Inviting Someone to Skype for Business (Lync) Via Email - Meet Right Now

Perform the following process 10-15 minutes before your online meeting appointment.

Reminders:

- Skype for Business must be installed on the computer you are using to host the online meeting.
- It is recommended that you use a webcam with built-in microphone for your online meeting.

Starting your Online Meeting

1. Log onto your computer:

- Login: Your login is typically the first six letters of your last name, followed by your first and middle inital. For example, my name is Kathy Pinkowsky, so my login is pinkowkm.
- Password: Your Alverno network password.



- 2. Plug in your webcam. (It has a built-in microphone, so you do not need to plug in a separate microphone.)
- 3. Click your computer's start button.



- 4. Select All Programs > Microsoft Office 2013.
- 5. Select Skype for Business 2015.
- 6. When Skype opens, do the following:
 - Under Sign-In Address, enter your Alverno email address Alverno username followed by @alverno.edu. For example, for Kathy Pinkowsky, I would log in with <u>pinkowkm@alverno.edu</u>.
 - Click the Sign In button.

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Sign-in address:	
pinkowkm@alverno.edu	
Delete my sign-in info	
Need help signing in?	
Sign in as:	
Available 🔻	

Note: There may be a significant delay the first time you log into Skype. Don't give up!

7. Once you have logged into Skype, you should test the functioning of your system's speakers and webcam with built-in microphone by clicking the gear tool > Tools > Audio Device Settings.



8. Test your system audio by pressing the green Play button next to Speaker. Adjust your volume as necessary.

- If you are participating in a webinar in which other faculty/students are sitting in the same room with you, you will need to turn on your computer's speakers. Make sure they are not too close to your webcam because the sound from the speakers could cause an echo.
- If you are the only person nearby who is participating in the webinar, use earbuds or headphones to reduce the chance of echo/feedback.
- 9. Slide the microphone's slider bar all the way to the right to turn the microphone volume all the way up.

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10. Click the OK button.

11. Test your webcam by selecting the gear tool > Tools > Video Device Settings.



12. Do the following:

- Select your webcam from the dropdown field.
- Verify your video appears in the window.
- Click camera settings to adjust your video camera, as necessary.
- Click OK.



13. To start your meeting, click the arrow next to the gear tool.



14. Select Meet Now.



15. If the following screen appears, select Use Skype for Business (Full Audio and Video Experience), and click OK.

16. Click the video camera icon at the bottom of the screen to enable your webcam in the meeting.

17. Select • • • (More Options).

18. Select Meeting Entry Info.

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19. Copy the meeting link. Then click the X in the upper right corner of the window to close it.

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- 20. Log into your faculty/staff email: https://exchange.emp.alverno.edu/owa/
- 21. Create a new email, and paste the meeting link into the email. Send the link to meeting participants.

Note: You can also post the link in your Moodle class.

22. When the meeting participants click the meeting link you provided to them, the meeting participants are prompted to install a Skype plug-in onto their computers before joining the meeting.

23. Ask the participant to look at her microphone icon at the bottom of her screen to make sure there is not a slash through the microphone icon. If there is a slash through the icon, it means her microphone is muted. If her microphone is muted, tell her to unmute her microphone by clicking the microphone icon at the bottom of her window.

25. Start your webcam by clicking the video icon.

26. The picture from your webcam should appear.

Recording the Meeting

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2. When the meeting is over, click the **based** icon, and select Manage Recordings to locate the video file.

Sharing Screens

When you share your screen with the meeting participants, they can see whatever is on your screen. You can deliver a Powerpoint presentation, review a Word document, and so on. Both the presenter and meeting participants have the ability to do this.

1. To share your screen, click the monitor icon. Then click Present Desktop, and click Present.

2. Tell meeting participants that they have to click the Accept Meeting Content button to see your screen.

3. If someone's shared screen is too small, click the image of the participant's screen bigger.

4. To stop sharing your screen, click Stop Presenting.

Allowing Someone to Control Your Screen

1. After you have shared your screen using the steps listed above, click Give Control to allow someone to have control over the mouse on your computer. This is useful for tech troubleshooting and for allowing someone else to control navigation in a PowerPoint presentation on your computer.

2. At the top of the screen, select Give Control, and select the name of the participant you want to give control to.

Currently presenting	Give Control -	× Stop Pres
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	Give Control Automatically	
	Presenters James Wend	

3. The participant you selected can then control the mouse on your screen.

When a participant is given control of the host's computer, the participant will see this prompt.

4. To take back control of your computer, click Stop Presenting.

Ending a Meeting

1. After the participants have left the meeting, click the red phone icon to hang up, and then click X to close the window.

2. Click the link under your name, and select Sign Out to sign out of Lync.

