
Follow the **brief** usage instructions

Requirements:

- Skype Meetings App installed
- In case a participant uses Skype for Business Desktop client (Office 365 user) the options may be different and more functions may be available.

Using Skype for Business / Skype Meetings App:

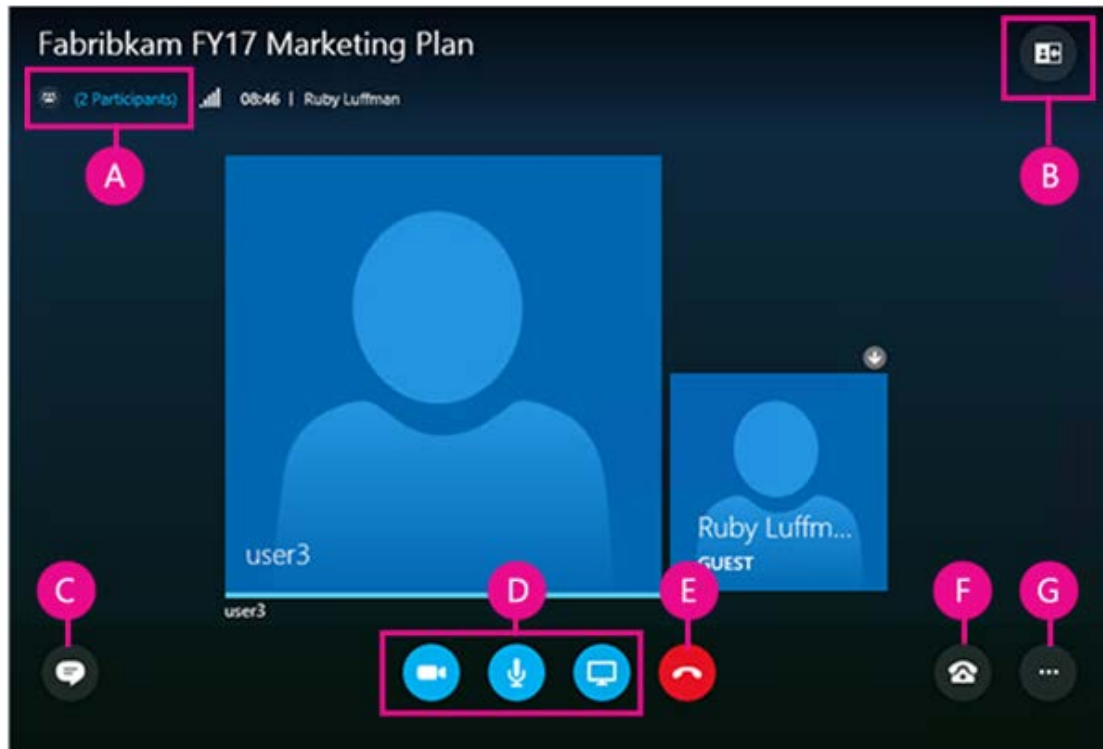
1. Enter meeting

Once the meeting has been initiated, you will start to see content - share video or desktop or just audio, or a combination throughout the call. You may be able to share your camera by clicking on the blue camera icon.



2. Explore the Skype Meetings App meeting room (Skype for Business Web App)

You can manage all aspects of your meeting experience from the main Skype Meetings App or Skype for Business Web App window.

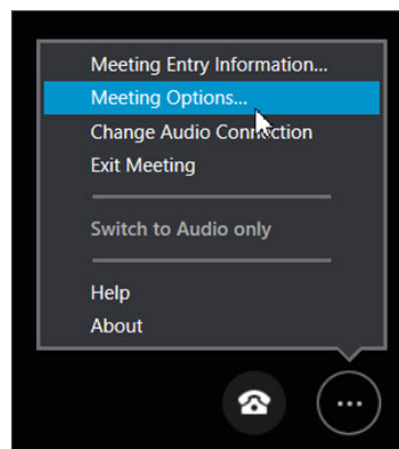


- A. Show participant list
- B. Choose meeting view
- C. Show IM Window
- D. Start or stop video, mute audio, and present content
- E. Disconnect from audio
- F. Audio and device options
- G. Set meeting options or exit meeting

3. Set default video and audio device

Skype Meetings App automatically detects and selects the most compatible video and audio device for your meeting. You can also change the default video and/or audio device for meetings.

- Go to **More options > Meeting Options > Video device**, and select the video device you want.
- Go to **More options > Meeting Options > Audio device**, and select the audio device you want.
- You can also save your device preference for future meetings by clicking **Yes** in the **Save Your Name and Settings** box when you close a meeting.
- To change your video/audio device selection during the current meeting, click the telephone in the lower right of the meeting screen, and then click **Devices** to choose your device.



4. Instant messages

To send an instant message to meeting participants,

- Click the **IM** icon.



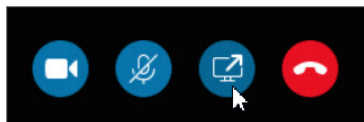
- At the bottom of the IM window, click the message input area, and begin typing.

Tip: You can format your message using the text formatting options, and add emoticons if you'd like to.

Note: Your IMs are received by all the meeting participants.

5. Content sharing

- You will have the sharing options available as long as you gain the presenter rights from the meeting leader. As a participant you will be not able to present
- In the meeting window, click the **Share** button to see your sharing options



6. Share your screen

- In the meeting window, click the **Share** button, and then click **Share Screen**

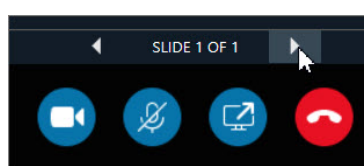
Note: If you have only one monitor, it will be displayed to all the meeting participants. If you have more than one monitor, you will be prompted to select the monitor or monitors that you want to display.

7. Share a program

- In the meeting window, click the **Share** button, and then click **Share Program**
- In the **Share one or more Programs** dialog box, select the program or programs that you want to display, and then click **Share**.

8. Share a PowerPoint presentation

- In the meeting window, click the **Share** button, click **Present PowerPoint File**, and then click **Browse** to choose the PowerPoint file.
- Use the navigation arrows to advance through your presentation, or click the **Show Thumbnails** button and click the slide you want to present if you want to present your slides in a different order.



9. Open a whiteboard

The whiteboard is a fresh page for notes and drawings that everyone in the meeting can use together. You must be a presenter to open a whiteboard.

- In a meeting window, click the **Share** button, click **More...**, and then click **Whiteboard**
- To start writing or drawing on the whiteboard, use the tools in the toolbar



For further help and guides refer to Microsoft [Skype Meetings App help](#)