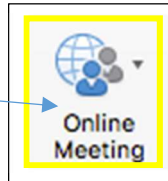


## Skype for Business Mac Outlook QuickStart

Introducing Microsoft Skype for Business. Skype for Business provides quick and simple ways of communicating and collaborating through a single, easy to use interface. This document will give you an overview of how to start or schedule Skype for Business online meetings from within Outlook.

Skype has a button that can be found in the Outlook Calendar ribbon bar when you are scheduling a meeting.

When you are in the progress of creating a new meeting, click on Online Meeting to schedule a new Skype for Business meeting and add an invitation to the meeting details, that will be included in the invitation sent to invite participants to your Skype meeting.



### Trouble shooting problems with Skype for Business(SFB):

There are several reasons that the Online Meeting icon may be absent in Outlook when scheduling a new meeting. (1) SFB must be running and you must be signed into SFB before you launch Outlook (2) In some cases you may need to install or reinstall SFB (install instructions are on reverse). Updating the OS may cause this. (3) You must have Microsoft Office 2016 installed on your Mac. The latest version of SFB requires Outlook version 15.28 or higher. (4) Prior versions of SFB (Lync) must be uninstalled before installing Skype for Business (5) SFB requires OS X 10.11 El Capitan or higher to be installed on your MAC.

## Scheduling a Skype for Business Meeting

You can schedule a Skype for Business meeting in the same way that you schedule a calendar appointment in Outlook. You can invite people outside the University of Guelph community and even those that don't have Skype installed on their computers.

1. Open Outlook and create a new meeting in the normal way. Enter all email addresses (including both U of G and non U of G addresses).

2. Click on Online Meeting in the Outlook. Calendar view.

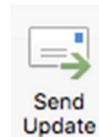


3. Note that in the body of the message there will now be a link to [Join online meeting](#)  
**Join Online Meeting.**  
Trouble Joining? [Try Skype Web App](#)  
[First online meeting?](#)

4. Enter any further text or attachments in the calendar invitation and send the invitation.

## Making Changes to a Skype Meeting (host)

1. Open the meeting entry in your Outlook calendar
2. Add attendees, change the meeting details, or add information to the message (above the lines of text ONLY).
3. Click **Send Update**. External attendees will receive an email from you (the host) with updated details. Internal attendees will have the meeting updated in their Outlook calendars.



## Joining a Scheduled Meeting

People can join a meeting that they have been invited to by clicking on the **Join Skype Meeting** link in the email invitation to the meeting.

→ [Join Skype Meeting](#)  
Trouble Joining? [Try Skype Web App](#)

If the attendee does not have Skype for Business installed on their computer or they do not have a Skype for Business account their computer can join the meeting

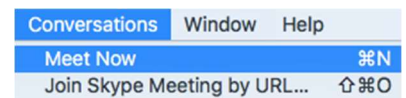
using the **Skype for Business Web App**. Once the attendee clicks on the link in the invitation they will need to follow the instructions in the browser window to join.

## Starting a Meeting immediately

Open the Skype for Business App.



1. Click on the **Conversations** menu item.
2. Click on **Meet Now**



You can now prepare PowerPoint presentations, the sharing of files, etc., before you invite more people to join by clicking on the **Invite More People** button.

## Joining a Meeting that is starting immediately.





If you are invited to a meeting that is starting immediately

you will receive an email invitation. You join a meeting that has started immediately by using the **Join Skype Meeting** link in the email invitation. If you have the URL for the meeting, click on **Conversations** and the **Join Skype Meeting by URL** menu item. To join a meeting that you have not been invited to, you must contact the host and the host can immediately invite you immediately to the meeting.

## Cancelling Skype Meetings


A Skype for Business meeting can be cancelled in the same way you would cancel any other meeting in Outlook.

1. Open Outlook.
2. Click on the Calendar entry for the Skype meeting.
3. Click on the **Cancel Meeting** icon. 
4. To let participants know the meeting has been cancelled, click on **Send Cancellation**. 
5. Participants will receive an email informing them the meeting has been cancelled. The meeting will also disappear from their Calendar.

## Leaving or Ending a Skype Meeting

### Attendee:

#### Method 1


1. Right Click on the meeting options icon. 
2. Select **Exit Meeting** from the pop up window.

#### Method 2

Click on the Hang Up icon. 

### Host:


If you are the meeting's host, you can end the meeting completely for all attendees.

1. Click on the meeting options icon. 
2. Select **End Meeting** from the pop up window.

Note that if you are the host and you click on the **Hang Up** icon you will leave the meeting and the

meeting will continue without you. You can rejoin it later by clicking on the **Join Online** link from the meeting entry in your calendar.

## How to Share Your Screen in a Skype for Business Meeting

1. Click the monitor icon at the bottom of the window. 
2. From the pop-up menu you can select what you would like to share with the other meeting attendees:

Currently the Mac version of Skype for Business app only allows you to share your screen or a PowerPoint file.

Click **Stop Sharing** at the top of the window to finish sharing.

Note: If you are not the host of the meeting and would like to share something from your own desktop you must first ask the host to make you a presenter.

## Installing the Skype for Business App

If you are a CCS Managed Desktop client:


You should have Skype for Business preinstalled on your computer. If you are a Managed Desktop client and it is not installed, contact Managed Desktops at ext.58888 or email them at [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca) and they will work with you to install it.

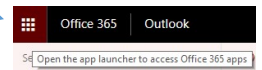
If your computer is managed by an IT team in your department or college:

Contact them and ask them to provide assistance installing it.

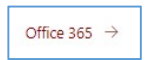
If you manage your own computer and would like to install Skype for Business

1. Open a web browser and type **mail.uoguelph.ca**
2. Press **Enter**
3. Enter your **U of G email address** and **password**.
4. Click the **Sign In** button

5. Click the Waffle icon to the upper left. 




6. Select **Office 365**
7. Click on **Install Office Apps**.



8. Select **Other Install Options**
9. Select **Skype for Business** from the list of available software in the upper left section of the window..



10. Click on **Install**. 
11. **SkypeForBusinessInstaller-16.17.0.65.pkg** will be downloaded to your MAC.

Follow the on-screen instructions to finish installing Skype for Business.

Interested in what else CCS offers? Check here for a list of other services provided by CCS.

<https://www.uoguelph.ca/ccs/get-started>

**CCS** opening doors through technology  
[www.uoguelph.ca/ccs](http://www.uoguelph.ca/ccs)

Need more help?  
CCS Is here to help you!

Phone  519-824-4120 x 58888

Email  [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca)

Website  [www.uoguelph.ca/ccs](http://www.uoguelph.ca/ccs)

Want to talk to someone in person? Come visit the [IT Help Desk](#) on the first floor of the McLaughlin Library!