




Skype for Business for Windows Web Conferencing

Skype for Business Web Conferencing provides collaboration tools to share your entire desktop, applications, your primary monitor, secondary monitor, or both monitors. Now it is very easy to provide a link to a meeting room, as the Skype for Business Meeting features are available through Outlook 2016.

Skype for Business includes an Outlook plug-in that provides users with single-click scheduling of a Skype for Business Meeting in Outlook. Participants join with a single-click from the Outlook reminder, or via the Outlook meeting itself. Organizers can easily set up meetings using predefined conference properties or can set meeting types and admission policies for specific needs. Details (such as meeting time, location, and attendees) are entered in the Outlook meeting window.

Schedule a Skype for Business Meeting

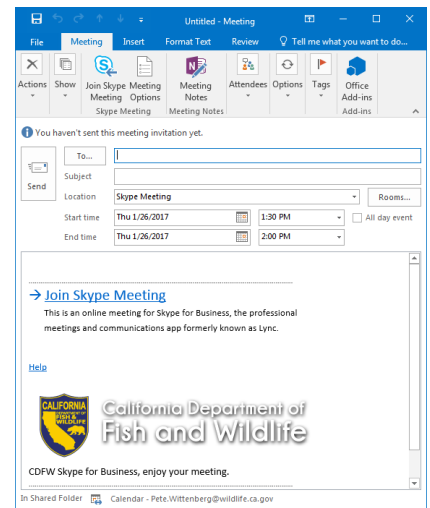
1. From your Calendar in Outlook, click  the “New Skype Meeting” button on the **Home** tab or From a meeting window in your Outlook calendar, click the **Skype Meeting** button. A Meeting window displays (shown right) containing a link for the participants to join your Skype Meeting.

Please note: you must be logged into both Outlook and Skype for Business.

2. Invite the appropriate attendees. For outside attendees, enter their email address.
3. Enter the subject text.


The location will default to “Skype Meeting”. But will change when a Skype enabled conference room is invited.

4. Enter the **Start Date** and time. Enter the **End Date** and time.
5. Set the meeting options (outlined in the section below) and then Click **Send**



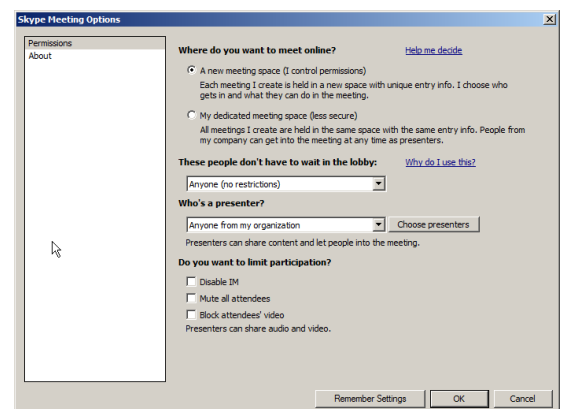
There can be a maximum of 199 simultaneous users in a single Skype for Business Web Conferencing Session. If you are hosting a meeting that includes 200-999 attendees, submit a request to the Help Desk.

Skype for Business Web Conference Options

In the meeting, click the **Meeting** tab, and click  the **Meeting Options** button to display options to adjust for each meeting.

Where do you want to meet online?

- Click to select “**a new meeting space (I control permissions)**” to use a unique meeting space each time with unique information, to limit participants to only those invited, and to control what access the participants have. This is the CDFW preferred setting as this is more secure.
- Click to select “**My dedicated meeting space (less secure)**” to use the same meeting space each time, to allow anyone from your company to join and present at any time.



These people don't have to wait in the lobby:

Use these options to decide who gets into the meeting directly, and who waits until you let them in. **Best practice:** change this setting for large meetings, or when you have confidential or sensitive information to discuss.



Who gets in directly?	What happens	Recommended when...
Only me, the meeting organizer	You are the only one who can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You have a high security meeting and confidential information.
People I invite from my company	Only people invited can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You are discussing confidential information, and want only specific people to join.
Anyone from my organization	Anyone from your company can get in to the meeting directly, even if not invited.	You do not have external participants and you are not discussing confidential information.
Anyone (no restrictions)	Anyone who has access to the meeting link gets in to the meeting directly.	You are inviting outside participants and you are not discussing confidential information.

Who's a presenter?

Use this option to select who gets to be a presenter in your meeting. All presenters have full control over the meeting and can share content, record the meeting, change the meeting options, mute people, and so on.



Who's a presenter?	What happens	Recommended when...
Only me, the meeting organizer	Only you as the meeting organizer have presenter organizer permissions.	Use when the participants do not have to interact with the meeting content. You can designate additional presenters during the meeting.
People I choose	You and the people you choose can be presenters.	Use when you want specific people to be presenters. IMPORTANT: When you select People I choose , click Choose Presenters, and then move the participants from the Attendee to Presenters side. External invitees and distribution lists cannot be added as presenters, but you can give presenter permissions to individuals when you are in the meeting.
Anyone from my organization	Anyone from your company organization can be a presenter.	Suitable for causal meetings with your teammates, where all participants can share and modify content.
Anyone (no restrictions)	Everyone you invite can be a presenter.	Use when you have external participants and want them to present.

Do you want to limit participation?

To eliminate interruptions, disable instant messaging if desired by clicking the checkbox **Disable IM**.

Join a Skype for Business Meeting using CDFW Equipment

When joining a Skype for Business meeting, it is highly recommended that you use a CDFW-issued computer (laptops/desktops/tablets/mobile) with Skype for Business installed.


- Using your computer (laptops/desktops/tablets/mobile), from the Outlook Calendar meeting invitation, click

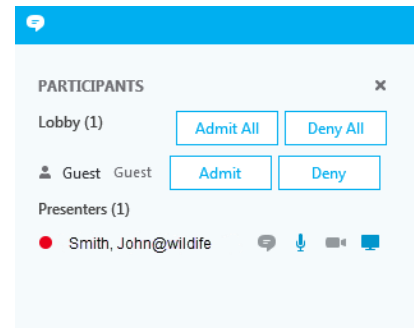
Join Skype Meeting in the **Notes** area of the meeting. The *Privacy Disclaimer* for CDFW Skype use displays.


[→ Join Skype Meeting](#)

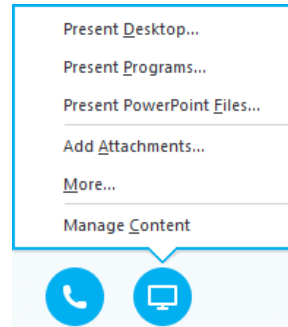
This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.


- The Skype application launches and establishes a meeting room with the participants.

- To display the Lobby and participants list, click the **People** icon . Use the Lobby to admit attendees.



- Click the  icon to share your desktop, program, and PowerPoint



- To end the meeting, click the  icon to end the meeting.

Join a Skype for Business Meeting using Skype for Business Web App

Skype Web App is a browser-based version of Skype for Business for those who are using a computer that does not have Skype installed, i.e., while working from anywhere. To use Web Conferencing tools from the Skype for Business Web App (internet interface) from a personal or non-CDFW approved computer or mobile device you must login as a “Guest.”

Join the Meeting as a Guest

1. Open the email meeting invitation.

The first time you do this on a particular computer, you will be prompted to download / install SkypeForBusinessPlugin. Complete the download of the plugin.

2. Click into the **Guest, type your name below** field (shown right) and enter a name.
3. Click **Join the Meeting**.

Skype for Business Web App

Guest, type your name below

Remember me

Join the meeting

Sign in if you are from the organizer's company

Skype for Business Meeting Participant Tools

- Click the **X** in the upper-right corner to leave the meeting room.
- Click the **Maximize** button to increase the view of the presented material.


Presenting in a Meeting Room

If you are designated as a Presenter in the meeting, you can share content with the other attendees.

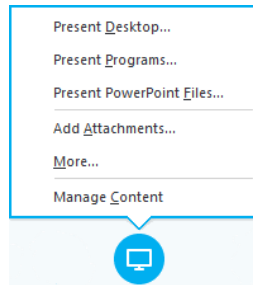
You can send instant messages (IMs) to the meeting attendees during the meeting. However, your messages will be sent to all the attendees. You cannot send IMs to individual participants. Select the Message icon to open an IM window. Type your message and select Enter to send the message

Desktop and Application Sharing

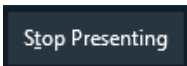
Desktop Sharing

1. Click the  Present icon on the Quick Skype bar to start presenting. The Present Menu displays.
2. You can share your Primary Monitor, Secondary Monitor or All Monitors.


When sharing a monitor, Skype will display the message "People will be able to see everything on the monitor you chose"



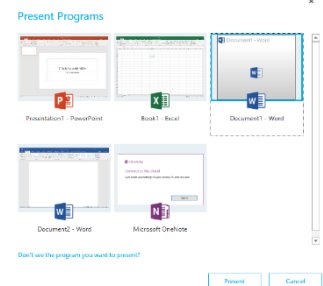
3. Click **OK** to continue
4. To Stop presenting, click Stop Presenting from the Sharing toolbar.



Application Sharing

1. Click the  Present icon to share an open application. The Present menu display (below).

Any time you want to share an application, you must have the application already open before you can share it.



2. Click Present Programs | Select the specific application to be shared and click Present.

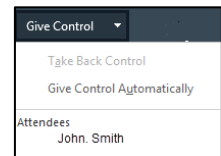
When you share an application, Skype displays a message "People will be able to see everything in the window you chose."

3. Click **OK** to continue

Give and Take Control when Sharing

You can give control to another meeting participant by clicking **Give Control** on the *Sharing* Toolbar (shown below) Once you give control to another participant, they can move the mouse in the presentation window, click on windows they have access to and type in applications or documents that you are sharing with them.

1. On the *Sharing* toolbar, click **Give Control**. A drop-down list displays with a list of participants.
2. Select the attendees to whom you wish to give control. Skype sends a notification to that Attendee.



*To take back control, click **Give Control** and then click **Take Back Control**. Participants can also Request Control from their meeting window.*