

Online Meetings Guide

For help on scheduling an online meeting, please refer to the Skype for Business – Full Guide.

Starting your online meeting

Once you have scheduled an online meeting through Outlook your participants can enter the meeting at any time, this works very well if you want to ask your participants to test the link works and that they have audio/video.

To get started in your online meeting you need to be familiar with a couple of terms; **Attendee**, these are people who are attending your meeting, but they won't have any options available to them to present e.g they cannot upload a PowerPoint. **Presenter**, these are the people who you would like to be able to present (upload PowerPoints, display their desktop etc.) At any point during the meeting a presenter can make another presenter an attendee, or make an attendee a presenter. This is explained below.

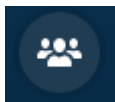
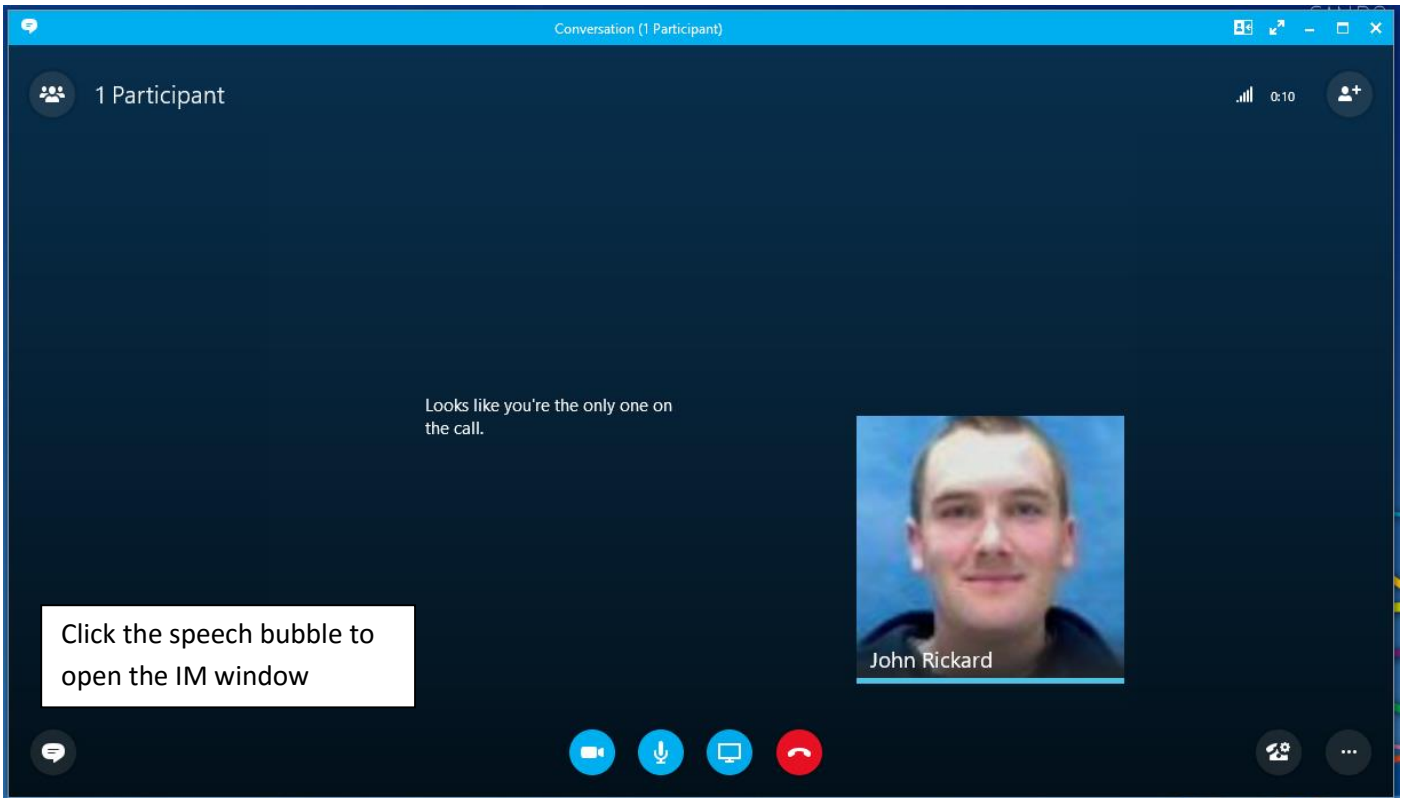
To enter your online meeting, simply click the link in your calendar appointment.

The screenshot shows the Outlook interface for a meeting. At the top, there is a ribbon with tabs: 'Cancel Meeting', 'Scheduling Assistant', 'Join Skype Meeting', 'Meeting Notes', and 'Contact Attendees'. Below the ribbon, a message states: 'No responses have been received for this meeting.' The meeting details are as follows:

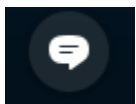
- To: Shaun Trenberth; Gareth Jones
- Subject: Testing SFB Meeting
- Location: Skype Meeting
- Start time: Thu 10/03/16, 10:00
- End time: Thu 10/03/16, 10:30
- All day event:

Below the details, there is a blue link: [Join Skype Meeting](#). Underneath the link, it says: 'This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.' There is also a [Help](#) link.

Skype For Business will open and connect you to your online meeting.



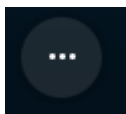
Click the people to see who else is in your meeting, also see if they are an attendee or presenter.



Click the speech bubble to open the Instant Messaging pane.



This shows the call quality and how long the meetings been running.



Click this button for more meeting options (Recording, Meeting Information, Meeting Options and Help) If this is the first time you have recorded a meeting on this machine please contact IT Helpdesk.



These do the same as when you are in a normal Skype For Business call. For more help on these, please see the Full Guide

Meeting Participant Options

When you open the participant pane you will see two buttons at the bottom. You can invite more people who you haven't added to the original meeting.

If you click the "participant actions" button, you have a few options.



Mute Audience – This will mute everyone apart from you, they will have to unmute themselves to talk again.

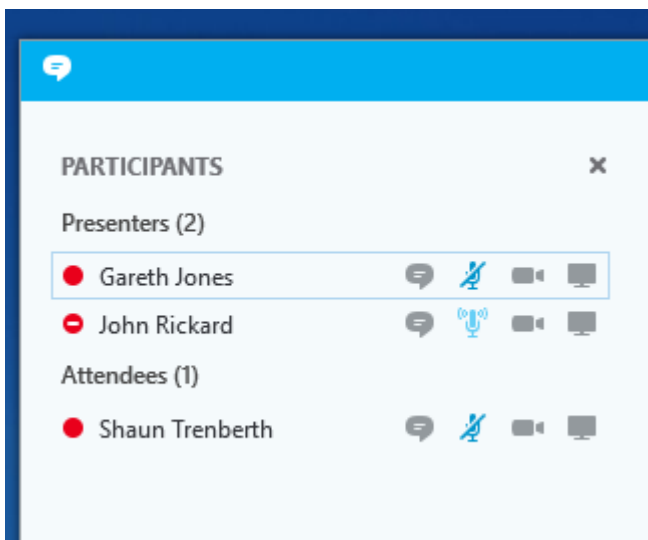
No Meeting IM – This will turn off the option to use instant messaging.

No Attendee Video – This will turn off the option for attendees to use their video.

Hide Names - This hides the names of people on the main window.

Everyone an Attendee – This will make everyone who comes into your meeting an attendee. You can then make, who you need to, a presenter.

Invite by Email – This will allow you to send the meeting information out by email to more people.



In this screenshot you can see what Shaun is an attendee. This means he cannot present any content to the meeting, however he can interact with audio/video like anyone else.

External Contacts

You can add anyone you like to an online meeting (Staff/Student/External Contact). If they do not use Skype for Business they will join your meeting as a guest. The end user will be asked to provide their name when they open the meeting link and then they will be entered into the meeting lobby.

When the user enters the lobby, the meeting presenters will be prompted to accept or reject their access into the meeting.

