

Skype for Business Mac FAQ's

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Q. Can I invite a non-Emory guest to a meeting?

Yes. Include their email address in the meeting invite. They will join using the Skype for Business web app.

Q. Can I add and remove contacts?

Yes. At the top of the window, use the search bar to find the person you're looking for. You can search by either the person's name or email address. In the search results, right-click the person and scroll down to Add Contact.

Q. Will Skype (consumer version) users be able to join a Skype for Business meeting?

Yes. Skype for Business users can IM & place video calls to consumer customers peer to peer, but first must add them to contacts. The consumer user cannot contact the Skype for Business user, unless first added as a contact by the Skype for Business user. Document sharing & screen sharing are not available at this time.

Q. Can I use the meet now feature with Skype for Business for Mac?

Yes. On the menu bar, click Conversations > Meet Now

Q. I have recurring meetings that were scheduled in Lync for Mac. Do I need to cancel and reschedule them or run an update to change them to Skype for Business on Mac meetings?

No. You do not need to cancel and reschedule your meetings that were scheduled in Lync for Mac. Your meeting invitations will still work.

Q. Why don't I see a Join button next to a meeting?

Make sure the meeting is set up as an online meeting. If it is, in the Skype for Business main window, click on the meeting you want to attend to make the Join button appear.

Q. Can I request an audio conference line (PSTN) for Skype for Business?

Yes, information can be found by clicking on the following link:

<http://it.emory.edu/office365/basics/PTSN.html>