

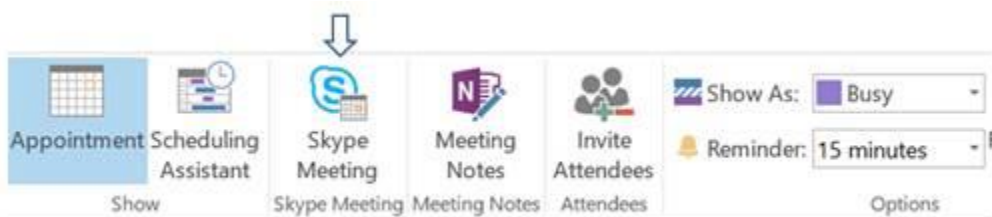


Skype for Business

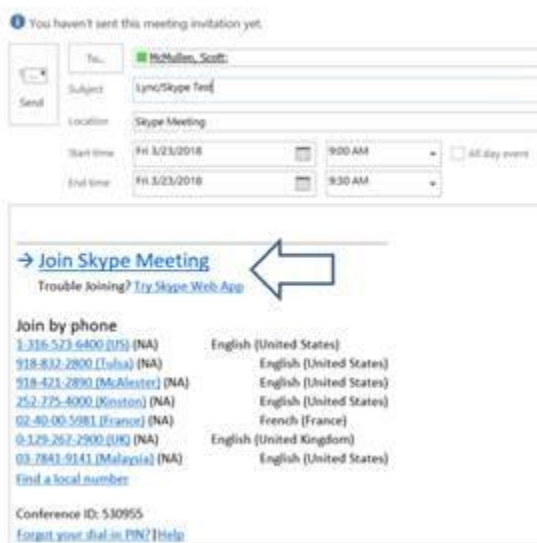
Did you know?

Lync is now [Skype for Business](#) on Windows 10.

- The “Online Meeting” icon is now a “Skype Meeting” icon in Outlook meeting notices.



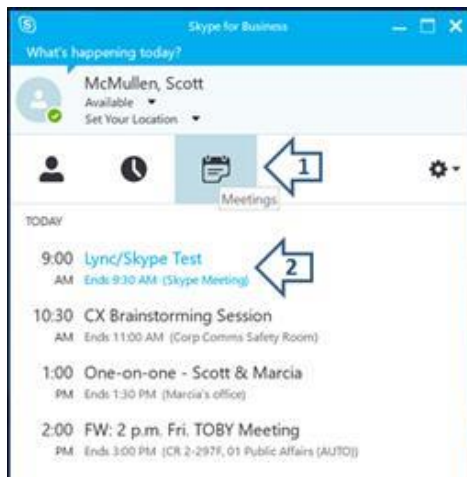
- “Join Skype Meeting” information will now appear in the meeting notice details.





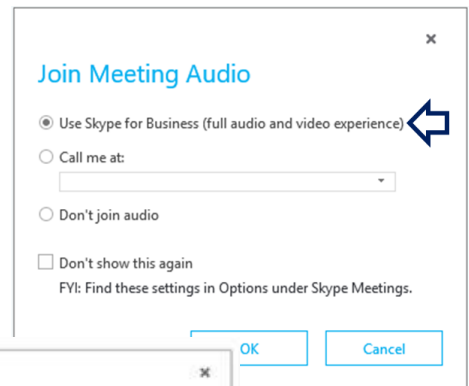
Skype for Business

- Meeting participants can still join a meeting via your Outlook calendar, or join from the Skype pop up window.
Note: the meeting notice will still need to be opened to see the Conference ID.



1. Select meetings tab.
2. Select your online meeting to join.

- Join using a USB headset
Select "Use Skype for Business".



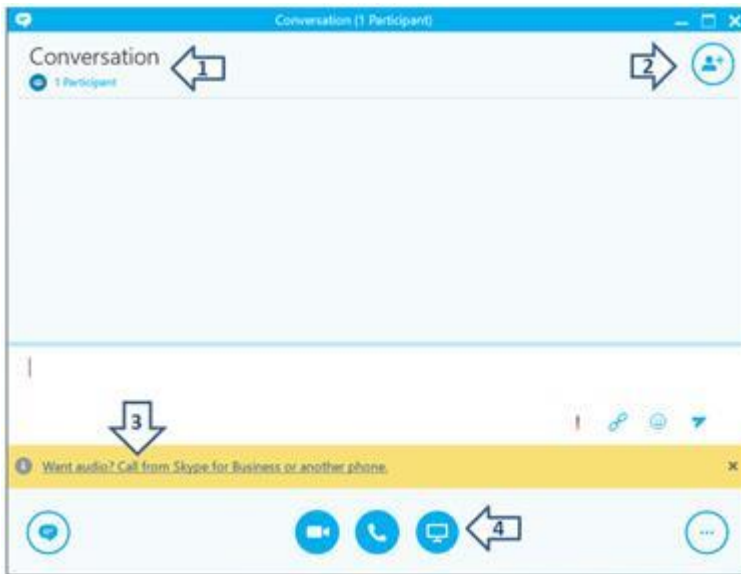
- Join by dialing in via phone
Select "Don't join audio".





Skype for Business

- Changes to the conversation window.



1. Click the Participant link to see all participants and mute/sharing commands.
2. Select person icon to add additional participants with an instant message.
3. Audio banner pop up will appear because you will be calling into your meeting on a phone.
4. Select the monitor icon to **share your desktop**, PowerPoint or to view a list of other sharing options.

Fun tip:

With Skype for Business you can facilitate or participate in a video conference from your desk or away from the office.

All you need is a webcam and headset.

Remember: No need to dial in from your desk or mobile phone, just click 'Use Skype for Business'. It's that easy!

Need a webcam or headset?

Contact your organization's Office Assistant to request one.