Skype for Business for Students: A Quicksheet to get you started!

What is Skype for Business?

Skype for Business is a communication tool that allows users to collaborate in real-time via text chat, audio/video chat, and desktop sharing.

The Web App

Students will use the Web App for Skype for Business to join sessions. The Web App is fully featured, and is compatible with Mac and Windows.
computers.

Getting Started

- When students receive the link to attend a meeting in their e-mail, they can click the link and enter through the Skype for Business Web App.
- After clicking the link to the meeting, students will be brought to the Web App page.
- Enter your name and select **Join the meeting. If prompted to enter credentials, click Cancel and join the meeting as a guest.**
- Follow the simple instructions, and the user can join the meeting from anywhere!
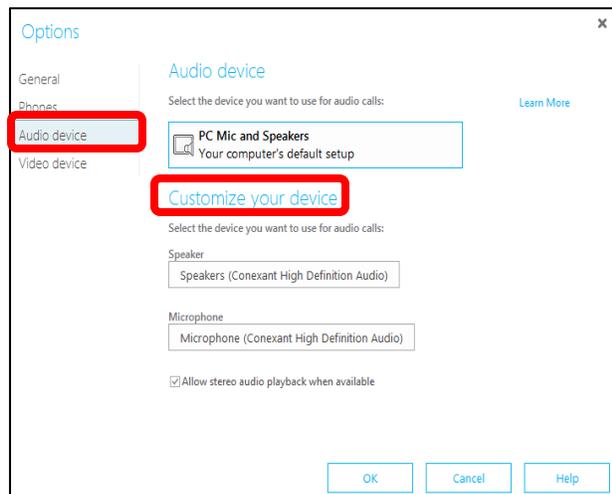
Checking Your Audio/Microphone

If you have a microphone and speakers, you're ready to use Attendee to talk and listen when in online meetings. You can also plug in any device recommended by your organization, such as a USB headset, or USB phone or handset. Attendee automatically configures the settings, depending on the device that you connect.

To check or adjust your audio settings:

1. Click the **dot icon** in the bottom right corner after entering in the web app.
2. Choose **Meeting Options** and select **Audio Device.**
3. Select **Customize your Device.**

Check Your Video/Webcam

The Web App automatically detects the webcam and uses it when video is available is an online meeting.

To check your webcam settings,

1. Click the **dot icon** in the bottom right corner after entering in the web app.
2. Choose **Meeting Options** and select **Video Device.**
3. Choose you webcam .

If you have more than one webcam, select the one that you want to use for a video call.
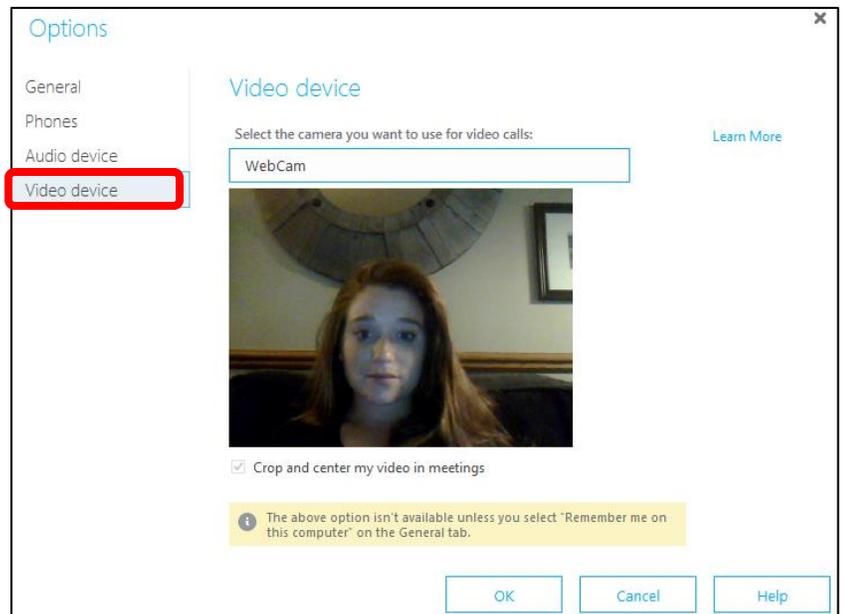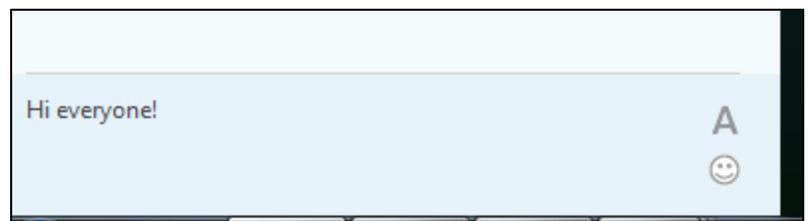

Using the Chat Feature

1. After joining your meeting via the Skype for Business Web App, you will notice an icon at the bottom left screen to participate in chatting with others.
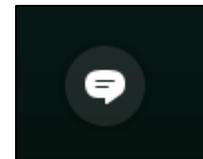
2. After clicking this icon, the chat box will appear and you are able to enter your text and send your chat to the group. Click the **A** to edit your text and the **smiley face** to add emoticons.

Sharing Information

A feature of Skype for Business is the ability to share different information with other users. During your meeting when using the Skype for Business Web App, you can share your desktop, other program, and PowerPoint presentations. To share, click **Present** (the **monitor icon)**, and choose from the options along the top what you would like to share with other collaborators.