

Skype for Business (Web) - Quick Reference Guide

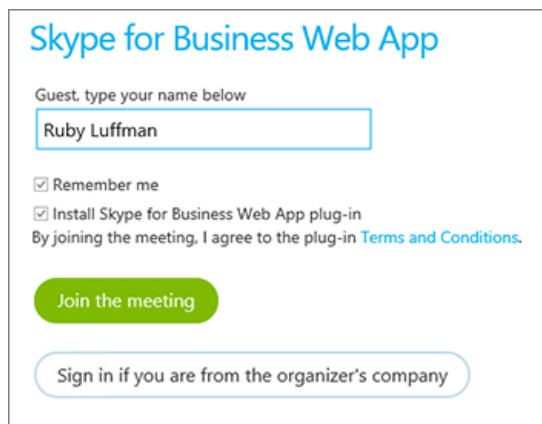
What is Skype for Business Web App?

Skype for Business Web App is a browser-based meeting app that you use to join Skype for Business meetings. You can't schedule a meeting from Skype for Business Web App, but you can join a meeting.

If you need to schedule a meeting then you can use in Outlook or Office 365/OWA.

How do I join a meeting using Skype for Business Web App?

1. Open the meeting request in your email or calendar, and select **Join Skype Meeting**.
2. On the Skype for Business Web App sign-in page, enter your name, and select **Join the meeting**.



3. Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.
4. Depending on the meeting options set by the organizer, you'll either join the meeting immediately, or be directed to the virtual lobby.

Skype for Business Web App

Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon...

5. If you're in the lobby, the meeting organizer and other presenters are immediately notified that you're waiting.

Is there a test that I can run before the meeting to ensure that I can join the meeting?

Before meeting time, run the meeting readiness program to determine if you have the programs you'll need for a successful meeting. You may have to download the Microsoft® Silverlight® 4.0 browser plug-in, or a later version of Silverlight, and then restart your computer.

To run the meeting readiness program, do the following:

- Open your Online Meeting email invitation, click **"First online meeting?"** at the end of the invitation, and then follow the instructions.

How do I use audio features?

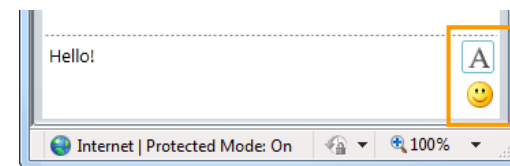
1. At the top of the meeting window, click **Phone**.
2. To have the conference call you, type your phone number and then click **Call Me**.
3. To call into the meeting from your phone, call the dial-in number and enter the **Participant code** when prompted.

How do I know who is attending the conference call and if they are attendees or presenters?

- The participant list indicates the permissions level of each participant: either Presenter or Attendee. Only presenters can share their screens, give PowerPoint presentations, open whiteboards, and access other features, depending on how the meeting was organized.
- The icons next to each name indicate whether the person is currently participating in instant messaging (IM), audio, video, or content sharing in the meeting.

How do I send an IM to meeting participants?

1. At the top of the meeting window, click **IM**.
2. At the bottom of the meeting 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.



3. Press **Enter**.

How do I share my screen with other attendees?

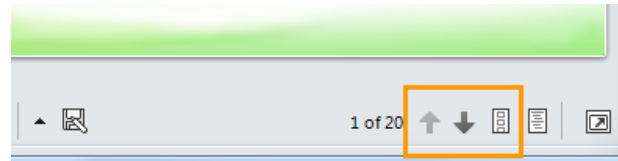
1. The first time that you initiate desktop or program sharing, you may be prompted to download the Skype for Business Web App plug-in.
2. Depending on the permission levels set by the meeting organizer, a meeting presenter will need to make you a presenter (if you are not already one) before you can show your desktop or program to the other meeting participants. **Note:** Only one person at a time can share.
3. In the meeting window, click the **Share** menu to see your sharing options...


To share your desktop:

1. In the meeting window, click the **Share** menu, and then click **Desktop**.
2. 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.

To share a program:

1. In the meeting window, click the **Share** menu, and then click **Program**.
2. In the Share programs dialog box, select the program or programs that you want to display, and then click **Share**.



| If your presence is | It means you are |
|--|----------------------------------|
|  Unknown | Your presence can't be detected. |

How do I send a file to other attendees?

You can share a file with other participants only if you are a presenter. Depending on the permission levels set by the meeting organizer, if you are not already a presenter, then a presenter running Skype for Business will have to make you a presenter before you can share. Do the following:

1. At the top of the meeting window, click the **Add or view attachments button**.



2. At the bottom of the Attachments dialog box, click **Add Attachment**.
3. Locate and then double-click the file that you want to distribute.
4. When the file appears in the Attachments dialog box, click **Close**.

Meeting participants will be alerted that there's a new attachment, which they can save for future viewing.

How do I show a PowerPoint Presentation?

If you have presenter privileges, you can present PowerPoint slides to meeting participants:

1. In the meeting window, click the **Share** menu, click **PowerPoint Presentation**, and then click the PowerPoint file.
2. Use the navigation arrows in the lower right of the stage 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.

What are the Different Type of Presence Status?

| If your presence is | It means you are |
|--|--|
|  Available | Online and available to contact. |
|  Be Right Back | Stepping away from the computer for a few moments. |
|  Away/Appear | Logged on but your computer has been idle, or you've been away from your computer for a specified (set by you) period of time. |
|  Off Work | Not working and not available to be contacted. |
|  Busy | Busy and don't want to be interrupted. |
|  In a call | In a Skype for Business call (a two-way audio call) and don't want to be disturbed. |
|  In a meeting | In a meeting and don't want to be disturbed. |
|  In a conference call | In a Skype for Business conference call (a Skype for Business meeting with audio) and don't want to be disturbed. |
|  Do Not Disturb | Don't want to be disturbed and will see conversation notifications only if sent by someone in your workgroup. |
|  Presenting | Giving a presentation and can't be disturbed. |
|  Out of Office | You are out of the office. |
|  Out of the office (automatic reply is on) | You have set the automatic reply feature in Outlook. |
|  Offline | Not signed in. You'll appear as Offline to people whom you've blocked from seeing your presence. |