

## Skype for Business: For Student Use with Online Courses

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

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

- When students receive the link to attend a meeting, they can click the link and enter through the Skype for Business Web App.
- After clicking the link to the meeting, users can join as a guest to use the **Web App**.

### Skype for Business Web App

Guest, type your name below

Remember me

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

Sign in if you are from the organizer's company

- Enter your name and select **Join the meeting**. If prompted to log in with credentials, click the Cancel button.



## Skype for Business Web App

Identifying, please wait...

Install Skype for Business  
By joining the meeting

Signing In

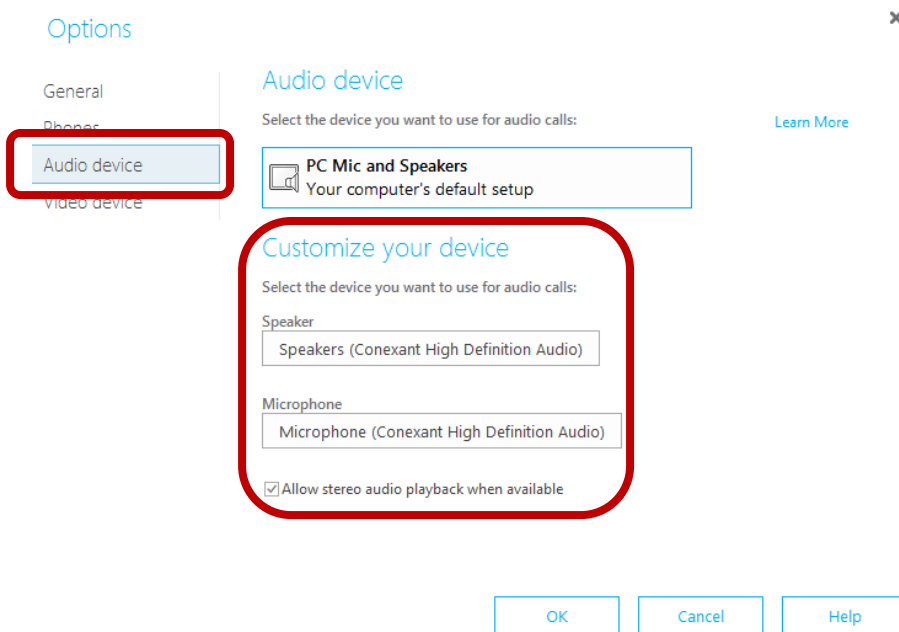
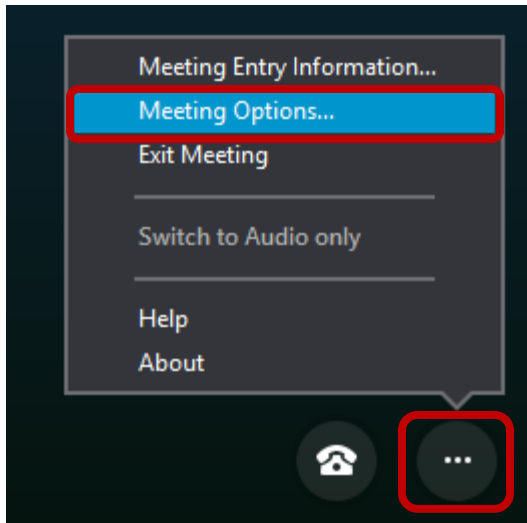
A dialog box titled "Authentication Required" with a question mark icon. It contains the text "Enter username and password for https://uislync2013.uisad.uis.edu". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Follow the simple instructions, and the user will be able to join the meeting from anywhere!

## Check 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.

You can check or adjust your audio settings by clicking the **dot icon** in the bottom right corner after entering in the web app. Choose **Meeting Options**. Select **Audio Device**, and then **Customize your Device** to check or customize your devices.

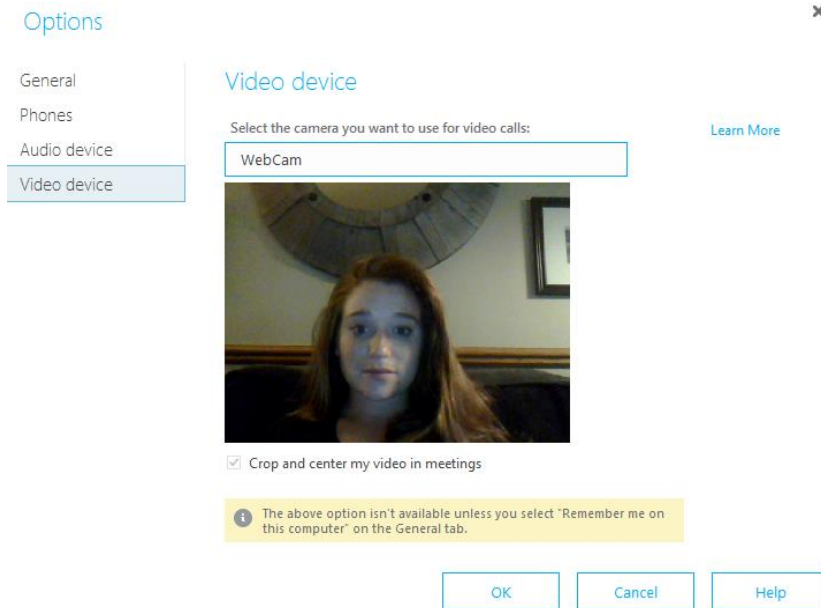


## Check Your Video/Webcam

For an enhanced meeting, you can connect a webcam to your computer. The Web App automatically detects the webcam and uses it when video is available in an online meeting.

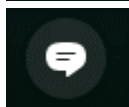
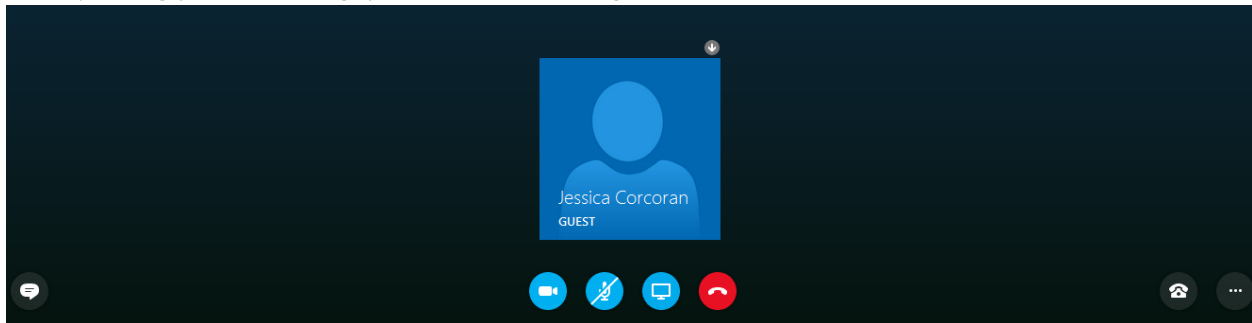
To check your webcam settings,

1. Within the Web App, click the **three dots icon** in the bottom right corner after entering in the web app. Select **Meeting Options** and then select **Video Device**, and choose your web cam.
2. If you have more than one webcam, select the one that you want to use for a video call.

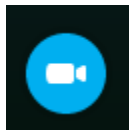


## The Meeting Interface

After joining your meeting, you will be viewing a screen with the controls below:



**IM** : Using the Conversations tool, via text, you can instantly Instant Message others in the meeting.



**Video Call**: If you wish, you can convert yourself to video-cam, so others can see you through your webcam during the meeting.



**Mute/Unmute**: Mute and unmute your microphone.



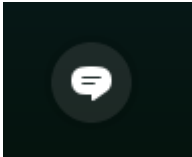
**Present**: Request to present your desktop, a program, a powerpoint file, etc.



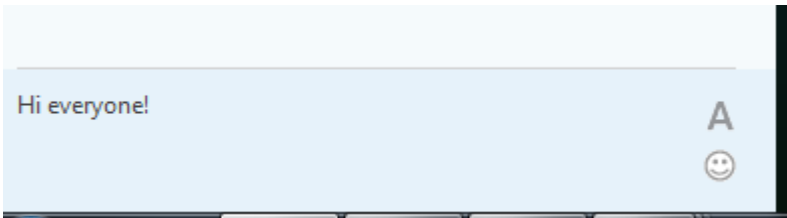
**Hang up:** Hang up and end your participation in the meeting.

## Chatting During your Meeting

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.



## 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>