Skype for Business 2016 For Windows Conferencing Quick Reference

Contents

Information for Skype for Business Meetings and Conference Calls

There are four classifications for meeting participants:

Organizer – the person who schedules a meeting or conference call.
Leader – the first person to dial-in to a conference call from a Skype for Business phone.
Presenter – can invite others to an active meeting or conference call. During a meeting, a Presenter can change the classification of other Presenters to an Attendee. Only a Presenter can record a meeting, distribute files and share items, such as the desktop, a program, whiteboard and conduct a poll. By default, all faculty and staff members are Presenters. If desired, the meeting Organizer can change the permissions level of any participant from Presenter to Attendee before the Meeting Invitation is sent. This is done using Meeting Options.
Attendee – can initiate instant message (IM) conversations and view items that are shared.

By default, meeting participants who dial-in from a non-Skype for Business phone (i.e., Rolm, Cisco, mobile or an off-campus phone) must wait in the lobby until a Leader dials-in. The first person to dial-in from a Skype for Business phone becomes the Leader and anyone waiting in the lobby can be given access to the meeting.

If you want to be a Leader or need to be (for instance, if all other participants are not affiliated with UH) and you dial-in from a non-Skype for Business phone, you must enter your Dial-in PIN to become the Leader. The Dial-in PIN is identical to the Sign-in PIN for CX600 phones. If you can't remember your Dial-in PIN or if you never received a Dial-in PIN, go to **dialin.central.uh.edu** to reset your PIN or obtain your first PIN.

Before sending a Meeting Invitation, the Organizer can change the Meeting Options. It is very important to change Meeting Options before sending the Meeting Invitation because changing the options can potentially change the meeting link and Conference ID. The Conference ID is assigned by Skype for Business and appears in an Outlook Meeting Invitation. Meeting options include:
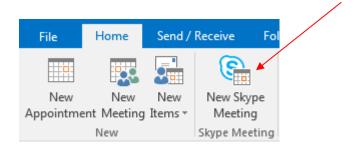
- Everyone waits in the lobby except the Organizer
- No one waits in the lobby
- Only the Organizer is a Presenter

Schedule a Phone Conference or Skype for Business Meeting

A Skype for Business add-on is installed in Outlook that allows you to invite others to a phone conference or Skype for Business meeting. You can even invite people who are not affiliated with UH and are not a Skype for Business user - including students!

To schedule a phone conference or Skype for Business meeting in Outlook:

- Open your **Outlook Calendar**.
- Click **New Skype Meeting** on the toolbar.

- Set the **meeting date** and **time**, add **recipients**, and **send** the Meeting Invitation.

All recipients receive (shown above) a phone number to dial-in and a web address to join a

Skype for Business meeting using a browser. Joining a Skype for Business meeting with a web browser allows non-Skype for Business users to see what the Skype for Business users see. The phone number and Conference ID provide non-Skype for Business users with a speaker and microphone. There is no need to call UIT to set-up a phone bridge. You can do it all using Outlook.

Set Meeting Options

Note: Changing Meeting Options can potentially change the Conference ID for the current meeting. Make sure any changes to Meeting Options are made before you send the Meeting Invitation.

There are two main classifications of participants in a meeting: Presenter and Attendee. Presenters are able to share their desktop and applications, present files, and manage Meeting Options. By default, all faculty and staff at UH are Presenters. Anyone invited to a meeting
from outside of UH (or a student) is an Attendee. It is possible to set Meeting Options before sending a Meeting Invitation. Some of the configurable options are:
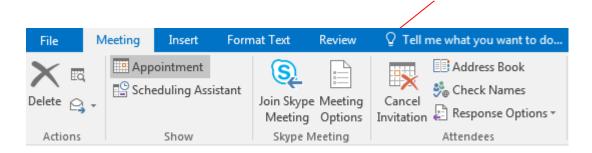
Designate who is an Attendee or Presenter
Designate who waits in the lobby until the Organizer is present
Turn on entry and exit announcement To set Meeting Options:
Follow the steps in the previous section for scheduling a phone conference or Skype for Business meeting.
Before sending the Meeting Invitation, click **Meeting Options** on the toolbar of the Meeting Invitation.
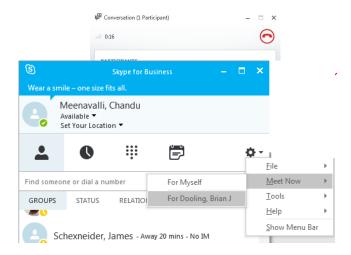

Choose the desired **meeting options** in the Skype for Business Meeting Options dialog box.
- Click **Ok**.

Meet Now

Meet Now allows you to immediately start a meeting or conference call. To use Meet Now:
- Open **Skype for Business**.
- **In Options** menu select **Meet Now**
- Or In the Group Conversation window that appears, click **Invite More People**.

- In the Invite by Name or Phone Number dialog box that appears, select a **contact**, enter a **name**, or enter a **phone number**.
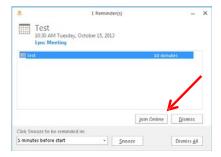- Click **Ok**.

Note: Drag and drop names from your Contact list to the Group Conversation window for a faster way to invite others.
- **Options** button and select **Meet Now**.

Join a Scheduled Skype for Business Meeting

To join a Skype for Business meeting, choose one of two options:
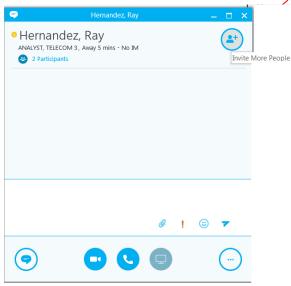
- In the Outlook Meeting Reminder, click **Join Online**.

- In the Outlook Meeting Invitation, click **Join Lync Meeting**

Group IM Conversation

You can start a group instant message (IM) conversation by selecting multiple contacts or a contact group in your Contacts list. You can also escalate an IM conversation with one person into a group conversation.

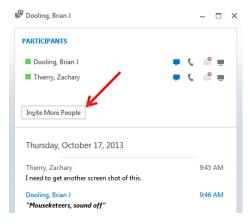To start a group conversation from your Contacts list:

- Hold down the **<CTRL>** key and click each **contact** you want to invite.
- Right-click the last **contact** selected and select **Send an Instant Message** from the menu that appears.
- In the Group Conversation window that appears, type your message in the message input area.
- Press **<ENTER>**.

To escalate a one-on-one IM conversation to a grou0070oljf conversation, in the Conversation window:

- Click **People Options**.
- In the now expanded Group Conversation window, click **Invite More People**.
- In the Send an IM dialog box that appears, select the **contacts** you want to invite.
- Click **Ok**.

Note: Drag and drop names from your Contact list to the Group Conversation window for a faster way to invite others.
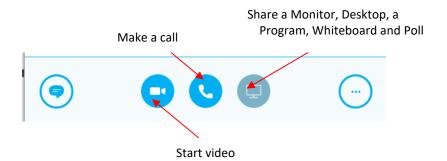

Enhanced IM Conversation

The Conversation window is your gateway to all of the communication and collaboration tools at your disposal.

During an IM conversation, you can add one or more of these tools:

- Audio
- Video
- Share a monitor
- Share a document
- Share a program
- Share your desktop

To add a communication or collaboration tool to an IM conversation, click on one of the following:

Share a Monitor, Desktop, a
Program, Whiteboard and Poll

Make a call

Start video

Join a Phone Conference

When you receive a request to join a phone conference, access information is included in the Meeting Invitation. To dial-in as the leader or an authenticated caller, you will need the following information:

- Dial-in phone number
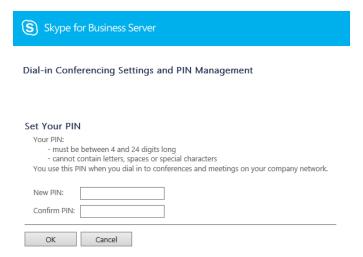- Conference ID
- Your Dial-in PIN

Note: Your Dial-in PIN is identical to the Sign-in PIN used to sign-in to the CX600 phone. If you don't have a Sign-in PIN or if you would like a new Sign-in PIN, follow the instructions in the next section.

Set Your PIN

Your Skype for Business Dial-in PIN is identical to the Sign-in PIN for the CX600 phone. The Dial-in PIN identifies you as someone with authorized access to our network. A Dial-in PIN is required if you are dialing in from a non-Skype for Business phone, i.e., Rolm, Cisco, mobile, or any off-campus phone.

To create or reset a Dial-in PIN:

- In a web browser, go to **dialin.central.uh.edu**.
- Click **Sign-in** and choose **Language**.
- Click the **Sign-in** button then enter your CougarNet **username** and **password**.
- Following the criteria on the PIN management screen, enter your PIN in the fields provided.
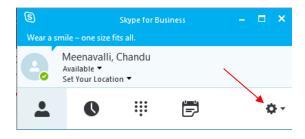
Note: If you forget your PIN, you can reset it using the steps listed above.

Transfer to Your Mobile Phone

If you are in a phone conference or Skype for Business meeting and are pulled away from your desk, you can continue the audio portion of the group conversation on your mobile phone. Before transferring audio to your mobile phone, your mobile number must be entered in Skype for Business.

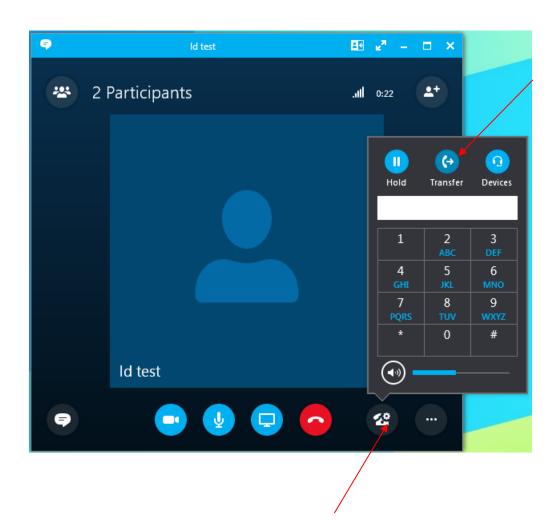To add your mobile number to Skype for Business:

- In the Skype for Business window, click the **Options** button.
- In the Options dialog box, click **Phones** in the left column.
- Click **Mobile Phone**.
- In the Edit dialog box, enter your **mobile number**.
- Click **Ok**.
- Uncheck **Include on my contact card** if you want the number to remain private.
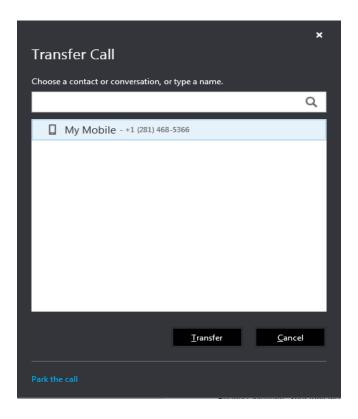- Click **Ok**.

To transfer the audio of a group conversation to your mobile phone:
- In the Group Conversation window, click the **Call Options** button.
- In the box that appears, click **Transfer Call**.
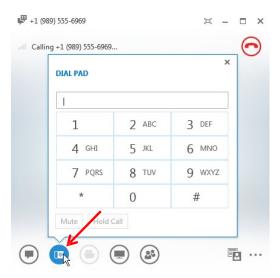- Select your **mobile number**.

Add a Long Distance Number

Adding a person with a long distance number to a conference call must be done by making a separate call, and then merging the two conversations together. A long distance authorization code is required to add someone with a long distance number to a conference call or Skype for Business Meeting. Your long distance authorization code must be entered using the Skype for Business keypad.

To make a long distance call while a conference call is on Hold:

- In the Search field, using your keyboard, enter a **domestic long distance number** or
- **011 followed by an international long distance number**.
- Press **<ENTER>**.
- In the Conversation window of the long distance call, click the **Call Options** button.
- After the long distance number is dialed, one or two beeps can be heard. After hearing the beep(s), enter your **long distance authorization code** using the keypad. If you enter your long distance code too soon, the call will fail.

To merge a long distance call with a conference call:

- In the Conversation window of the long distance call, click **More Options** (ellipsis).
- From the menu that appears, select **Merge This Call in to the desired call**.