

Skype for Business: For Faculty Use with Online Courses

Skype for Business is a communication tool that allows users to collaborate in real-time via text chat, audio/video chat, and desktop sharing. Skype for Business talks with Exchange 2013 and Unified Messaging and allows users to see when others are available to collaborate.

Skype for Business is available to faculty and staff and can be downloaded for free from the UIS WebStore (<https://webstore.uis.edu>).

Students will use the free Web App of Skype for Business to join sessions.

- They will receive a link to the presentation by the presenter, and will be directed to the Web App. Here they can enter their name, click to join, quickly follow the installation instructions, and join the meeting.

The Skype for Business Interface

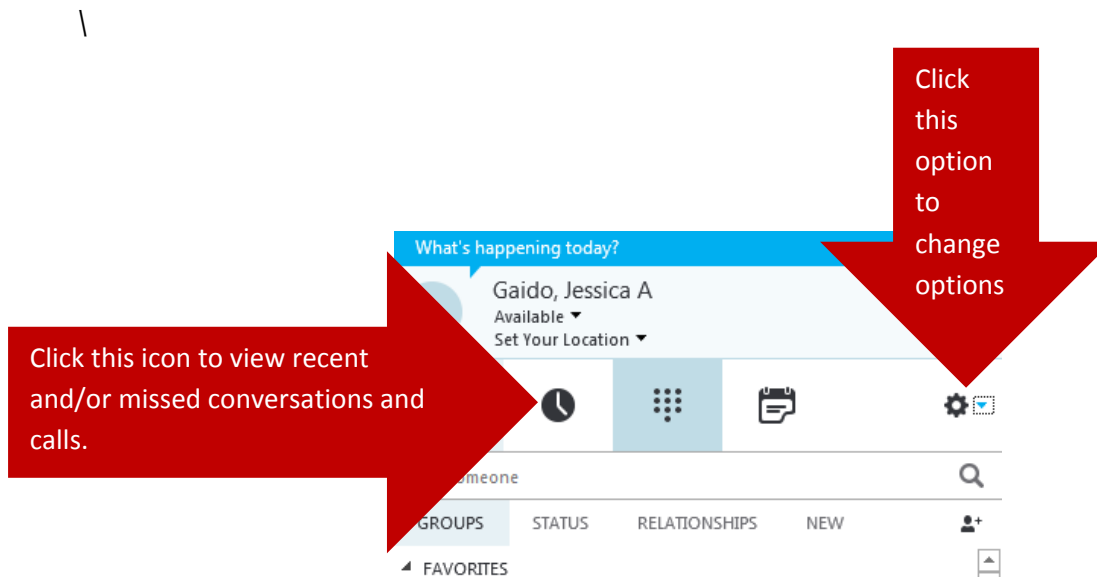
The image shows a screenshot of the Skype for Business application window. The window title is "Skype for Business". The main area displays a contact card for "Gaido, Jessica A" with status "Available" and "Set Your Location". Below this is a toolbar with icons for a person, a clock, a grid, a calendar, and a gear. A search bar is visible. The left sidebar shows a list of contacts under "UIS ITS STAFF", including "Bellot, Clayton H - Offline 1 day", "Boeker, Tamara - Away 1 day", "Calhoun, Casey - Offline 10 mins", "Cunningham, Lauri A. - Away 3 hours", and "Dixon, Steve - Offline 3 hours".

Four red callout boxes with arrows point to specific features:

- Enter a status, or update your availability and location**: Points to the status and location dropdowns in the contact card.
- Type a name in the toolbar to search for a display an individual contact or group**: Points to the search bar in the toolbar.
- Send emails, instant messages, or directly call your contacts**: Points to the contact card area.
- Click the wheel for more options**: Points to the gear icon in the toolbar.

A fifth red callout box, **Double click on a contact to display contact options**, points to a contact in the sidebar.

At the top, there are various options that are related to your phone and voicemail.



Using Skype for Business Web Scheduler

Skype for Business Web Scheduler allows you to create meeting links in advance, so that you can post the links in Blackboard, for example. Faculty can use the same link all semester, if desired, or create separate links for each session/topic/group.

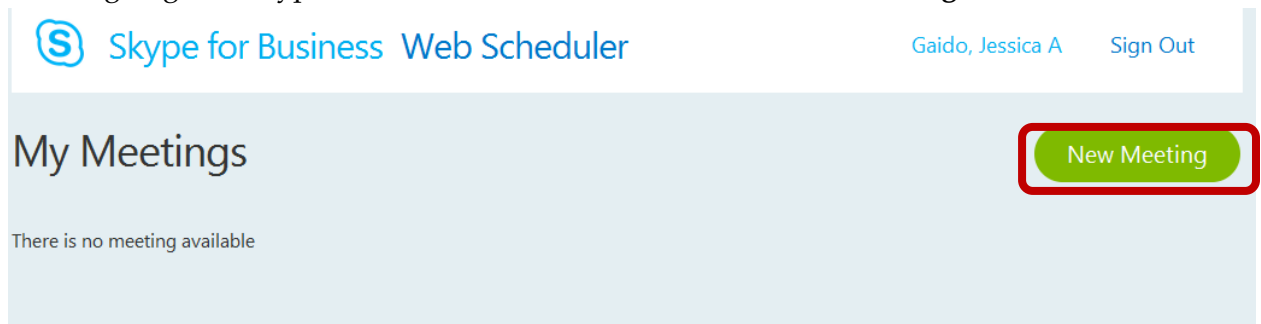
To use Skype for Business Web Scheduler while **on** campus, go to:

<https://uislync2013.uisad.uis.edu/scheduler/>

To use Skype for Business Web Scheduler while **off** campus, go to:

<https://uislync2013.uis.edu/scheduler/> To create a meeting with Lync Scheduler,

1. After signing into Skype for Business Web Scheduler, click **New Meeting**.



2. Fill out the information then click **Save**. The meeting information will be sent to the indicated participants.

General

Event

Location

Message

340 characters left

Attendees and Audio

Add participants here (separate by semicolon)

Turn on entry and exit announcements for this meeting

Start Time (MM-DD-YYYY)

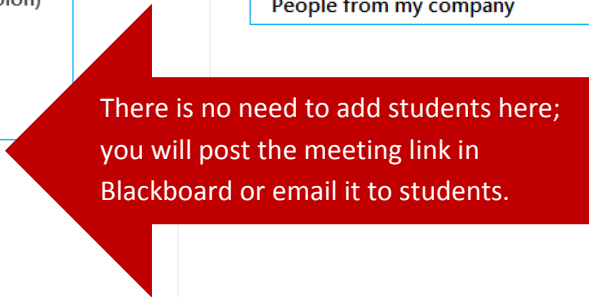
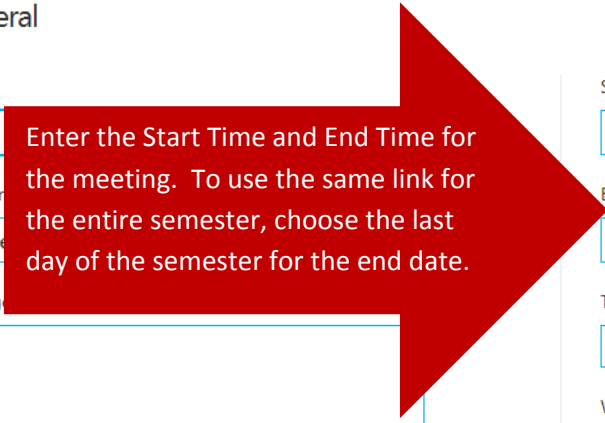
End Time (MM-DD-YYYY)

Time Zone

Who will bypass the lobby?

People dialing in by phone will bypass the lobby

Who is a presenter?



Enter the Start Time and End Time for the meeting. To use the same link for the entire semester, choose the last day of the semester for the end date.

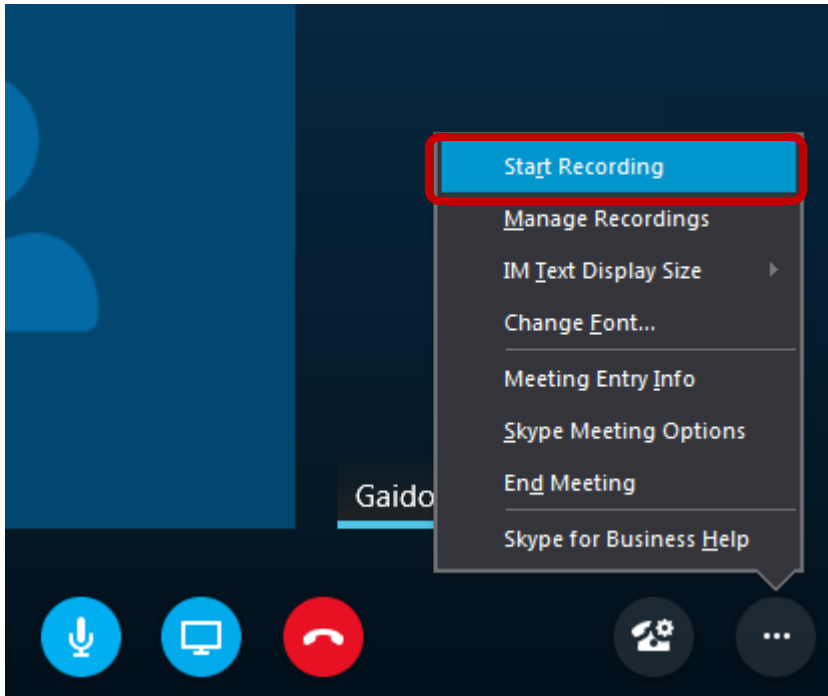
There is no need to add students here; you will post the meeting link in Blackboard or email it to students.

To join the meeting, simply click the link. Students will join in the same way.

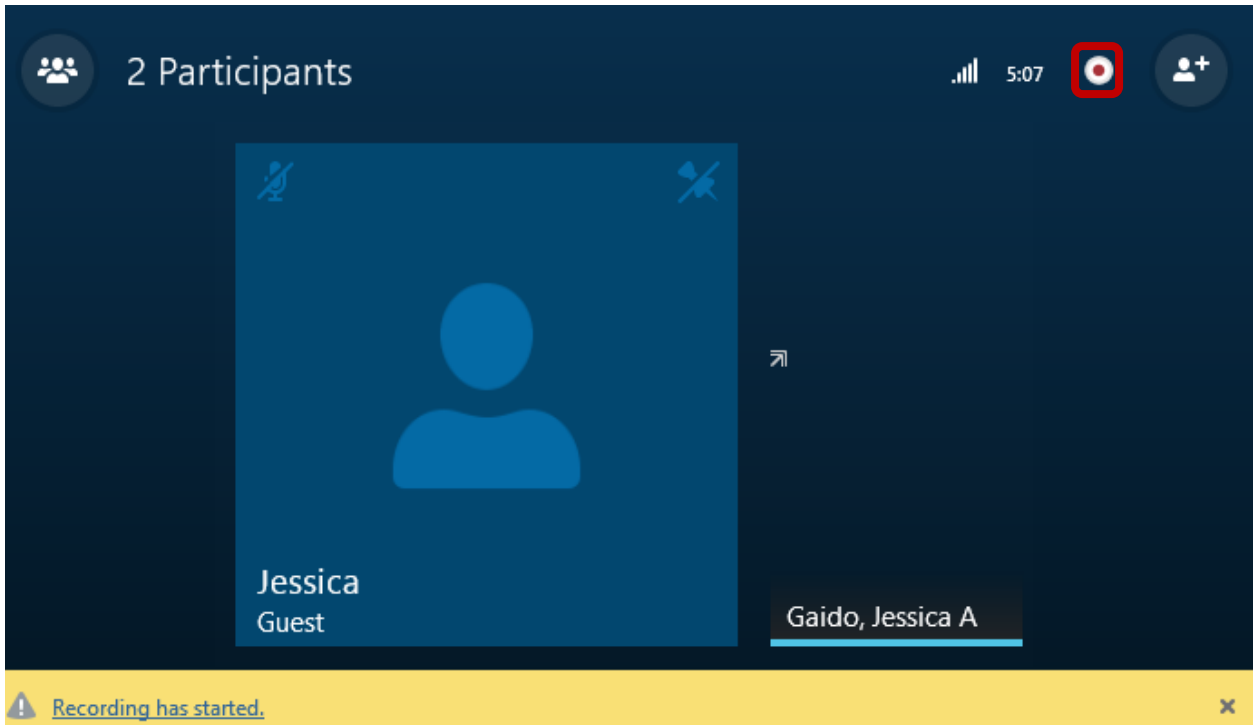
Recording the Meeting

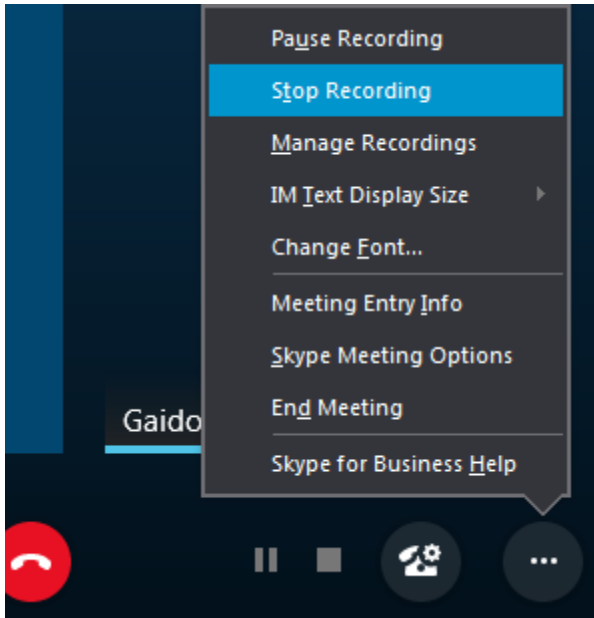
Faculty may choose to record the meeting. To start the recording,

1. Click the **three dot icon** to the right bottom corner of the menu bar, then click **Start Recording**.

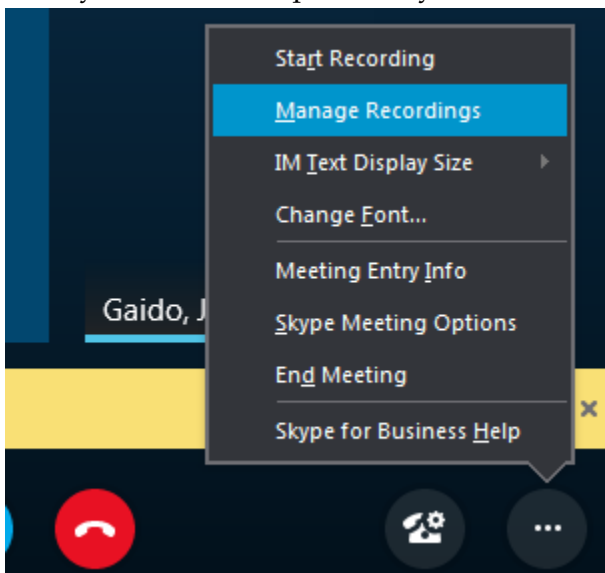


2. The recording bar will appear at the top right corner of the meeting window. To stop the recording,, click the three dots button again, and choose to pause or stop recording.





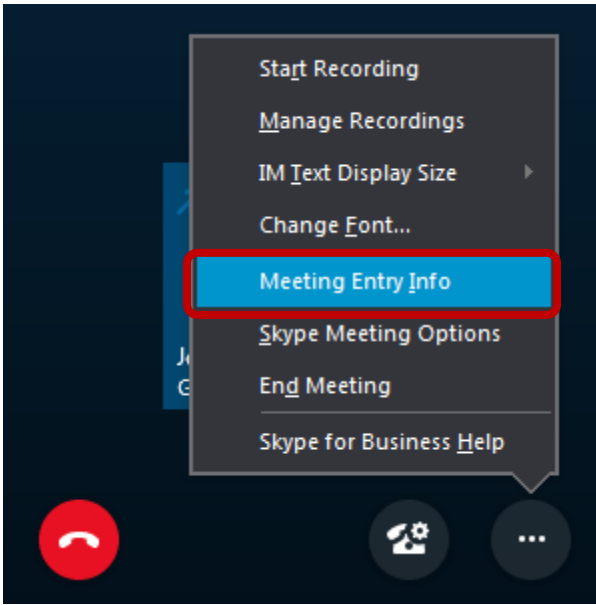
3. Once you click the Stop button, you can select **Manage Recordings** to view details.



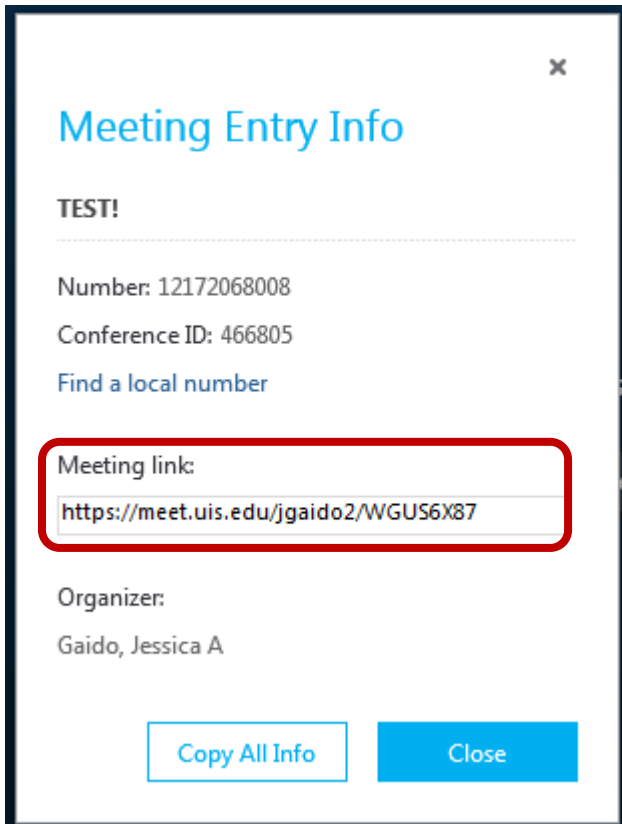
4. Depending on the length of the meeting, the file size for the recording will likely be large (too large to email as an attachment or post in Blackboard). You may contact Kara McElwrath at kmcel2@uis.edu to have your recording streamed. Kara will provide you with a link to the streamed recording that you can post in Blackboard and/or email to students.

Inviting Others to the Meeting

1. When you begin sharing a presentation, or begin a meeting with others, the meeting information can be retrieved to share with others to join instantly. At the bottom right corner, click the **three dot icon**, and select **Meeting Entry Info**.

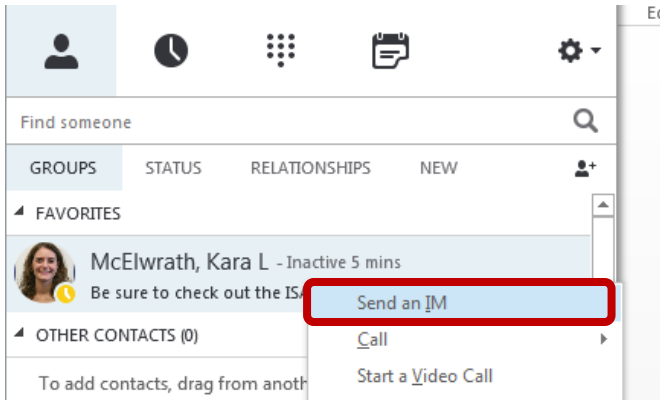


2. The Meeting information will appear. You can **copy the meeting link** to share with others so they can join the meeting from anywhere with the Skype for Business Web App.

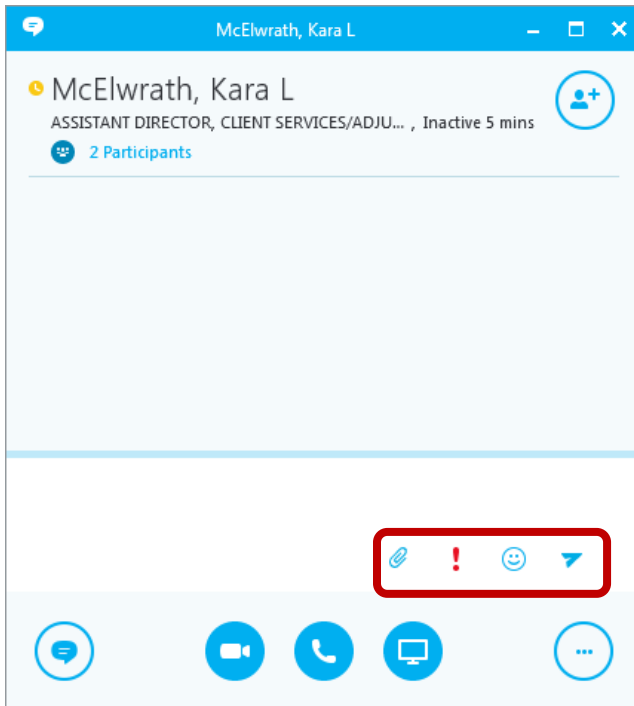


Using the Chat Feature

1. To chat with a user, roll your mouse over their name, right click, and choose to **send an instant message**.



2. Enter your message in the blank box, and **enter** to send the message. In the text box, click the **paperclip** to attach a file, the **exclamation** to mark as high priority, the **smiley face** to add emoticons and the **arrow** to send the message.



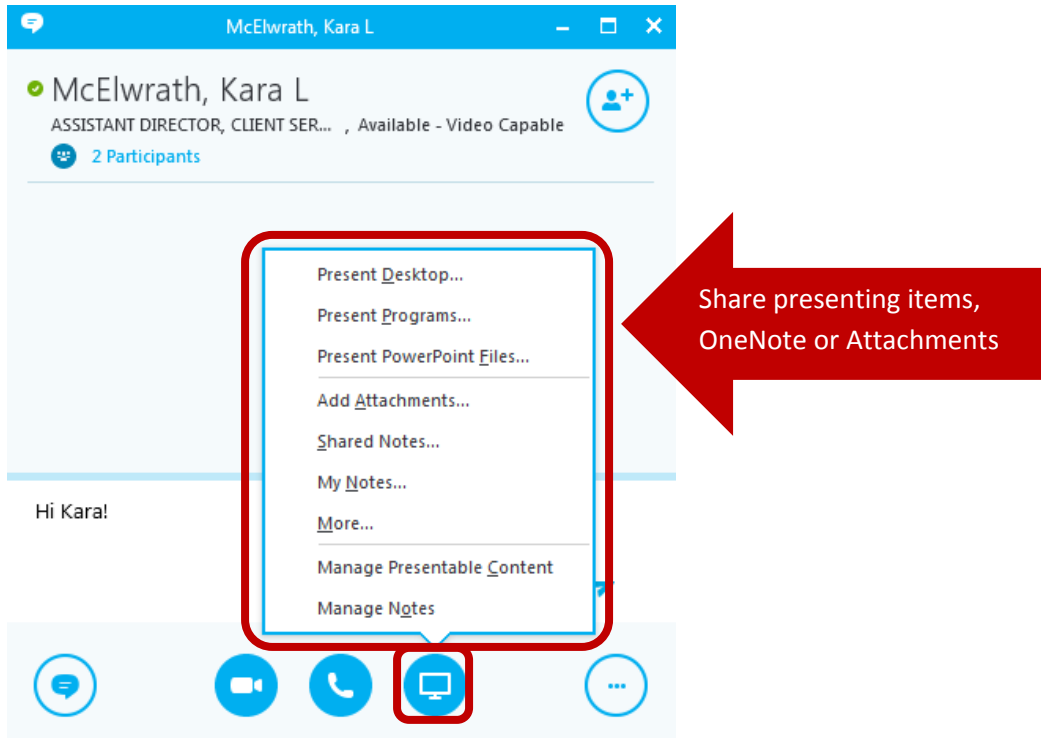
3. If a message is sent to you and missed, an email will be sent to your account with the missed conversation.

Share Applications

A feature of Skype for Business is the ability to share different information with other users. When chatting with an individual or group of people, users can share desktops, other programs, PowerPoint presentations, a whiteboard, or even polls to their collaborators.

To share,

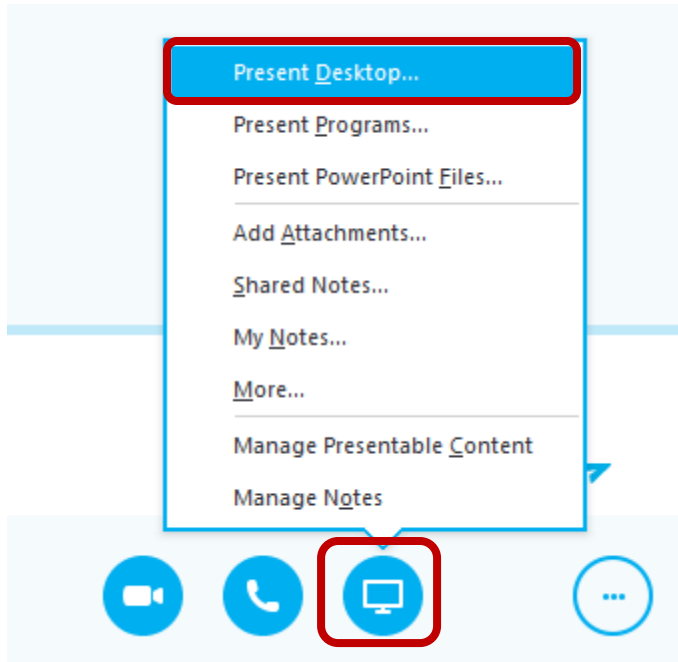
1. Choose **monitor icon**, and choose from the options along the top what you would like to share with other collaborators.



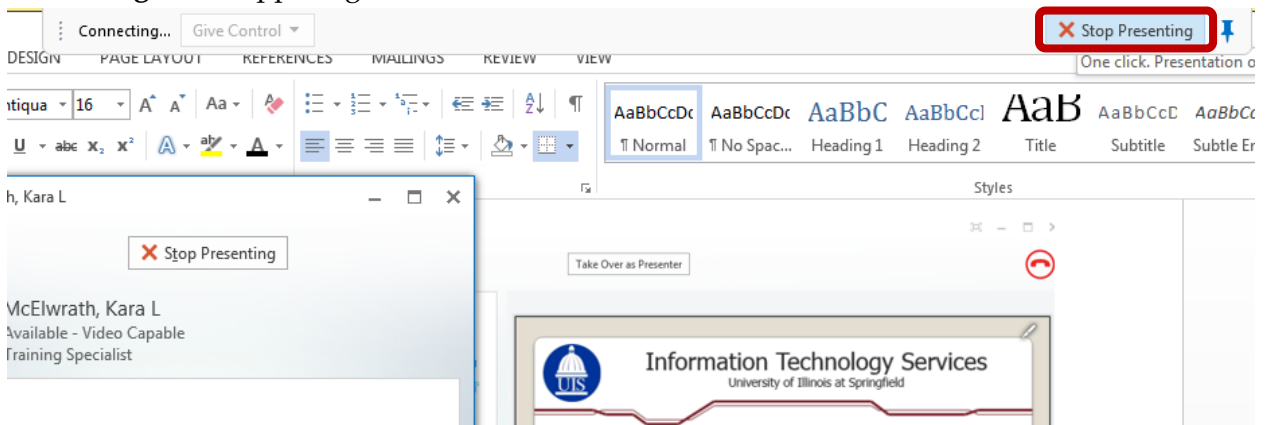
Desktop

To share a monitor screen,

1. Choose the monitor, and select the **Present Desktop**.



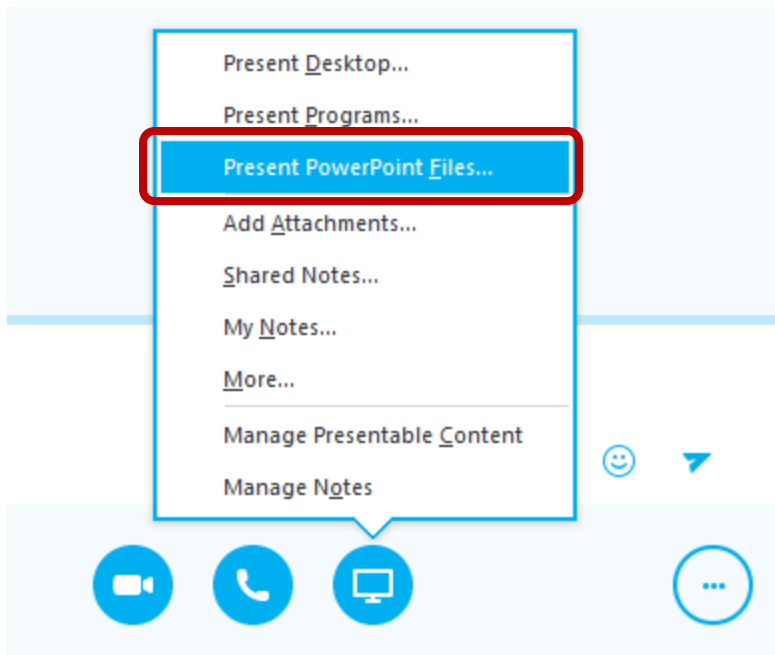
2. Your entire desktop will then be shared. To stop sharing your screen, click **Stop Presenting** in the upper right corner.



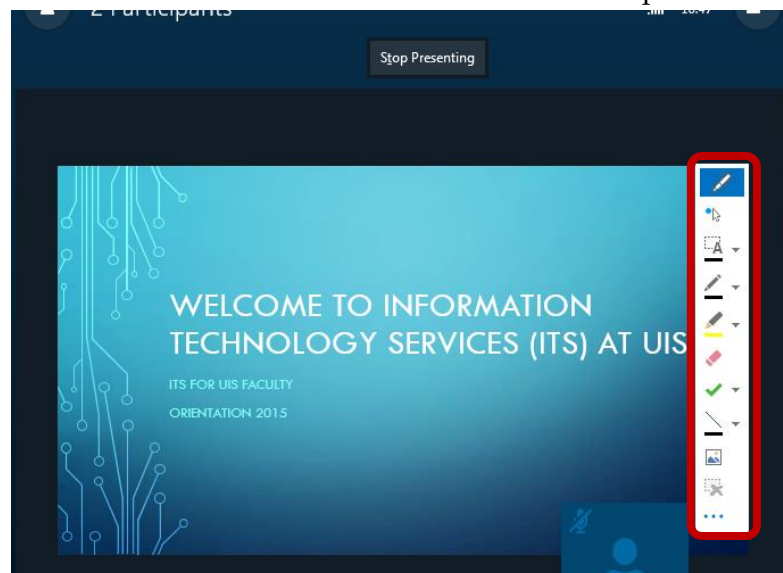
PowerPoint

To share a PowerPoint Presentation,

1. Click the **Monitor icon**, and choose **Present PowerPoint Files**. Browse through your files to locate the presentation and click **Open**.



2. The presentation will now appear on the stage for other users to view as well. Use the tools at the bottom of the screen to navigate through the presentation. At the top right corner, select the edit icon to make edits and annotations to the presentation.



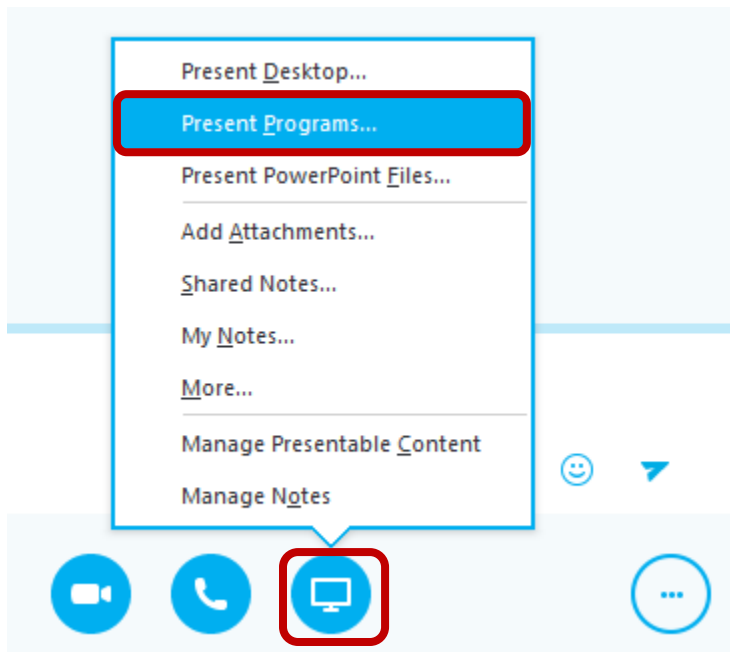
3. Presenters can also give control of their presentation to others by selecting the option at the **top of the screen, Give Control**. Those presenting can then utilize the annotation tools and navigate the presentation as they would as the original presenter!



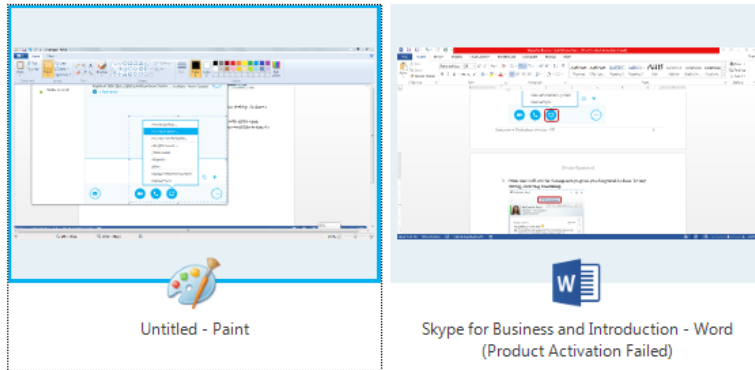
Programs

To share a program with other users, the program must be opened on your desktop. To share a program,

1. Select the **Monitor icon** and choose **Present Program**. A box will appear with all the open programs on your desktop. Roll the cursor over each program you would like to share to **check the box**. Click **Present**.



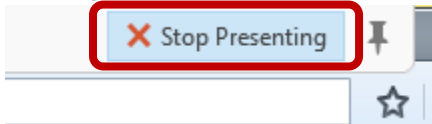
Present Programs



Don't see the program you want to present?

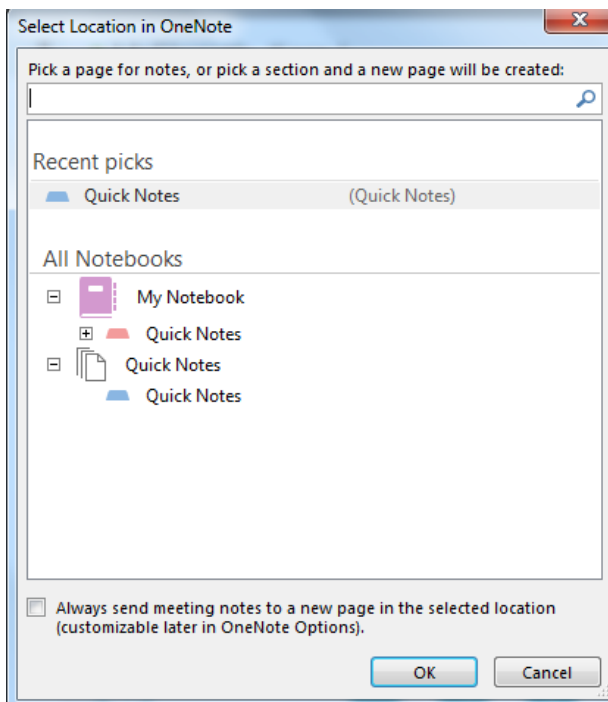
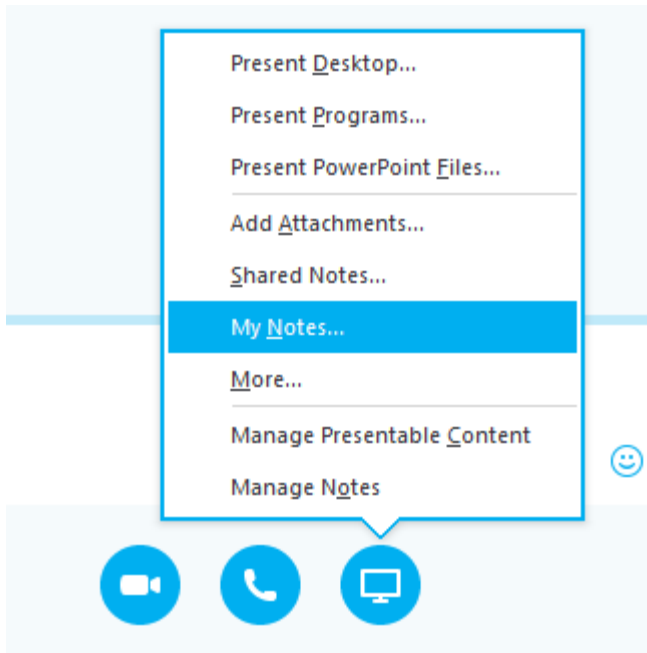


2. Other users will now be viewing each program you designated to share. To stop sharing, click **Stop Presenting** at the top right of the screen.



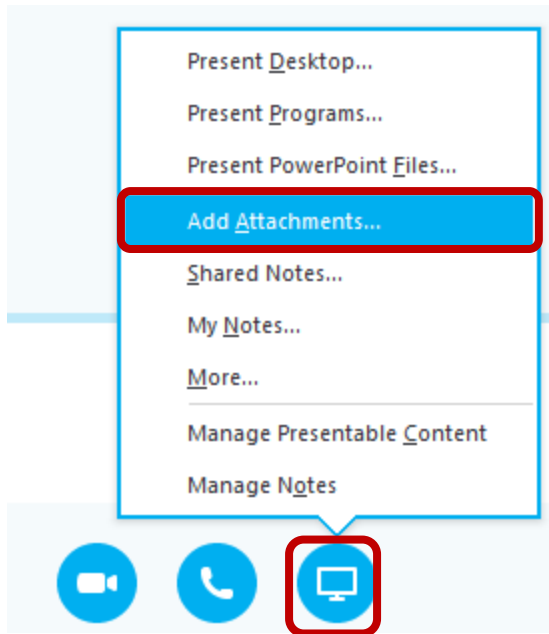
OneNote

To share OneNote notes with others, click the **Monitor icon**, select the **My Notes**, and choose the notes you would like to share.



Attachments

The sharing attachments feature has relocated. It is now located within the rest of the sharing options. Select the **Monitor icon**, and choose **Add Attachments** and then select **the attachment you want to share**. The attachment will then be shared.



Switch presenters

Users have the option of switching which user has control of the screen. When a program is being presented on the screen, those who do not have control have the option to request control of the screen. To request control,

1. Click **Take Over as Presenter** above the item being shared.



2. The user currently in control must approve the user requesting control. When they do, the screen will then become in control of the other user. For PowerPoint presentations, that user will now be able to control the pace of the presentation. For other programs such as Word or Excel, that user will now be able to edit the shared document live.

Additional Information

For more information (including training videos and additional resources), please visit the Skype for Business webpage at

<http://www.uis.edu/informationtechnologyservices/iss/mslync.html>