

Skype for Business (Mac) - Quick Reference Guide

What is Skype for Business on Mac?

Skype for Business on Mac is a communications platform that lets you connect with Emory University Students & Staff using a Mac.

Does Skype for Business on Mac run on my version of Mac OS?

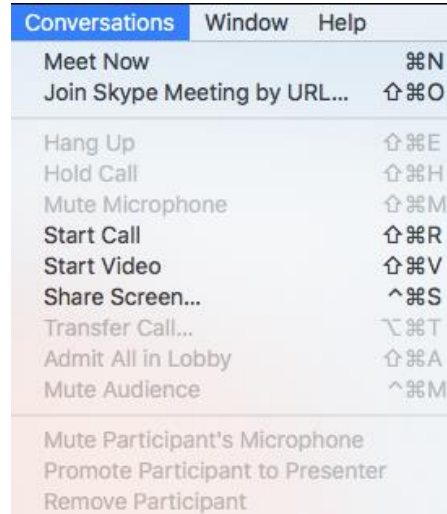
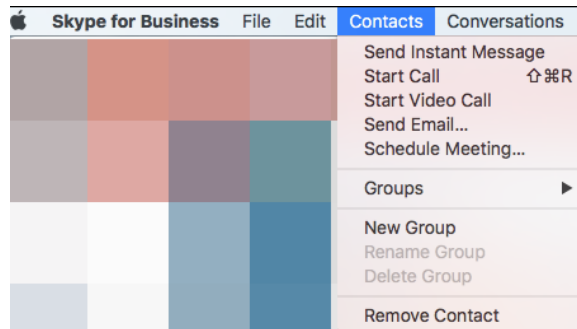
Skype for Business on Mac runs on OS X El Capitan or later versions.

What does Skype for Business on Mac include?

Skype for Business on Mac has Presence status, Instant Messaging (IM), making/receiving phone calls, Meetings (Meet Now and Scheduled Skype Meetings), video calling, and screen sharing.

Where are most of the Options Located?


Most options are available in the Mac Navigation menus under **Contacts** or **Conversations**...



IMPORTANT: When you first join a meeting, the video camera is inactive. To start your video camera, click the **Video** button.



How do I view meeting participants, add others and mute participants?

If you're a presenter, click the  button to View meeting participants.

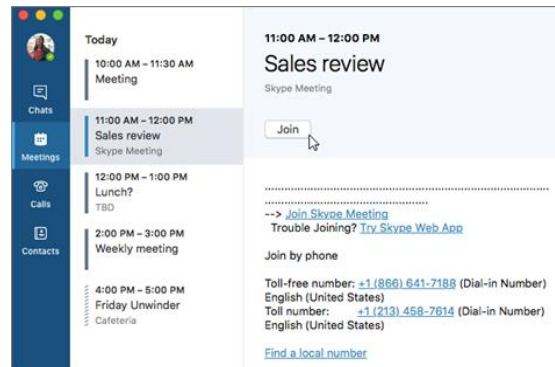
Use the "Invite more people" box to add more people to your meeting.

Click the **Mute** button to mute participants.

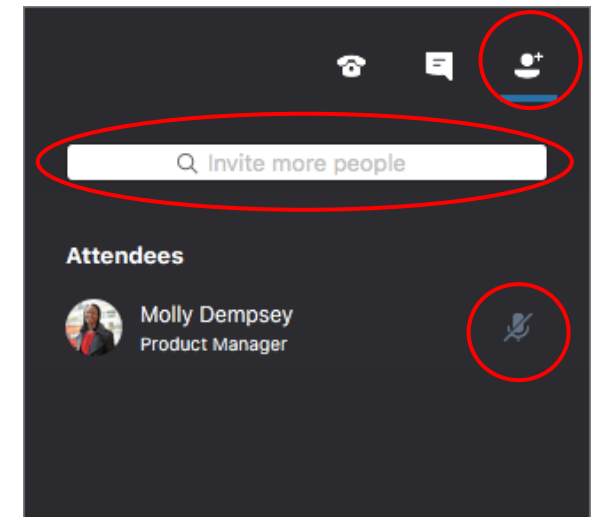
How do I join a Skype for Business meeting on a Mac?

Skype for Business on Mac lets you quickly check your upcoming meetings for the day, without having to go to your Outlook calendar.

In the main Meetings window, find and double-click the meeting you want to attend, or click the **Join** button.

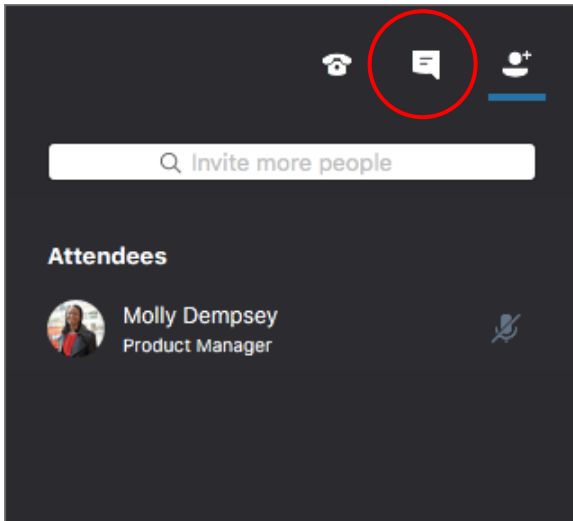



IMPORTANT: When you first join a meeting, your microphone is automatically muted, and people in the meeting can't hear you. To unmute your microphone, click the **UnMute** button.

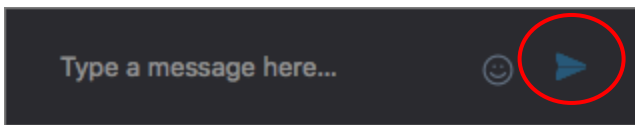


How do I send an IM to meeting participants?


Click the  button...

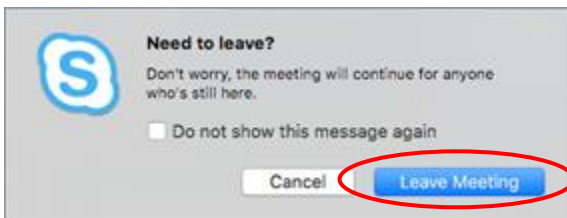


Type a message in the “Type a message here...” box, and press **Enter** or click  to send the message.




How do I Disconnect from a meeting?

To exit the meeting, click the  button. At the “Need to leave?” prompt, confirm you want to leave the meeting by clicking the **Leave Meeting** button.



How do I share my desktop to others in a meeting?

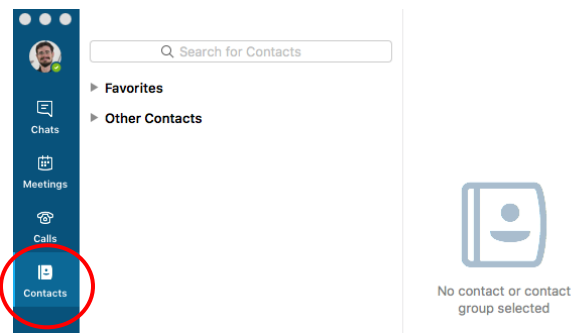
It's easy to share your desktop with other people in a

meeting by clicking the **Share** button . You need to be a presenter in a meeting to share your screen. If the option appears dimmed, ask one of the presenters to give you presenter access.

NOTE: At this time Mac users can share their screen, but **cannot** give control of their screen to anyone else.

How Do I Add contacts?

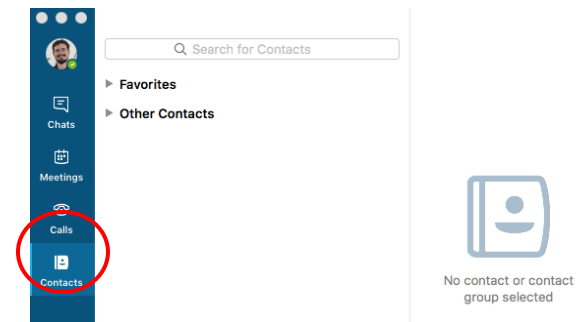
1. To add contacts to your contacts list, click on the **Contacts** tab on the left side of the window.



2. 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.
3. In the search results, right-click the person and scroll down to **Add Contact**.
4. (Optional) If you'll be contacting the person often, go to **Contacts** in the main menu (or right click the **Contacts** tab), go down to **Groups**, and go over to **Favorites**.

How Do I Delete contacts?

1. To delete contacts to your contacts list, click on the **Contacts** tab on the left side of the window.



1. Click on the contact that you want to delete.
2. Go to **Contacts** in the main menu, or right click on the **Contacts** tab.
3. Go down and click **Remove Contact**.