Using Skype Meetings

- When a meeting organizer creates a Skype Meeting request, a Skype Meeting URL is generated.
- By clicking this URL, the meeting organizer and participants can join the Skype Meeting.

## Skype Meeting Setup Process

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Meeting creation</td>
<td>Organizer creates Skype Meeting request.</td>
</tr>
<tr>
<td>(2) URL generation</td>
<td>Skype Meeting URL is generated.</td>
</tr>
<tr>
<td>(3) Meeting invitation</td>
<td>Skype Meeting URL is sent to organizer and participants.</td>
</tr>
<tr>
<td>(4) Organizer joins meeting</td>
<td>Organizer clicks Skype Meeting URL. The Skype Meeting screen appears. * Organizer must join meeting before participants.</td>
</tr>
<tr>
<td>(5) Participants join meeting</td>
<td>Participants click Skype Meeting URL. The virtual lobby screen appears. (Participants must wait in the virtual lobby.)</td>
</tr>
<tr>
<td>(6) Admission to meeting</td>
<td>Once the organizer admits the participants to the meeting, the Skype Meeting screen appears for participants (i.e., participants move from the virtual lobby to the meeting room).</td>
</tr>
<tr>
<td>(7) Start of meeting</td>
<td>Meeting starts once all participants are present.</td>
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</tbody>
</table>
Launching Skype for Business (First Time)

1. Connect a headset or speakerphone to your computer. Please connect the device before launching the Skype for Business.

2. Click the URL issued to join the Skype Meeting. The URL can be found in Outlook Calendar or in the invitation email.

3. Your browser opens. Click [Download and Install Skype for Business].
4. Click on the downloaded package to launch the installer.

5. Click [Continue] on the "Introduction" page.

6. Accept the license on the "License" page.

7. Select an install destination on the "Destination Select".
   If you select [Install for all users of this computer] or [Install on a specific disk], you must enter an administrator password. If you don't know an administrator password, select [Install for me only].
8. Click [Install] on the “Installation Type”.

9. When the installation is complete, exit the installer.

10. Click “Try to join the meeting again” in the browser to launch Skype for Business. If a popup appears, click [Allow].

   When "Join Meeting Audio" is displayed, select [Use Skype for Business (full audio and video experience)] and click [Join].
Launching Skype for Business (Second Time Onward)

1. Connect a headset or speakerphone to your computer.
   Please connect the device before launching the Skype for Business.

2. Click the URL issued to join the Skype Meeting. The URL can be found in Outlook Calendar or in the invitation email.

3. When the browser starts up and a pop-up appears, click [Allow] to launch Skype for Business.
   When "Join Meeting Audio" is displayed, select [Use Skype for Business (full audio and video experience)] and click [Join].
1. Launch Skype for Business, enter the name that will be displayed during the meeting, and click "Join as Guest"

2. Connection to virtual lobby.
   Because anyone with access to the meeting URL can join the meeting, participants must wait in the virtual lobby until they are admitted to the meeting by the meeting organizer.
Joining a Skype Meeting

3. When you join the virtual lobby, the organizer will be notified of your arrival. Once the organizer admits you to the meeting, you will join the meeting, and the Skype Meeting screen will load.
Operating the Skype Meeting Screen

- **Microphone / Ringing / Speakers / Camera settings**
- **Show/hide [CONVERSATION]**
- **Show/hide [PARTICIPANTS]**
- **[CONVERSATION]** Participants can chat (e.g., if they cannot hear each other)
- **[PARTICIPANTS]** Shows list of meeting participants

- **Share video**
- **Mute microphone**
- **Share computer screen**
- **Share PowerPoint File/Show Meeting info**
- **Hang up (end meeting)**
Troubleshooting

- If Participants Cannot Hear You
  If your headset or speakerphone disconnected, connect it and restart the Skype for Business.
  If your microphone is muted, unmute it.

- If You Cannot Hear Participants
  If your headset or speakerphone disconnected, connect it and restart the Skype for Business.
  If your speaker is muted, unmute it.

- If the steps above do not resolve the problem
  Restart your computer
Troubleshooting: Online Reference Materials

- Official Microsoft website
  For help with other issues, please visit the official Microsoft website.

  Skype for Business help & learning