
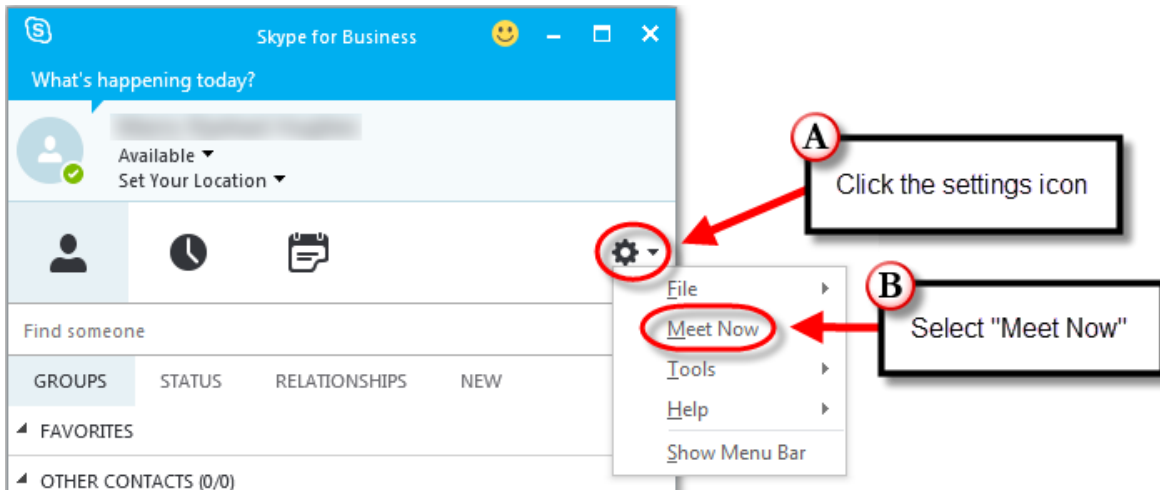


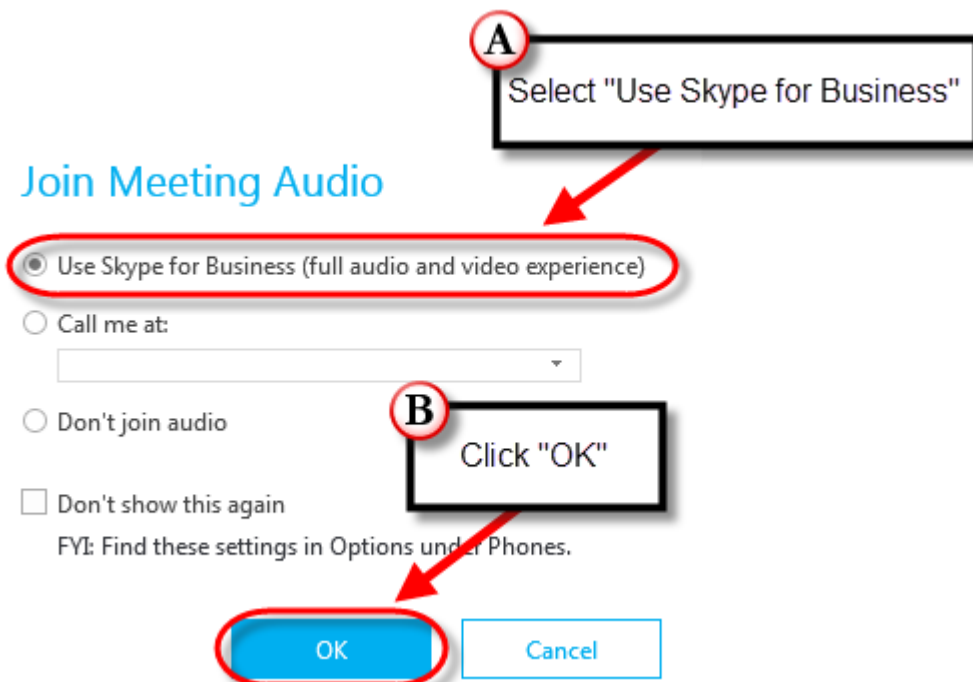
How to Set up Online Meetings with Skype for Business

Start an Audio or Video Meeting


1. Open your **Skype for Business** desktop client.
2. Click  and select **Meet Now**.

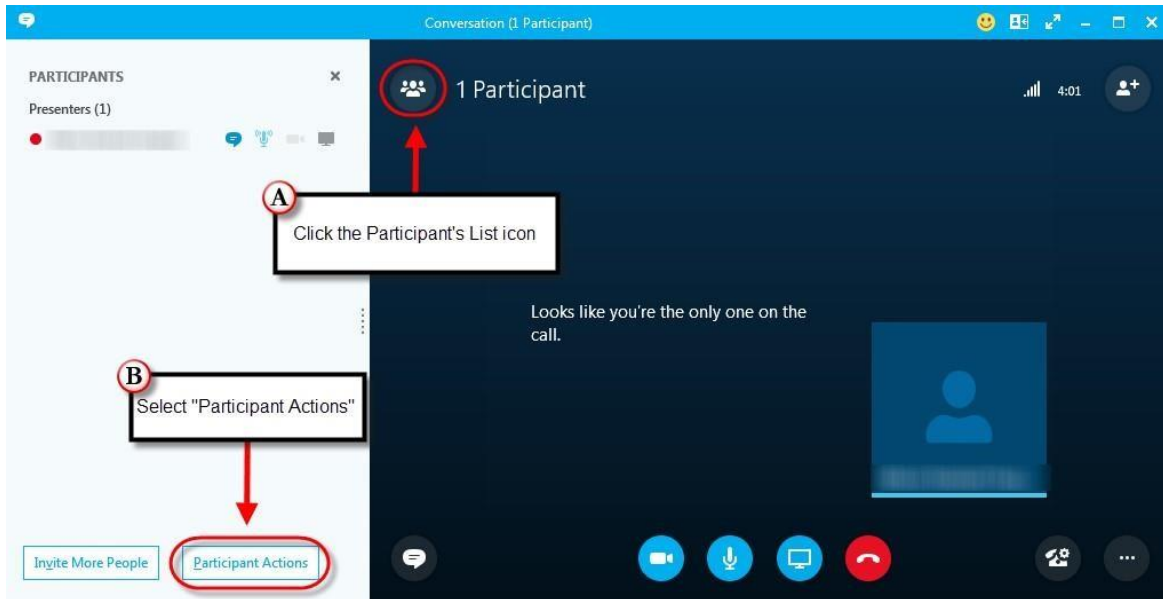


3. In the window that appears, select **Use Skype for Business** and click **OK**.

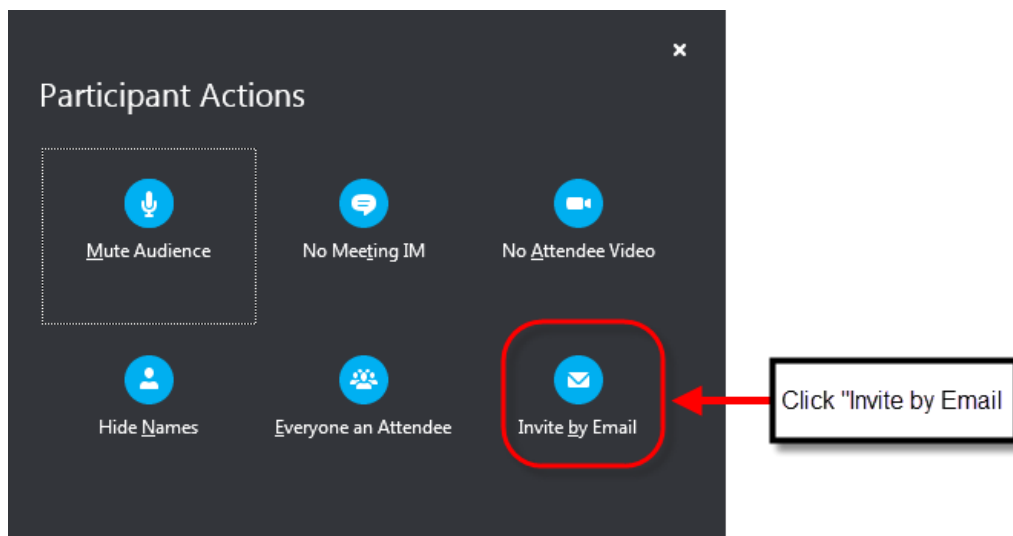


Invite Attendees to Your Meeting

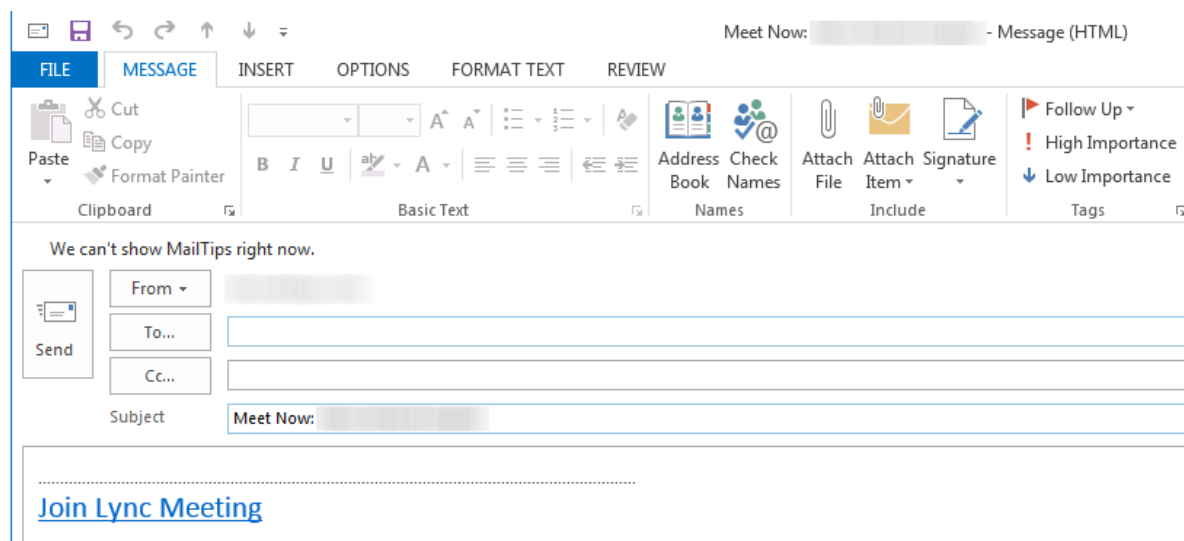
1. Click the  icon and click **Participant Actions**.




2. Click **Invite by Email**.



3. In the email that opens, there will be a link to your online meeting. Add your recipients address and click **Send**.



Share Your Desktop, a Running Program, or Other Media

1. Click the  icon.
2. Skype for Business provides you with a variety of media-sharing options during your meetings:
 - A. **Present Desktop:** Allows you to share your desktop
 - B. **Present Program:** Allows you to share a program currently running on your computer
 - C. **Present PowerPoint:** Allows you to select and share a PowerPoint document
 - D. **Add Attachments:** Allows you to share downloadable attachments with your attendees
 - E. **Shared Notes:** Access notes shared with others
 - F. **My Notes:** Access your personal notes



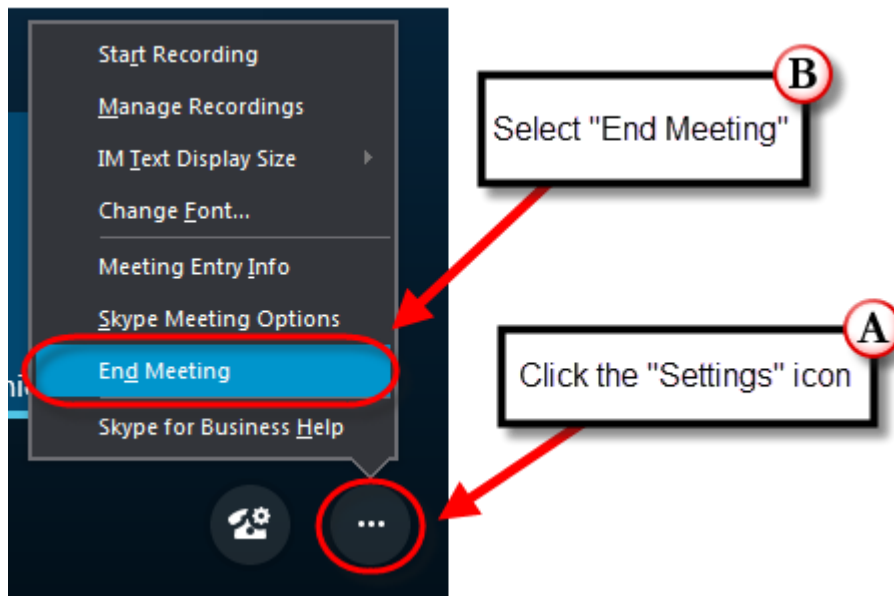
End a Meeting

1. To hang up on the meeting, click the red "Hang Up" icon.

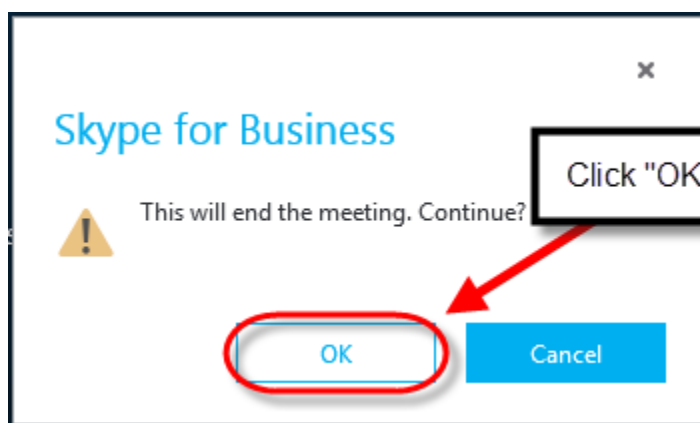


If you were the meeting creator and want to end a meeting completely:

- A. Click the **Settings icon** and select **End Meeting**.



2. Click **OK**.

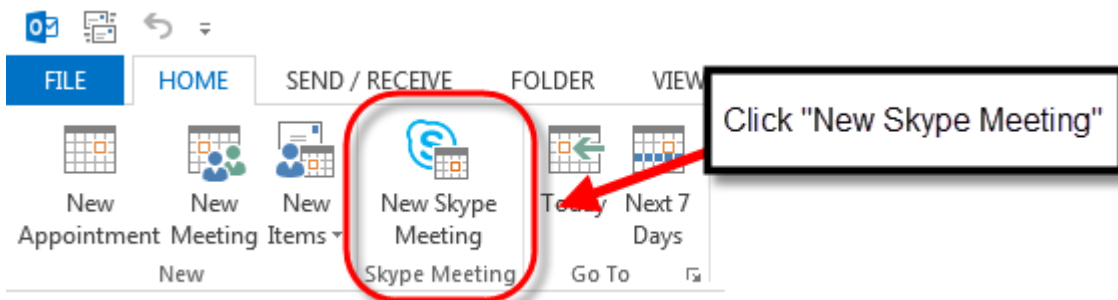


Schedule a Skype for Business Meeting in Outlook

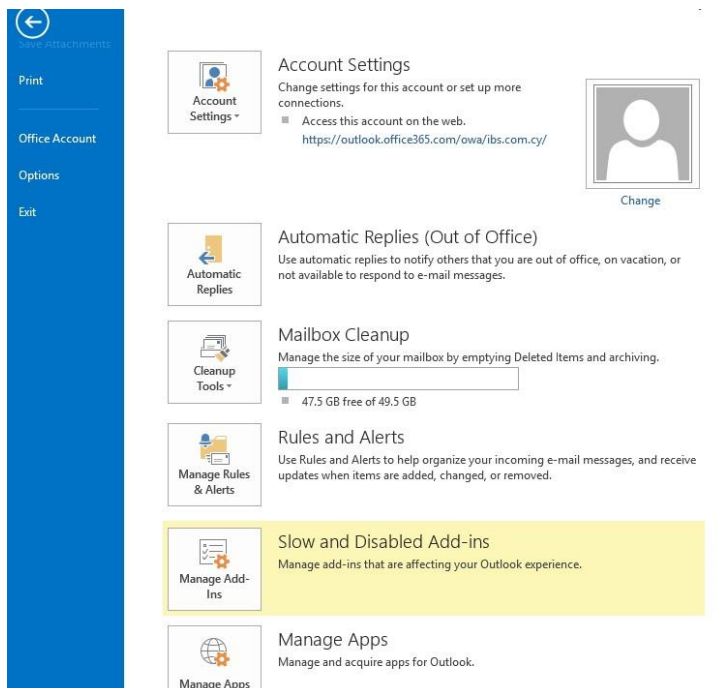
1. In your *Outlook*, click the **Calendar** section at the bottom left.



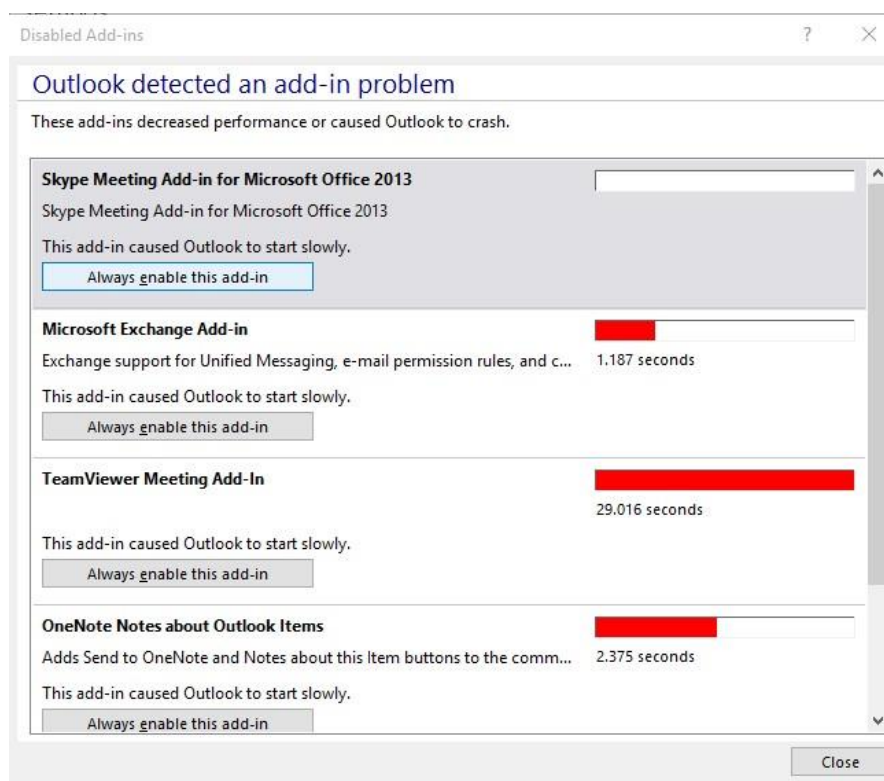
1. Click the **New Skype Meeting** icon at the top left corner.



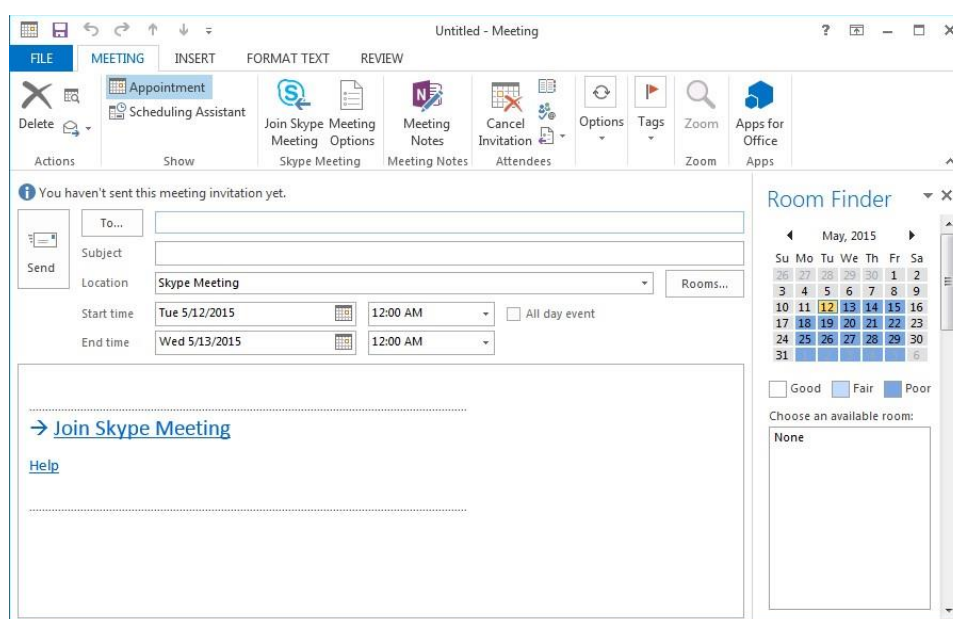
2. If you don't have **"New Skype Meeting"** in your Outlook, go **"FILE"** scroll down, find and click **"Show and Disabled Add- ins"**



- Then, find **“Skype Meeting Add-in for Microsoft Office 2013”** and click on **“Always enable this add-in”**.



- Close** the Window
- A link to your online meeting will automatically be added to the body of your email. Enter recipients and set a time for your meeting as normal.



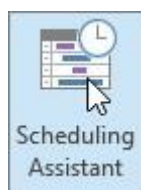
6. Set up the meeting as you typically would:

- In the **To** box, type the email address of each person you're inviting, separated by semicolons.
- In the **Subject** box, type a name for the meeting.
- If you'll have in-person attendees, either click **Room Finder**, in the Options section of the Meeting tab, and then find a room or, in the **Location** box, type a meeting location, such as a conference room.

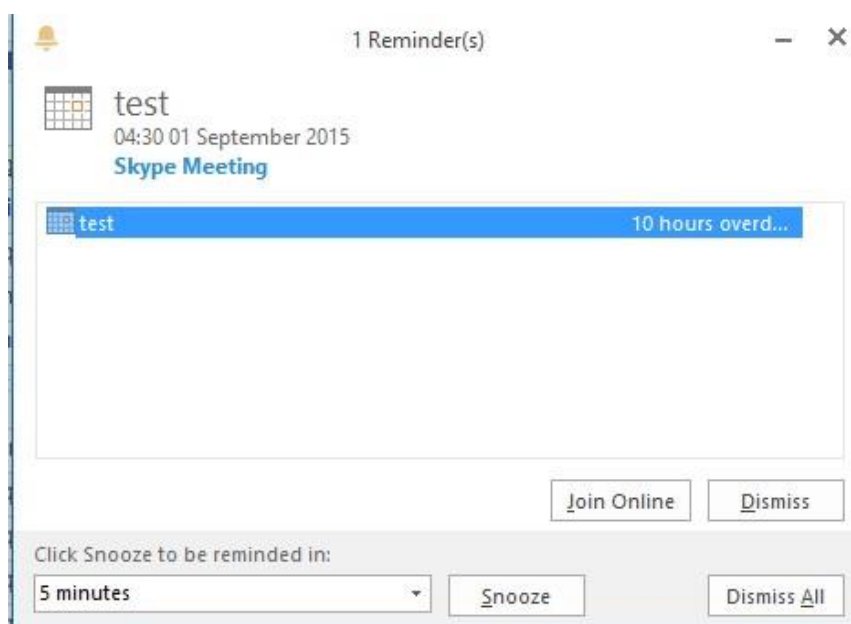


- Select a start time and end time.

To look for a time that works for everyone, click **Scheduling Assistant**, in the Show section of the Meeting tab ribbon.



7. You're almost done. Just double-check the information and click **Send**.
8. Then click "Join online" to join on the session.



For more information please contact us at support@ibs.com.cy