. Identified by the red arrow
 - b. Selecting this will give you options to share your desktop or screen as shown here.
 - c. If you need to allow another participant to share their screen, you need to make them a presenter. To do this, select the participants icon identified here by the orange arrow and select "make presenter".

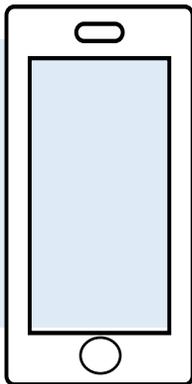
4. Ending meeting
 - a. Identified by the yellow arrow
 - b. This will disconnect you from your meeting at anytime
 - c. If you are the organizer of the meeting, it will end the meeting.



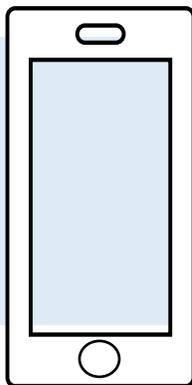
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Search Skype in the search bar



Enter your email and go through the set-up process

