

Audio/Video Conferencing

UIT recommends **Microsoft Skype for Business** as the enterprise campus solution for audio/video conferencing. The software offers several tools to promote collaboration such as screen and application sharing, online meetings, white boards, audience polling, and more. Another important software feature is that our dedicated UH Skype for Business servers provide encrypted and safe delivery of confidential data. With Skype for Business, there is no need to forfeit the convenience of on-the-go communication because UIT also extends secure data transmission to mobile devices as well.

Online Meetings

All Skype for Business meeting invitations include a URL that enables non-Skype for Business users to join a meeting in a web browser; there are no restrictions to join.

Features of the Skype for Business Web App include:

- Detailed meeting roster
- Multi-party instant messaging (IM)
- Desktop and program sharing, including giving control to participants (available for Windows only)
- Collaboration features, including whiteboards, polls, file sharing, and navigating PowerPoint presentations uploaded by others

Best Practices for Skype for Business Audio/Video Conferencing

Following are recommendations when using Skype for Business for audio/video conferencing:

- Mute your audio unless you are speaking.
- If you have multiple people in the same room, have only one active audio device to prevent audio feedback.
- If you are presenting information, open all files before the meeting begins.
- The best screen resolution for sharing content is 1024 x 768 pixels.

Skype – A Popular, Less Secure Option to Skype for Business

Skype is another well-known video conferencing software. Because Skype services are not managed by UIT, the transmission of sensitive and confidential data becomes a potential risk for the university. If you have a need to use Skype, there are 3 main considerations and concerns that should be addressed:

- Always use the latest version of the Skype software.
- Disable the ability to transfer files within Skype chats.
- Disable the supernode component.

NOTE: UIT recommends Skype for Business be used instead of Skype whenever possible.