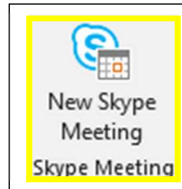


Skype for Business Windows Outlook QuickStart

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 meetings from within Outlook.

Skype has a button in the Outlook Calendar ribbon that can be found under the Home Tab in the Outlook Ribbon Bar.

Click on New Skype Meeting to schedule a new Skype meeting, create an invitation email in Outlook, and invite participants to your Skype meeting.



If the Skype meeting icon is absent in Outlook then you need to install the Skype for Business application (instructions on reverse).

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 the New Skype Meeting button in the Outlook.Calendar view.
3. A blank meeting window will open. Note that in the body of the message there will already be a link to **Join Skype Meeting**.



→ [Join Skype Meeting](#)

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

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

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

Starting a Meeting immediately

Open the Skype for Business App.



The **Meet Now** option will allow you to prepare the meeting, such as getting all the presentation windows ready, before you invite people to join in with the meeting.

To start a meeting immediately:

1. Click on the **Meeting** icon
2. Click on **Meet Now**



Meet Now

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

Invite More People

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 need to join a meeting you have not been invited to, you can contact the host and the host can immediately invite you to the meeting.

Cancelling Skype Meetings

You can cancel a Skype meeting 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 Cancel Meeting.
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 click on the **Hang Up** icon you will leave the meeting but the meeting will continue without you (you can rejoin it if you want).

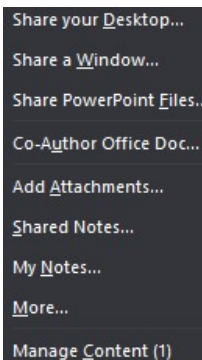


How to Share Your Screen in a Skype for Business Meeting

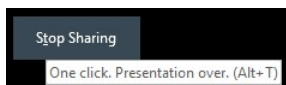
1. At the bottom of the call window, click the monitor icon.
2. From the pop-up menu you can select what you would like to share with the other meeting attendees:



You can **Share your Desktop**, **Share a Window**, and even open a **Whiteboard** that you can use to collaborate in real time with the other participants in the meeting. (click on **More** to find the Whiteboard)



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



Note that if you are not the host of the meeting and would like to share something from your own desktop you need to click on **Take Over as Presenter** at the top of the window.



Installing Skype for Business Productivity Tools

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 and they will work with you to install it.

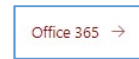
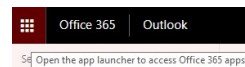
If your computer is managed by an IT team in your department or college:

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 in the list of available software in the upper left.
10. Select Skype for Business Basic and click on Install.
11. Follow the on-screen instructions to finish installing Skype for Business



Install Office apps

Other install options
Install a different language, the 64-bit version, or other apps available with your subscription



Install

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

Need more help?
CCS Is here to help you!

Phone  519-824-4120 x 58888

Email  58888help@uoguelph.ca

Website  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!