

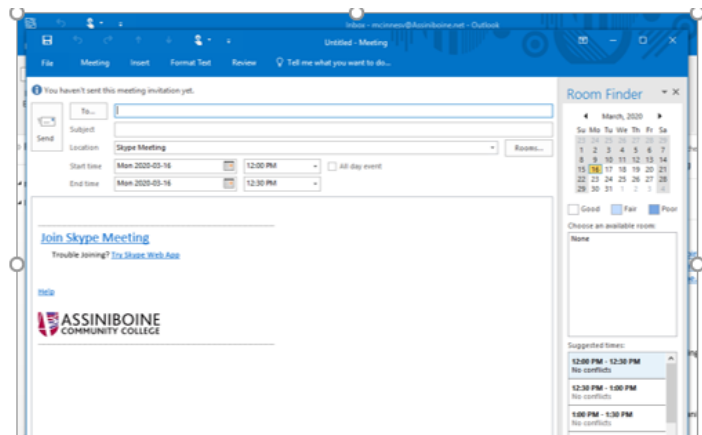
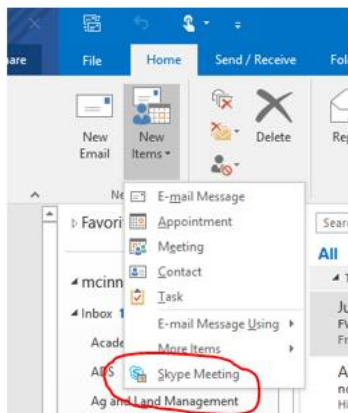
SKYPE FOR BUSINESS – TWO PERSON AND GROUP VIDEO CONVERSATIONS

Skype for Business is used for meeting synchronously with students. Meetings can be audio only or audio/video.

Skype for Business is available to all individuals with a @assiniboine.net account.

How to Schedule a Skype Meeting

1. On the Home tab in Outlook, click New Items→Skype Meeting.
A new window pops up with your untitled meeting.
2. Enter the necessary information for the meeting (invitees, subject, location, date, time).
3. The body of your meeting invitation will be populated with Skype meeting information and the Skype Meeting button will change to Join Skype Meeting (see the following figure). Click the Send button to send the meeting invitation.



Alternatively, you can start an online meeting by going to the Calendar view, double-clicking the New Skype Meeting button from Ribbon.

To start a meeting directly from the Skype for Business application, follow these steps:

1. Click the arrow next to the Settings icon and click Meet Now.
2. From the meeting window that opens, click the Invite More People button at the top-right corner of the window.
3. Select the participants from your contacts list or add participants one at a time by entering their email address and then click OK.

Share your screen in Skype for Business

Present your desktop or specific programs

Keep in mind that you need to be a presenter in a Skype for Business meeting to share your screen. If the option is grayed out, ask one of the presenters to give you presenter access.

- **Present Desktop** when you need to switch between multiple programs, or work on files from different programs.
- **Present Programs** when you need to present specific programs or files and don't want people to see anything else on your computer.

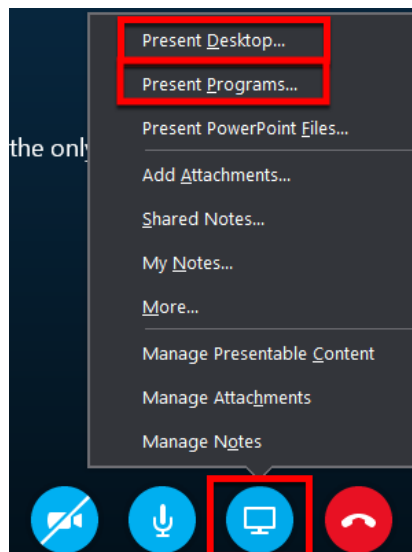
Share your screen or program

Important: When sharing your desktop, everyone in the Skype meeting can see your programs, files, and notifications. If you have confidential information or files that you don't want people to see, close them—or use **Present Programs** instead.

1. At the bottom of the conversation window, click the **Present** (monitor) button.
2. Choose one of the following:
 - To share the content on your desktop, click **Present Desktop**.

Important: When sharing your desktop, everyone in the meeting can see your programs, files, and notifications. If you have confidential information or files that you don't want people to see, close them or use **Present Programs** instead.

- To share one or more programs or files, click **Present Programs**, and then select the specific program or file.



3. On the sharing toolbar, on top of the screen, use either of these options:

- To share control of your desktop or program with the participants, click the **Give Control** button in the small toolbar at the top. Learn more in the Give Control section below.
- Click the pin to hide the toolbar and have more space. To unhide the toolbar, move your mouse to the top of the screen. When the sharing toolbar appears, use any of the controls you need or click the pin again to keep the toolbar visible.

For further explanation, watch this video link

<https://youtu.be/ucLTsIV-5Bw>