

Using SFB Web App for Windows

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What Is It?

Microsoft SFB Web App is a browser-based version of SFB that allows people to participate in online meetings who are using a computer that doesn't have SFB installed. It takes up very little hard drive space and is easy to set-up. It is designed for non-UH faculty or staff who are invited to an online meeting, but it is also useful for employees who are not at their usual computer at meeting time or have not yet migrated to SFB. It is ideal for students invited to an online meeting.

SFB Web App runs on both Windows and Macintosh computers. For Windows users, all the in-meeting features are available, except for computer audio, video, and the ability to upload Microsoft PowerPoint presentations. The same features that are available to Windows users are also available to Macintosh users, except for polling, whiteboard, desktop sharing and program sharing.

The following features are available in the SFB Web App:

- Dial-in and dial-out ("Call me") audio conferencing
- Detailed meeting roster
- Multi-party instant messaging (IM)
- Desktop and program sharing, including giving control to participants (program sharing not available for Macintosh)
- Collaboration features, including a whiteboard, poll, file sharing, and navigating PowerPoint presentations uploaded by another (whiteboard and poll not available for Macintosh)

The following online meeting features are not available in SFB Web App:

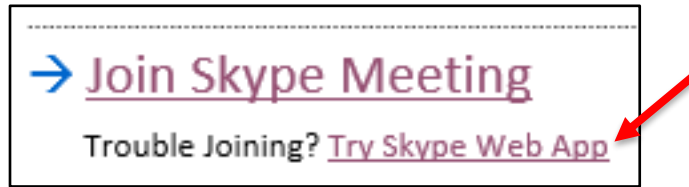
- Computer audio
- Computer video
- Ability to upload PowerPoint presentations

For a complete SFB meeting experience that includes all the above features, SFB Attendee is the solution. Information on SFB Attendee is available in UIT document, **Using SFB Attendee**. SFB Web App does not support SFB features that are outside the meeting experience, such as presence, status, contacts and telephony.

Required Plug-ins

SFB Web App requires Microsoft Silverlight 4.0 (or later) browser plug-in. If Silverlight is not installed, you are prompted for installation. Desktop and program sharing features require a SFB Web App plug-in. If you're using Windows, the first time you initiate a sharing session, a prompt appears to download the required sharing plug-in.

Before your first meeting, run the meeting readiness program to determine if you have the required plug-ins installed. In a Meeting Invitation, click **Try Skype Web App** and follow the instructions. If necessary, you will be prompted to download and install all missing plug-ins in preparation for your first online 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 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 a Presenter. If desired, the meeting Organizer can change the permissions level of any participant from Presenter to Attendee before a Meeting Invitation is sent. This is done using Meeting Options. For information on accessing Meeting Options, see **Conferencing Quick Reference for Windows** or **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 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-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 a Meeting Invitation because changing the options can potentially change the meeting link and Conference ID. The Conference ID is assigned by SFB and appears in a Meeting Invitation.

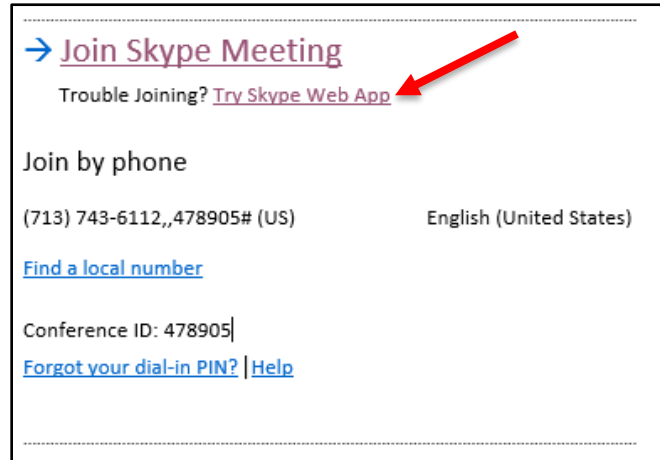
Meeting options include:

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

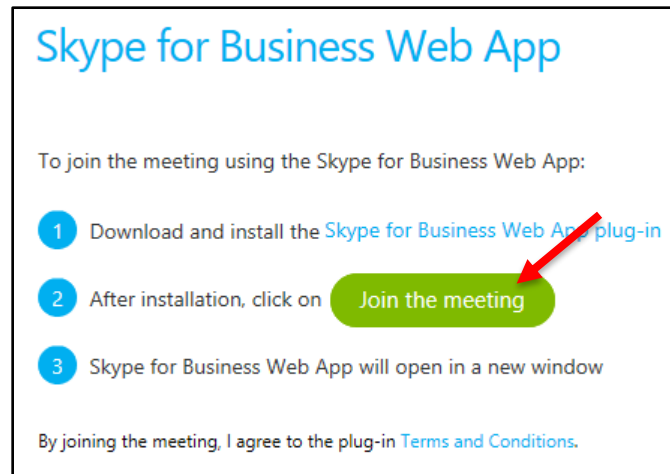
Join a Meeting

To join an online meeting using SFB Web App:

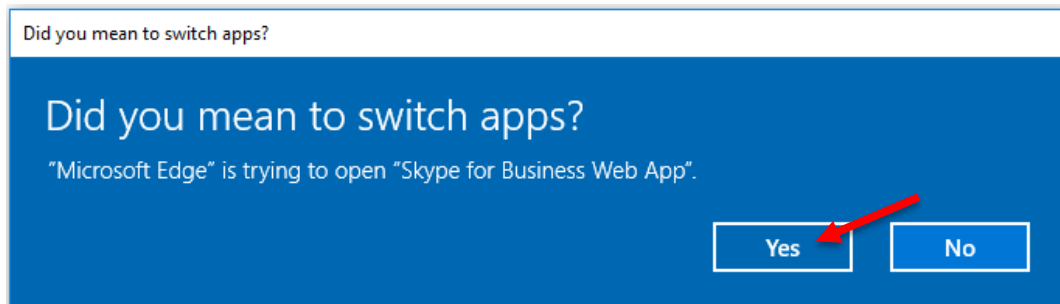
1. Open a **Meeting Invitation**.
2. Click **Try Skype Web App**.



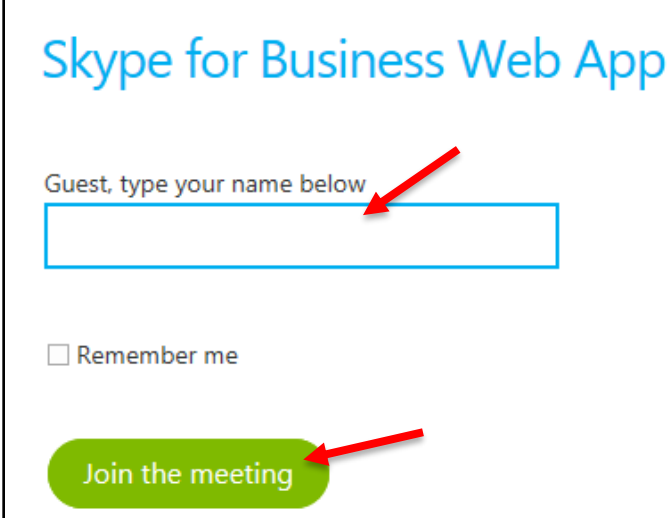
3. In the SFB screen that appears, click **Join the meeting**.



4. In the SFB Web App screen that appears, click **Yes**.



5. Enter your **name**.
6. Click **Join the meeting**.



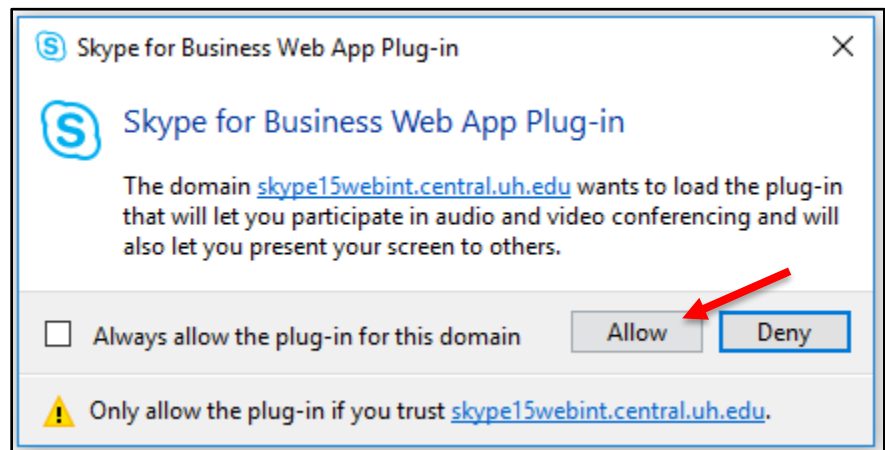
Skype for Business Web App

Guest, type your name below

Remember me

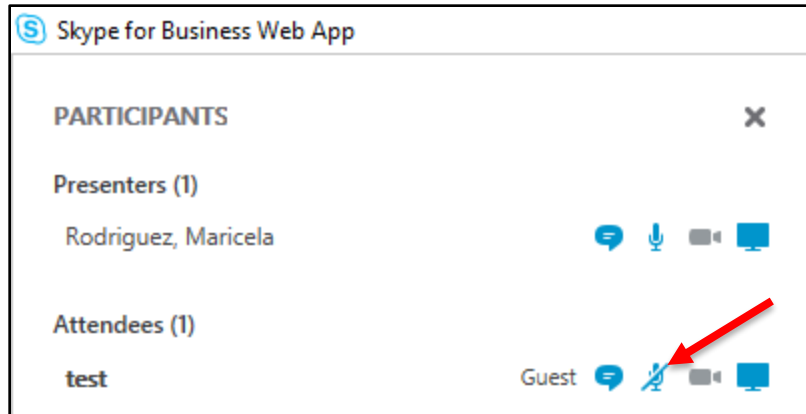
Join the meeting

7. Click **Allow**.

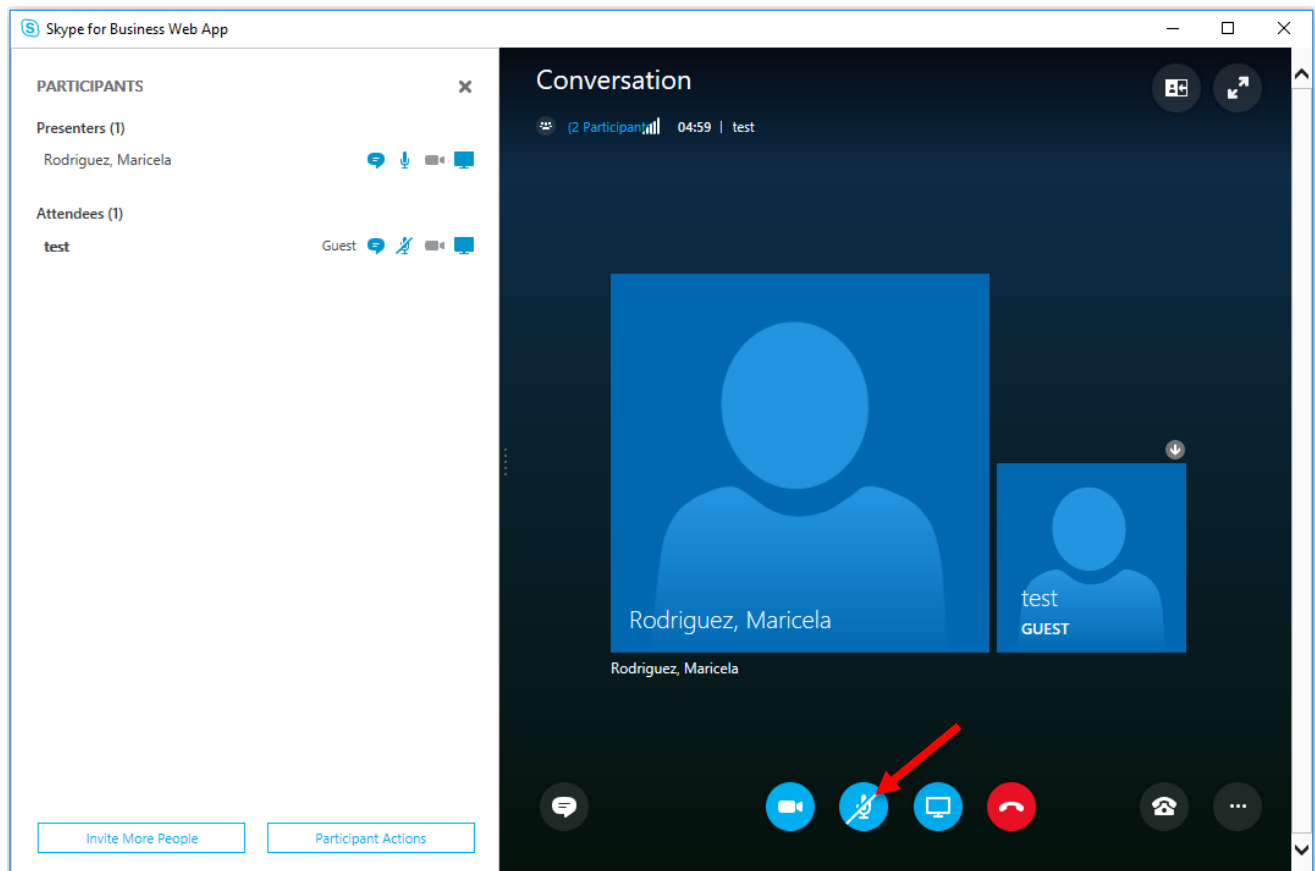


Access Meeting Audio

SFB Web App does not provide audio for meetings. A blue strike through on the mic icon next to a person's name means meeting audio is not being accessed.



To access meeting audio, click the **Mic** button.



View Information about Participants

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, give PowerPoint presentations, share a whiteboard and access other features, depending on how the meeting options are set. If desired, the meeting Organizer can change the permissions level of any participant from Presenter to Attendee.

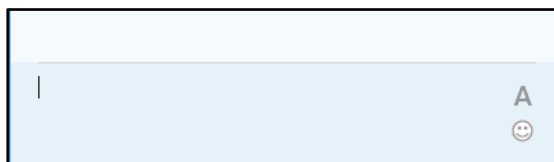
The icons next to each name indicate (in this order) whether the person is capable of participating in instant messaging (IM), audio, video, and content sharing. The red symbol (shown below) next to the phone handset means the person's phone is muted. Presenters can mute any participant's phone.



Send an Instant Message

To send an instant message (IM):

1. At the bottom of SFB Web App, click the **message input area**.



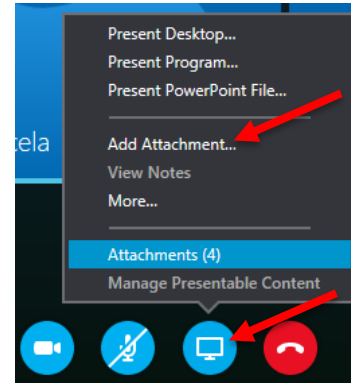
2. Type a **message** in the input area.
3. If desired, click the **A** in the input area to format the text.
4. Press **<ENTER>**.

Your message is received by all meeting participants.

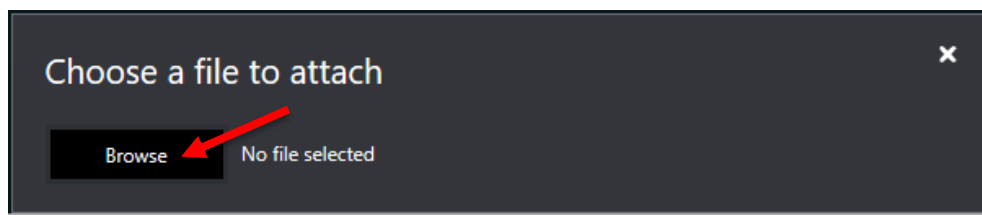
Distribute a File

You can share a file with other participants only if you are a presenter. Depending on the permission levels set by the meeting organizer, if you are not already a presenter, then a presenter running Skype for Business will have to make you a presenter before you can share.

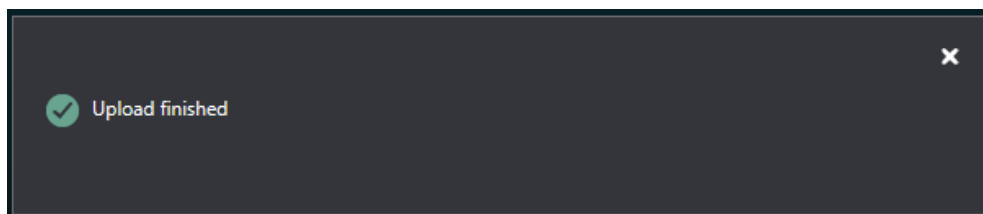
1. Click the **Present** button.
2. Click **Add Attachment**.



3. Click **Browse**.



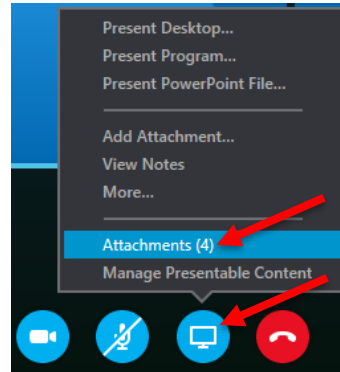
4. Locate and double click the **file** you want to distribute.
5. The file will be sent to all participants. This is the screen that confirms the file transfer.



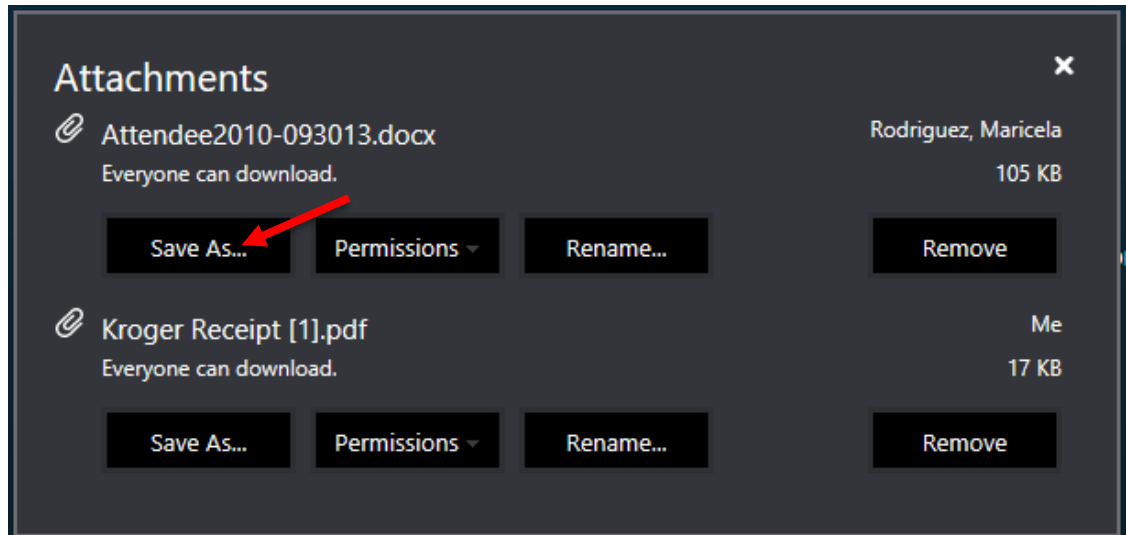
Save a File Distributed to You

To save a file that someone distributes during a meeting:

1. Click the **Present** button.
2. Click **Attachment(s)**.



3. Click **Save As** on the file you want.



4. Click **Open**.
5. Click **Enable Editing**.
6. Click **File**.
7. Click **Save As**.
8. Click **Browse** and select a location.

Install the SFB Web App Plug-in

Application sharing is the primary method of displaying content in an Online Meeting. SFB Web App allows for the sharing of a desktop, an application (not on a Mac), a whiteboard (not on a Mac) and a poll (not on a Mac).

Note: If you are having problems installing the SFB Web App plugin on a particular browser, it is recommended you use a different one or for best results use Internet Explorer.

The first time you attempt to share using SFB Web App, if necessary, you are prompted to install the sharing plug-in. The following appears on your screen.

To install the sharing plug-in:



1. In the meeting invite click **Try Skype Web App**.
2. Click **Skype for Business Web App plug-in**.
3. Click **Run**.

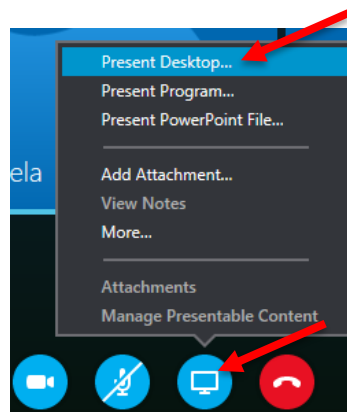
A notification appears informing you of the installation progress. For Windows users, the plug-in is downloaded not installed. After a few minutes, the installation is complete.

Share Your Desktop

Sharing your desktop is used to allow all meeting participants to see what you see on your screen. Not only can you share your desktop, it is possible to give control of your desktop to a meeting participant.

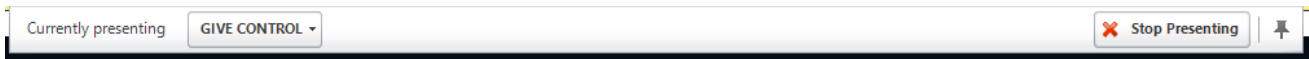
To share your desktop:

1. Click the **Present** button.



2. Select **Present Desktop** from the menu.

Everyone in the meeting immediately sees your desktop. Sharing controls appear at the top of your screen.



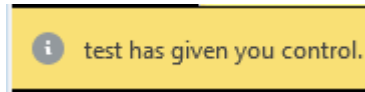
Note: Participants will see all content that is surrounded by a yellow border.

Giving control means a selected person gains control of your mouse.

To give control of your desktop:

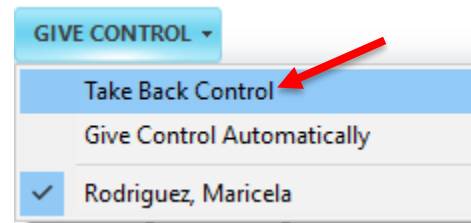
1. On the Sharing Control bar at the top of your screen, click **Give Control**.
2. From the list of names that appears, select the **person** to whom you want to give control.

The persons who received control will see this message on their SFB window.



To regain control of your desktop:

1. Click the **GIVE CONTROL** drop-down arrow.
2. Select **Take Back Control**.



To stop sharing your desktop:

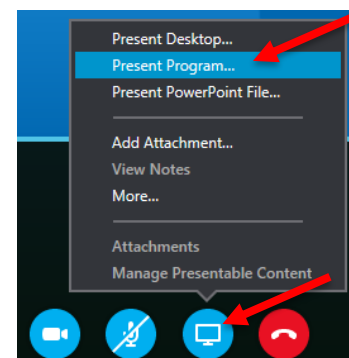
1. On the Sharing Control bar at the top of your screen, click **Stop Sharing**.

Share a Program

It is possible to share individual programs (not on a Mac) with participants instead of your entire desktop. Not only can you share a program, it is possible to give control of a program to a meeting participant.

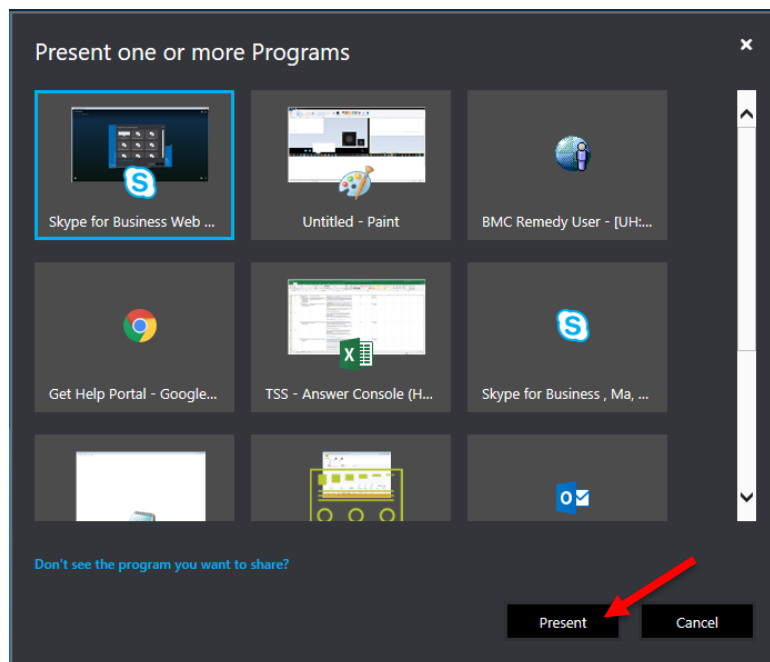
To share a program:

1. Click the **Present** button.
2. Select **Present Program** from the menu.

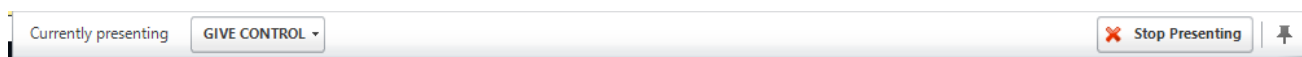


The Present Programs dialog box appears.

3. Select one or more **programs**.
4. Click **Present**.



Everyone in the meeting immediately sees the program(s). Sharing controls appear at the top of your screen.



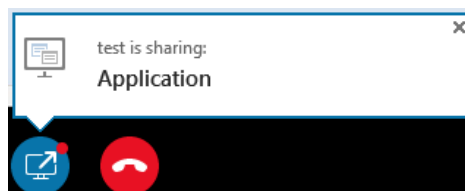
Note: Participants will see all programs that are surrounded by a yellow border.

Giving control means a selected person gains control of your mouse.

To give control of your program(s):

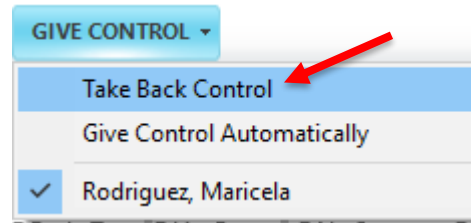
1. On the Sharing Control bar at the top of your screen, click **Give Control**.
2. From the list of names that appears, select the **person** to whom you want to give control.

The following dialog box appears on the SFB window for all viewers.



To regain control of your desktop:

1. Click the **GIVE CONTROL** drop-down arrow.
2. Select **Take Back Control**.



To stop sharing your program(s):

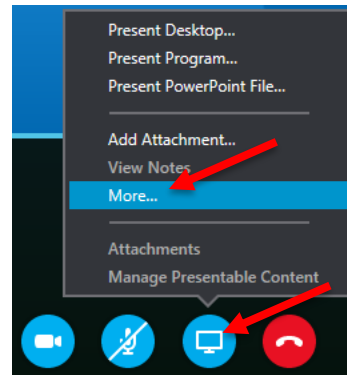
1. On the Sharing Control bar at the top of your screen, click **Stop Sharing**.

Share a Whiteboard

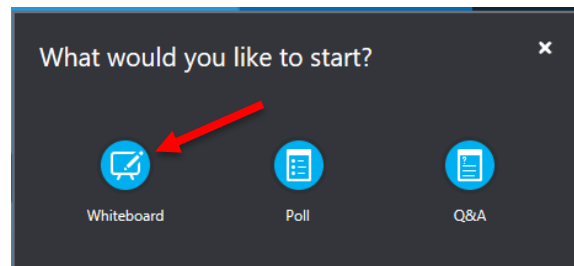
Whiteboard (not on a Mac) is a digital version of the whiteboards found in most conference rooms. Whiteboard has a laser pointer, typing tool, drawing tools, pens, highlighters and more. A shared whiteboard is immediately available for all meeting participants to use.

To share a whiteboard:

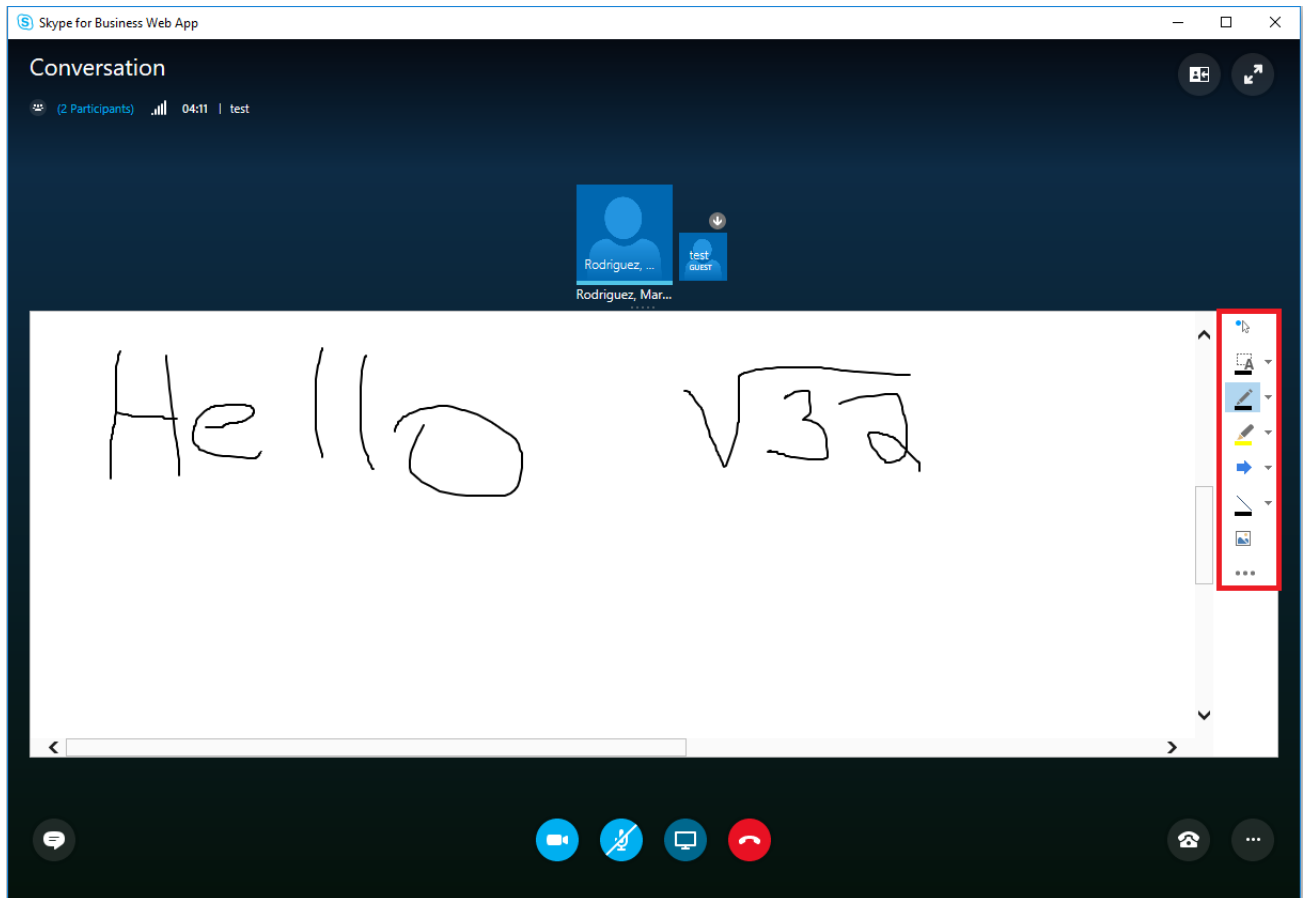
1. Click the **Present** button.
2. Select **More** from the menu.



3. Select **Whiteboard**.



The SFB Web App window expands to include a blank whiteboard. When a meeting participant writes on the whiteboard, everyone in the meeting can view what is written.



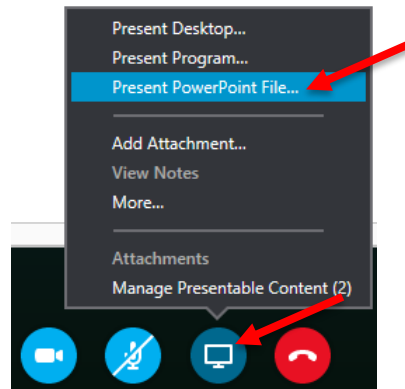
4. Select a **tool** from the right side of the whiteboard to add information on to the whiteboard.

Give a PowerPoint Presentation

Only a Presenter can give a PowerPoint presentation during a meeting. Only a Presenter using the full version of SFB can upload a PowerPoint presentation. SFB Web App cannot upload a PowerPoint presentation.

To give a PowerPoint presentation:

1. Click the **Present** button.



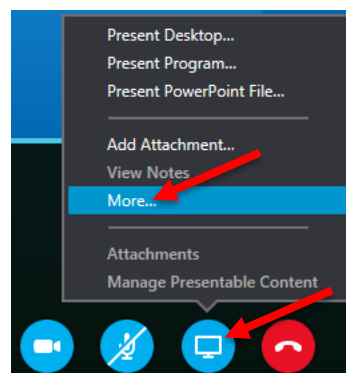
2. Select the **Attachment**.
3. Select the **Present PowerPoint file**.
4. Navigate the presentation using the **arrows** in the lower right corner of the window.
5. Click the **Show Thumbnails** button to present the slides in a different order.

Conduct a Poll

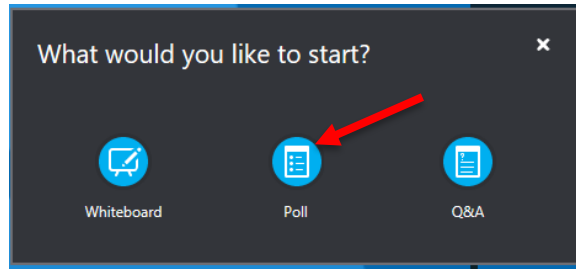
It is possible to conduct a poll or gain a consensus of the meeting participants by offering multiple choices to a question. A poll is anonymous and instant with the results displayed for all participants to view. Only a Presenter can conduct a poll. By default, only Presenters can see the results.

To conduct a poll:

1. Click the **Present** button.
2. Select **More** from the menu.



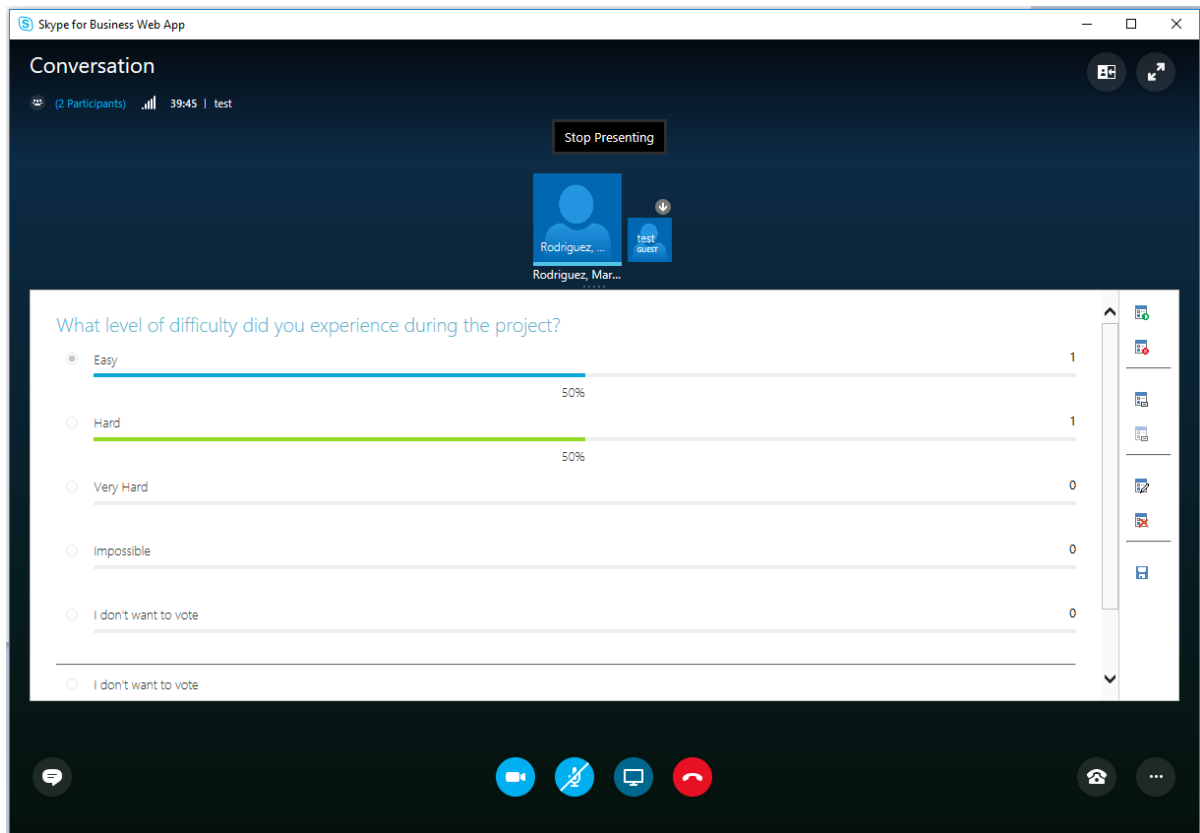
3. Select **Poll**.

A light-themed dialog box titled "Create a Poll". It has a close button (X) in the top right. The form contains:

- "Poll name:" field with the text "Project 2018 Poll".
- "Question:" field with the text "What level of difficulty did you experience during the project?".
- "Choices:" section with seven input fields, each preceded by a colored square:
 - Blue square: "Easy"
 - Green square: "Hard"
 - Dark blue square: "Very Hard"
 - Purple square: "Impossible"
 - Yellow square: "I don't want to vote"
 - Red square: (empty)
 - Brown square: (empty)
- At the bottom right, two buttons: "Create a Poll" and "Cancel". A red arrow points to the "Create a Poll" button.

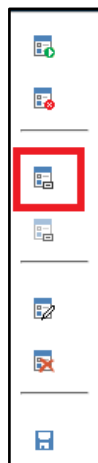
4. In the Create a Poll dialog box that appears, enter a **name for the poll** in the Poll Name: field.
5. Enter a **question** in the Question: field.
6. In the Choices: fields, enter up to seven **choices** from which participants can choose.
7. Click **Create a Poll**.

Here is an example of a completed poll.



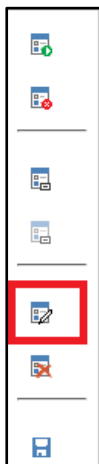
To allow Presenters and Attendees to see poll results:

1. Click the **Show Results to Everyone** button on the right side of the poll.



To make changes to the poll:

1. Click the **Edit Poll Question and Choices** button on the right side of the poll.



Close SFB Web App

Close SFB Web App when the meeting is complete.

To close SFB Web App:

1. Click the **X** to the right of the meeting window.

