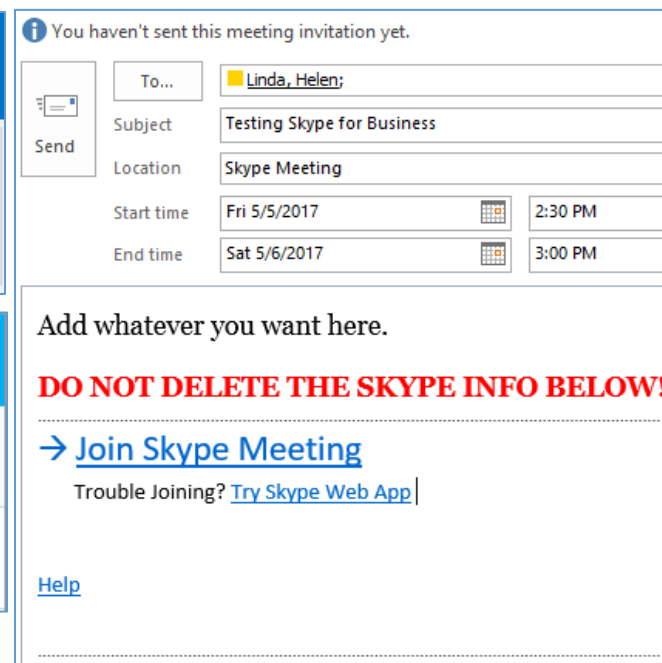
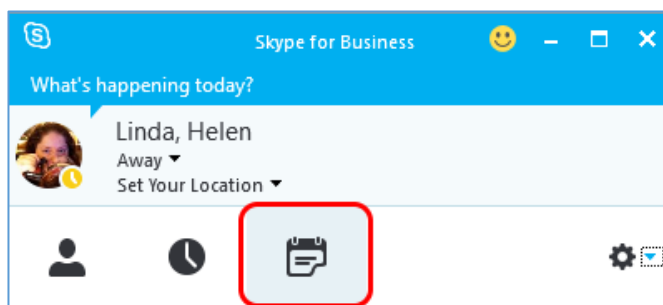
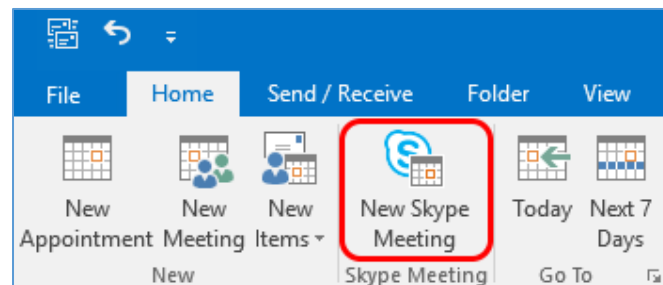


## Skype for Business – Meeting Quick Start Guide

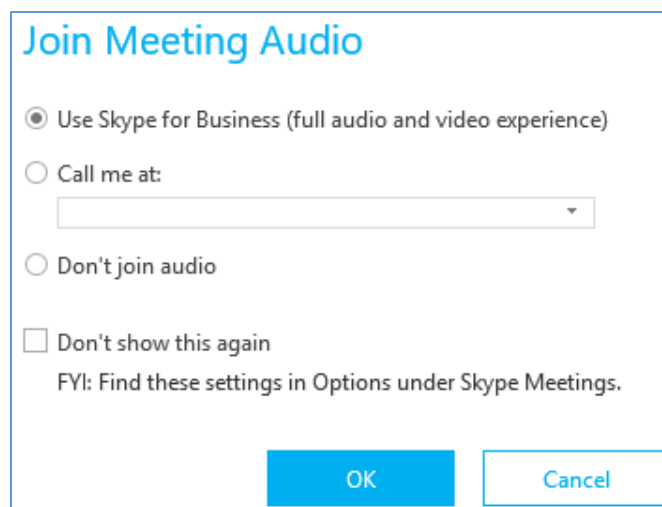
### Setting Up a Skype Meeting

1. In Outlook Calendar, choose **“New Skype Meeting”** under the “Home” tab.
2. The only difference is that your message already has Skype link included. **Don’t delete the link when you add your own message.**



### Starting a Skype Meeting

1. You can start the meeting in two ways:
  - a. **Click the link** in your calendar event or event email.
  - b. Log in to “Skype for Business 2016” on your desktop and **double click on the meeting in your events list.**
  - c. If this is your first time using Skype, you need to **log in with your work email.**
2. Choose how you want to hear the meeting:
  - a. Select “Use Skype for Business” to **listen and talk through your computer** speakers & mic or headphones.
  - b. Select “Call me at:” and choose the number that you want Skype to call so you can **listen and talk through your telephone.**



## Skype for Business – Meeting Quick Start Guide

3. Here's a tour of all the settings you'll need to run or attend your meeting:

The screenshot shows a Skype for Business meeting window titled "test (1 Participant)". The interface is divided into several sections:

- PARTICIPANTS Panel:** Located on the left, it shows "Presenters (1)" with "Linda, Helen". A red box highlights the "Control Participant Meeting Options" area, which includes "Invite More People" and "Participant Actions" buttons. A red arrow points from this box to the "1 Participant" icon in the top bar.
- CONVERSATION Panel:** Also on the left, it is currently empty. A red arrow points from the chat icon in the bottom toolbar to this panel.
- Top Bar:** Shows "1 Participant", signal strength, "2:52" duration, and an "Invite or Remind Attendees" button.
- Bottom Toolbar:** Contains icons for chat, "Mute/Unmute Audio Turn Video On/Off", video, audio, screen sharing, and a red end-call button. A red box highlights the "Record Meeting and General Controls" area, which includes a gear icon and a three-dot menu icon.
- Sharing Menu:** A context menu is open over the video feed, listing options: "Present Desktop...", "Present Programs...", "Present PowerPoint Files...", "Co-Author Office Doc...", "Add Attachments...", "Shared Notes...", "My Notes...", "More...", and "Manage Content". A red box highlights this menu.
- Video Feed:** Shows a participant named "Linda, Helen" drinking from a glass.

Annotations in red boxes and arrows provide a tour of these key features:

- Control Participant Meeting Options** (points to the top-left panel)
- Open and Close the Participants Panel** (points to the top bar)
- Open and Close the Chat Panel** (points to the bottom toolbar)
- Mute/Unmute Audio Turn Video On/Off** (points to the bottom toolbar)
- Record Meeting and General Controls** (points to the bottom toolbar)
- Screen, Application, Slide, and Document Sharing Menu. (Also Collaborative Documents, Whiteboards, Notes, Polls, etc.)** (points to the sharing menu)
- Invite or Remind Attendees** (points to the top bar)