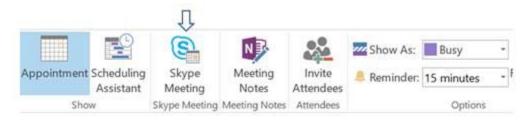


## Skype for Business

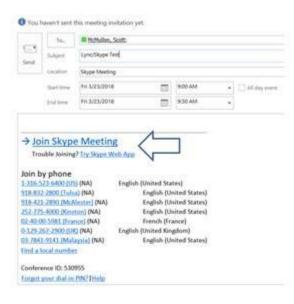
#### Did you know?

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.

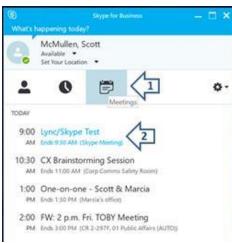


#### Information Technology Helpful Tips



## 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.



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

Join by dialing in via phone

Select "Don't join audio".

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

	Join Meeting Audio
_//	Use Skype for Business (full audio and video experience)
	Call me at:
	○ Don't join audio
	Don't show this again
	FYI: Find these settings in Options under Skype Meetings.
	OK Cancel
	*
loin Meeting	a Audio
	3 Audio ness (full audio and video experience)
🔾 Use Skype for Busir	
Ouse Skype for Busin Call me at:	
🔿 Use Skype for Busir	
OUse Skype for Busir Call me at	ress (full audio and video experience)
Call me at:	ress (full audio and video experience)

### Information Technology Helpful Tips



# Skype for Business

Changes to the conversation window.

Conversation (1 Participant)	- E ×
	₫> 🕗
	1897
Skype for Business or another phone.	1 <i>8</i> 9 <b>*</b>
<b>-</b>	
	Skype for Business or another phone.

- 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.