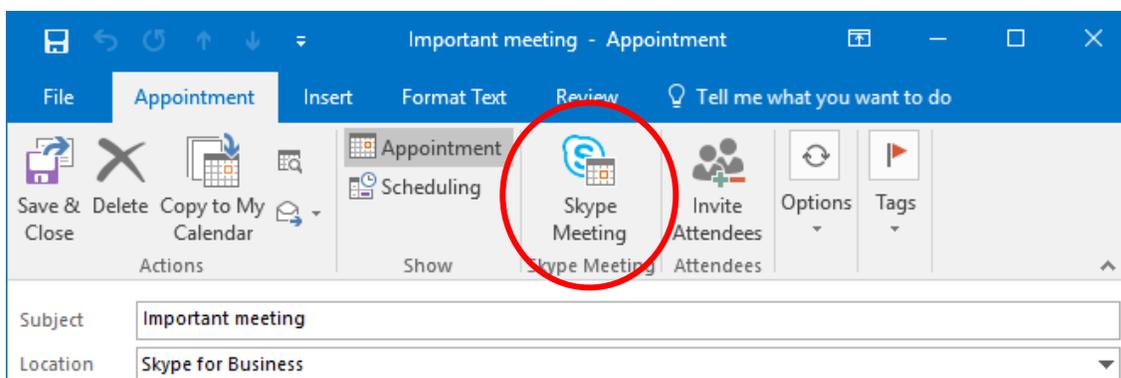


# Tips & Tricks - Skype for Business (Windows)

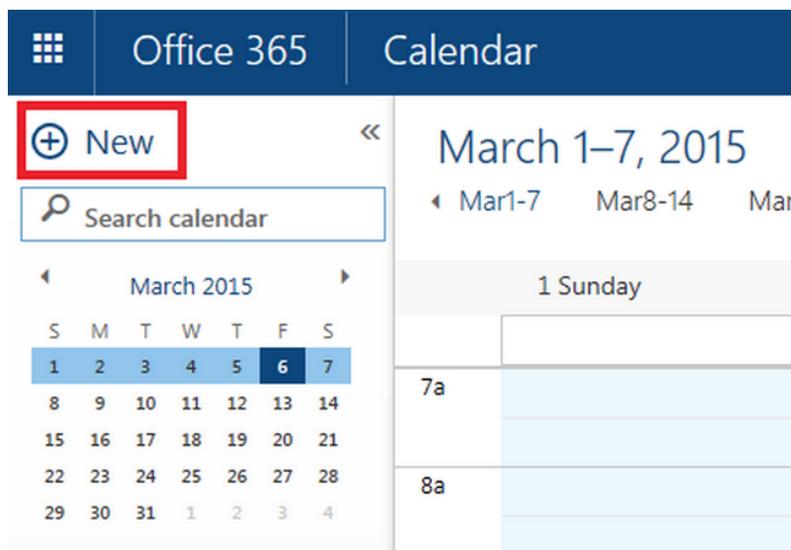
## ➤ Creating Meetings

You can create meetings by using Outlook or Office 365/OWA but the QUICKEST way to create a meeting if you already have Outlook open is directly in Outlook!

When creating an appointment in Outlook, on the **Calendar View** on the **Appointment** tab, click **Skype Meeting**. This will then embed a link in the description, which people can click to join the meeting. If they have reminders activated on Outlook, they'll simply be able to click **Join Meeting** when it pops up and Skype for Business will automatically launch it.



When creating an appointment in Office 365/OWA, on the Calendar View, click **New**.



1. Add your desired recipients and any additional information

2. Click the **Online Meeting** button to add details to your meeting invitation.



Repeat:  
Never

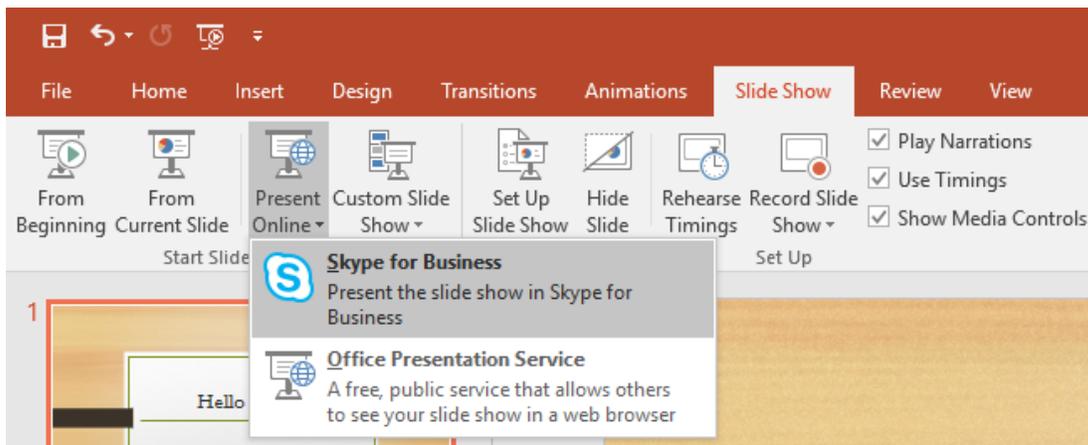
Mark as private

 Online meeting

3. Add any call-in details to the footer of your meeting invitation under “Join Online”.
4. Click **Send**.

### ➤ Start a Skype Meeting Within PowerPoint, Word, or Excel

You can share your screen in Skype for Business, but sometimes you might only want to show a presentation. The integration with PowerPoint allows this. Open your presentation in PowerPoint, go to the **Slide Show** tab and click **Present Online > Skype for Business**. You get the option to send this to a meeting already in progress or to create a new meeting.



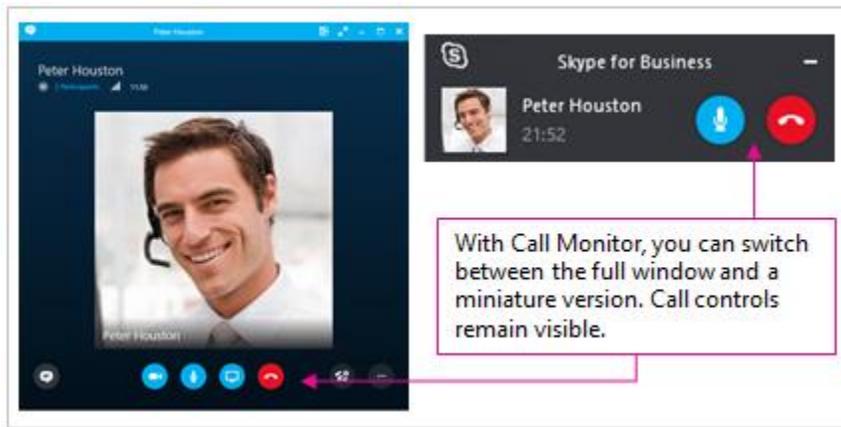
You can do the same thing in other Office applications. To do so, go to **File > Share > Present Online**. Once here, ensure **Skype for Business** is selected on the dropdown, then click **Present**.

When you're presenting in Skype for Business, you'll see the necessary icons on screen in order to control the content, like arrows to move between PowerPoint slides. Click **Stop Presenting** at any time to cease sharing the file with everyone.

## ➤ Call Monitor

With Call Monitor, you can move back and forth between a full Skype for Business window, for those times when you're actively participating in the call, and a compact version that lets you continue to monitor call progress—and mute or end the call—while focusing on other tasks.

The compact Call Monitor window appears during an audio or video call whenever the main conversation window is minimized. To show the full conversation window again, simply double-click or double-tap the Call Monitor.



## ➤ Emoticons

Skype for Business includes the following set of emoticons:



You can turn off emoticons in Skype for Business by going to **Options > IM**.

## ➤ Keyboard Shortcuts

|                       |                                     |
|-----------------------|-------------------------------------|
| Windows key + A       | Accept an Incoming Invitation       |
| Windows key + Esc     | Decline an Incoming Invitation      |
| Windows key + F4      | To Mute/Unmute                      |
| Windows key + F5      | To turn Video On/Off                |
| Alt + Q               | To end a call                       |
| Ctrl + Alt + S        | To Stop sharing your screen         |
| Ctrl + Alt + Spacebar | To Gain control back of your screen |
| Ctrl + R              | Show/Hide the participant list      |
| Ctrl + F              | Send a File                         |
| Alt + M               | Start Meet Now                      |
| Ctrl + S              | Save your IM History                |
| Alt + V               | Invite others into existing meeting |

## Tips & Tricks - Skype for Business (Mac)

### ➤ Showing Pictures in contacts

To show pictures for your Skype contacts, select Skype for Business on your menu bar, then choose Preferences. Make sure you check “Use compact contact list”

