SFB Mac Meeting Environment

Skype for Business

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Overview

This document explains how to use the tools available in a SFB meeting. Information on scheduling or joining a meeting can be found in the following UIT documents:

- Using SFB 2016 for Mac
- SFB for Macintosh Conferencing Quick Reference Guide
- SFB Web App

Mac vs. Windows Meeting Environment

The following tasks are not possible with the Macintosh version of SFB:

- Share a program
- Share a whiteboard
- See a shared whiteboard
- Conduct a poll

- See a poll
- Give control of your shared desktop
- Check the quality of your network connection
- Record a meeting

Information for Online 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 SFB 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 share a desktop. By default, all faculty and staff members are a Presenter. 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. For information on accessing Meeting Options, see **Conferencing Quick Reference for Macintosh**.
- Attendee – can initiate instant message (IM) conversations and view items that are shared.

By default, meeting participants who dial-in from a non-SFB phone must wait in the lobby until a Leader dials-in. The first person to dial-in from a SFB phone becomes the Leader and anyone waiting in the lobby is automatically connected 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-SFB 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. Meeting options include:

- Everyone waits in the lobby except the Organizer
- No one waits in the lobby
- Only the Organizer is a Presenter

Participant List

The participant list indicates the permissions level of each participant: Presenter or Attendee. By default, every faculty and staff member at UH is always a Presenter. Only Presenters can share their desktop, and access other features, depending on how the meeting options are set. If desired, the meeting Organizer or a Presenter can change the permissions level of any participant from Presenter to Attendee.
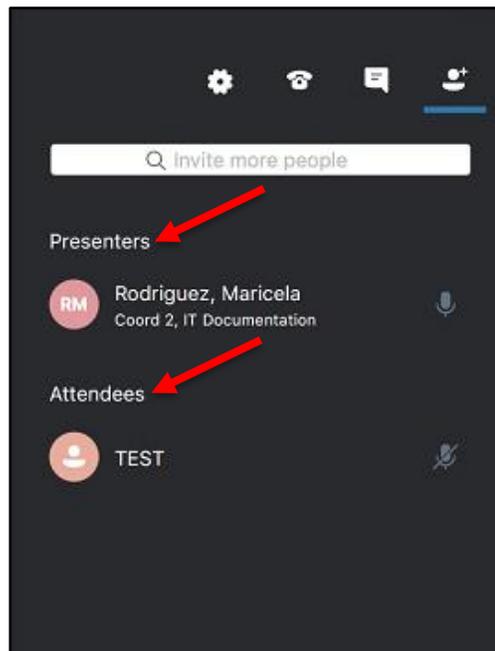
The icons to the right of each name indicate (in this order) if the person is capable of participating in:

- Instant Messaging (IM) – If this icon is not shown, this person might have joined the meeting using a smart phone, a desk phone, or another device that is not capable of sending/receiving IMs. Lines appearing on the top right corner of this icon signify the person sent an IM.
- Meeting Audio – If this icon is gray, this person doesn't have a microphone to be heard during the meeting. This person did not join the meeting using a telephone. If a participant puts the meeting on Hold to take another call, two lines representing "pause" appear next to the icon. If a participant's phone is muted, the icon appears as shown above for the first participant.
- Meeting Video – At the start of a meeting, this icon is not shown. A blue camera means the participant is sending and receiving video as shown above for the second and third participants. A gray camera means the participant is receiving video, but not sending video as shown above for the first and fourth participants.
- Content Sharing – At the start of a meeting, this icon is not shown. When content is shared, a blue double-arrow is shown. A gray double-arrow means the person is unable to view the shared content.

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Change Meeting Audio Settings

If your phone is connected to a computer and the computer has a microphone and speakers, it is possible to change the device used for meeting audio.

To change the audio device during a meeting:

1. In the SFB window, click the **Devices** icon.
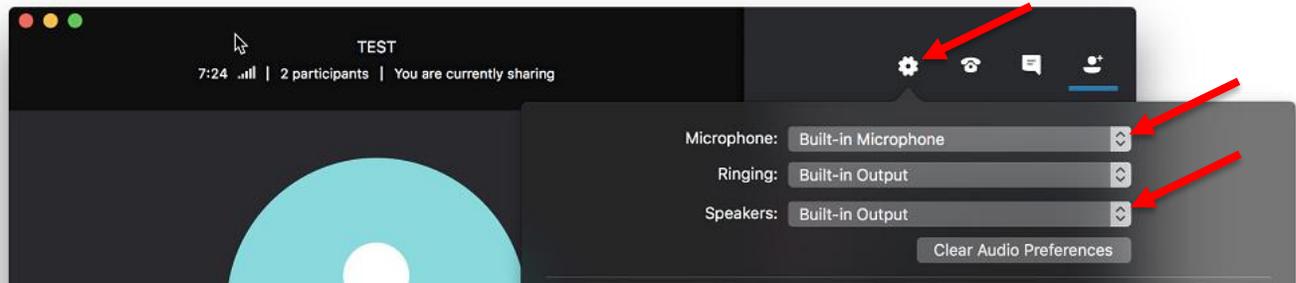
2. From the menu that appears, select **Microphone** and **Speakers**.

In the SFB window next to the Start Video icon is an audio meter which displays the audio level of your voice.

Transfer Meeting Audio to Your Mobile Phone

To transfer meeting audio to your mobile phone:

1. In the meeting invite click **Join Skype Meeting**.
2. Click **Allow**.
3. Select **Call me at**.
4. Enter the **mobile number**.
5. Click **Join**.

Note: SFB will call the mobile number entered in the **Join Meeting Audio** window.
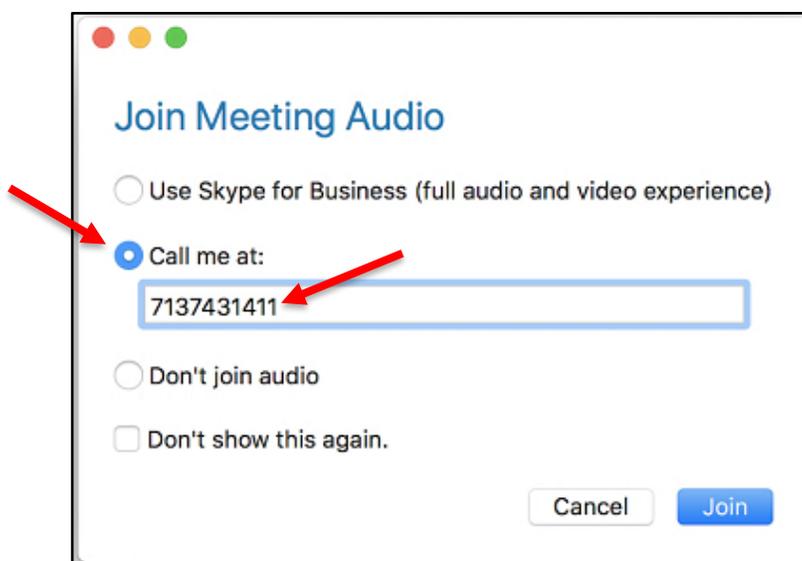
Add a Person to a Meeting

Presenters have permission to invite others to a meeting. By default, every faculty and staff member invited to a SFB Online Meeting or Conference Call is a Presenter unless the Organizer made a change to the Meeting Options. If you are a Presenter in a meeting, you can add others to the meeting.

To add a person to a meeting:

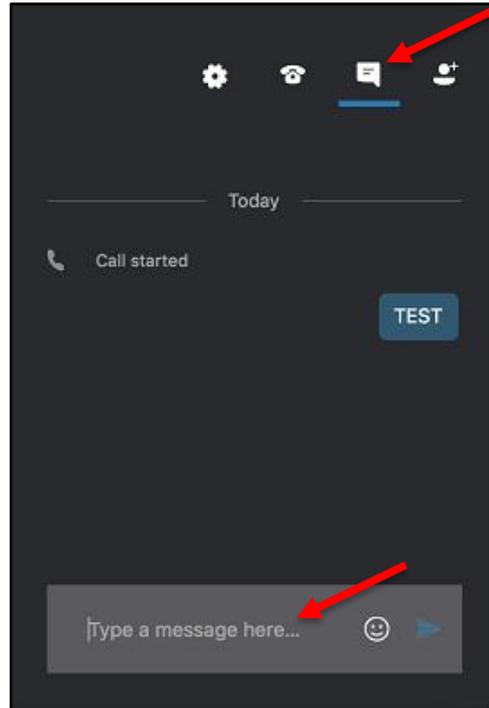1. In the SFB window, click the **People** button.
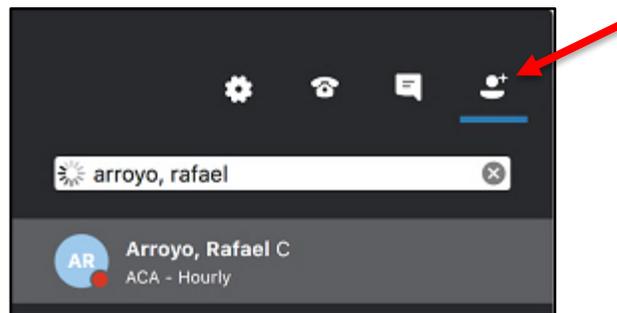
2. Type a **contact name** or **phone number** in the Search field.
3. Double click the information that appears in the Search results.

   Note: The contact will be added to the meeting once the call is answered.

Send an Instant Message

To send an instant message (IM) to all meeting participants:

1. In the SFB window, click the **Message** button.

2. Type a **message** in the input area.
3. If desired, click the emoticon to choose an emoticon that accurately conveys your emotion.
4. Press **<RETURN>**.

Your message is sent to all meeting participants.

Share Your Desktop

Share your desktop to allow all meeting participants to see what you see on your screen. It is not possible to give control of your desktop using the Mac version of SFB. Only Presenters can share a desktop.
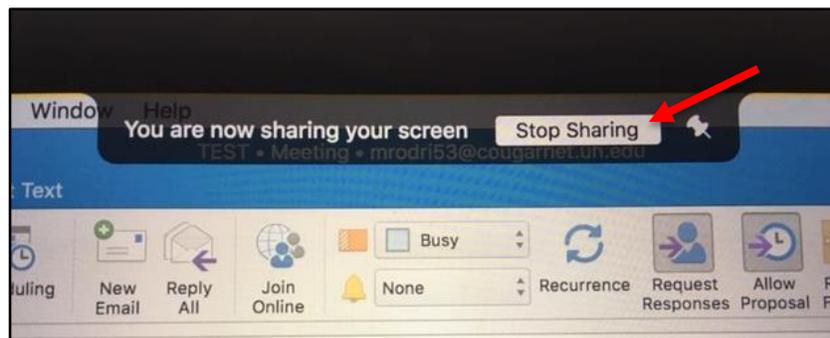
To share your desktop:

1. After joining the meeting, click the **Share Screen** icon.
2. Click **Share Screen**.

Note: The screen is now being shared.
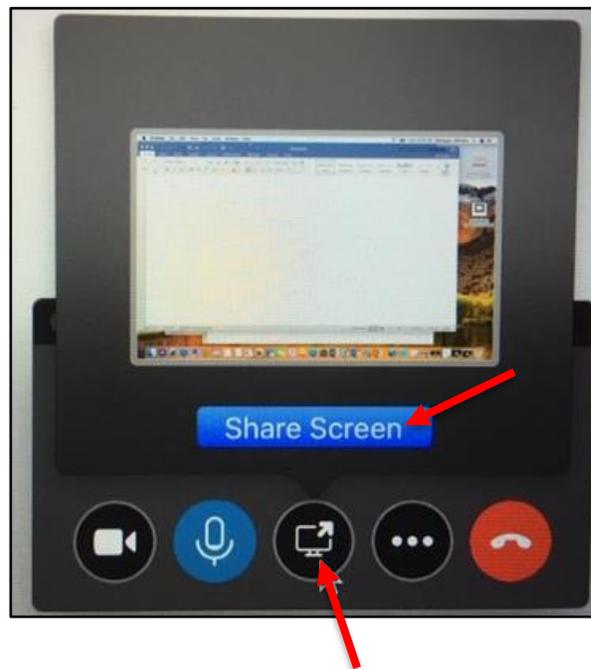
To stop sharing your desktop:

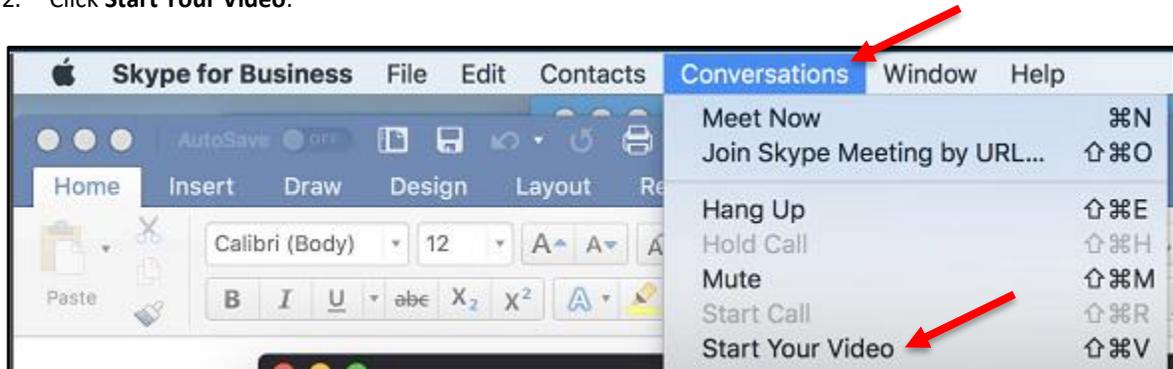1. At the very top of the screen click the **Stop Sharing** button.

Add Video

If a video camera is available on your computer, you can add your video image to a meeting. A participant who doesn't have a video camera can see the video images of other participants.

To add video to a meeting:

1. In the Toolbar menu select **Conversations**.
2. Click **Start Your Video**.

Two video images appear in your Group Conversation window. The larger image is the person currently speaking. The smaller image is a preview of your video image that is shown to other participants. Only one large video image at a time appears in the Group Conversation window.

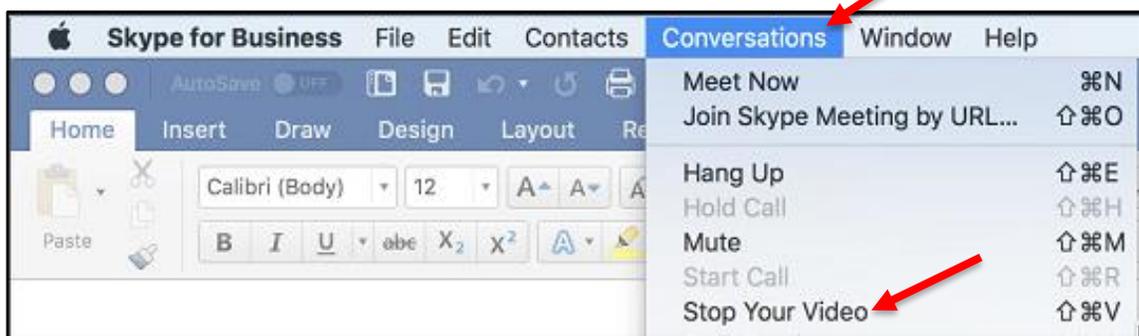SFB Mac Meeting Environment
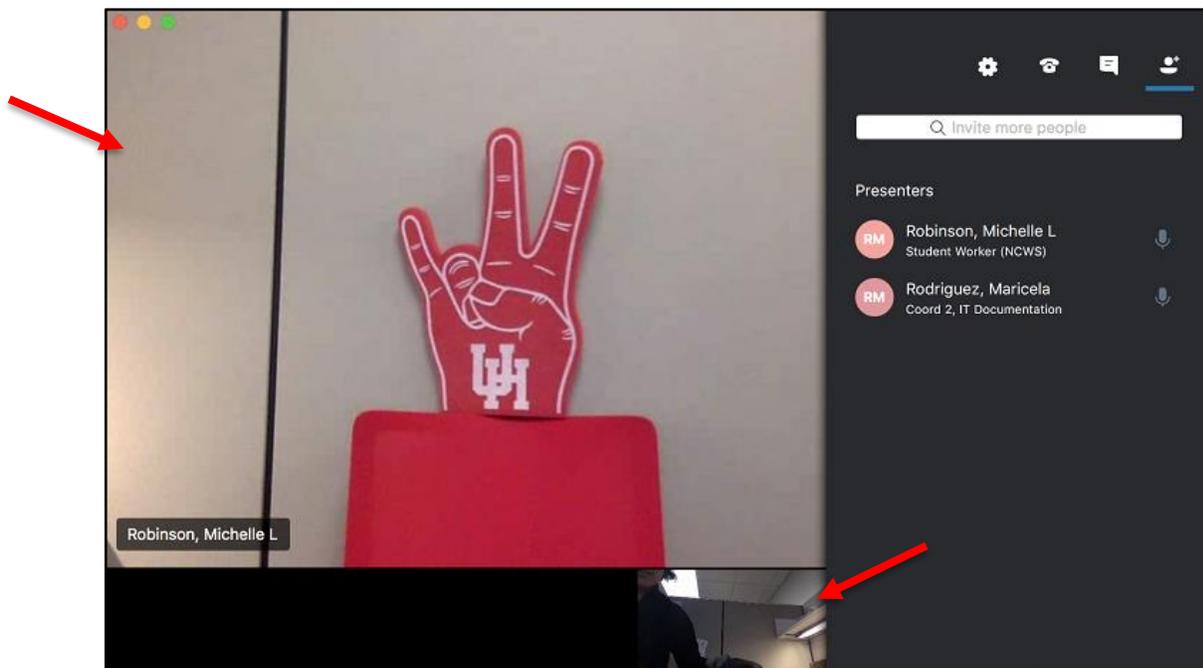
To view the video in full screen mode:

1. Click the **Full Screen** icon.
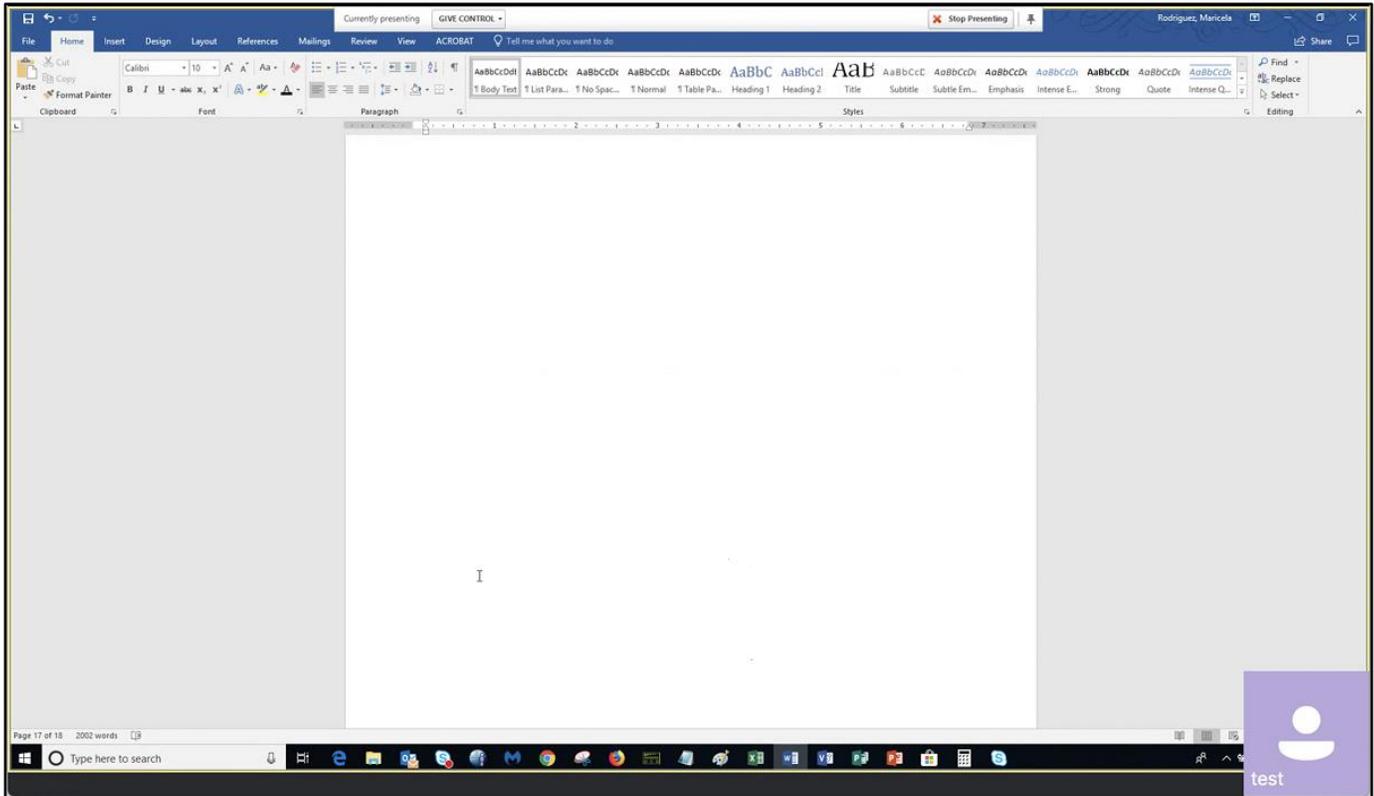

To stop your video:

1. In the Toolbar menu select **Conversations**.
2. Click **Stop Your Video**.

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View a Shared Program

If a meeting Presenter using SFB for Windows shares a program with all participants, the shared program is shared only and not the entire desktop.

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End a Meeting

To end a meeting:

1. In the SFB window, click the **red handset** icon.

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