

## Skype for Business Windows FAQ

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### **Q. Does Skype for Business for Windows allow for recording a session?**

Yes. You can access the record feature by clicking on the icon with 3 dots located in the bottom right corner of the screen, and selecting "Start Recording"

### **Q. Does Skype for Business for Windows allow you to take control of a shared screen?**

Yes. Select the icon that looks like a computer icon with a diagonal arrow going thru it, pointing to the top right corner of its screen, and select "Share your desktop".

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

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

### **Q. Can I play video audio during a Skype for Business meeting?**

Yes.

### **Q. Can I add and remove contacts?**

Yes. In the search box, type the person's name, IM address, or phone number. (As you type, the view automatically changes to My Contacts, which lets you search your organization's address book.)

Right-click the person's picture > Add to Contacts List > choose the contact group.

### **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 Windows?**

Yes. On the cog/gear icon, click Meet Now

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

No, you do not need to cancel and reschedule your meetings that were scheduled in Lync for Windows. 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/PTS.N.html>