

This document details the steps to set up an online meeting, share your desktop, and schedule online meetings through Outlook using Skype for Business on a Windows computer, or Lync 2011 on a Mac.

Requirements

- You'll need the [Skype for Business Windows desktop client](#), or the [Lync for Mac desktop client](#) installed on your computer
- If you are setting up an audio or video meeting, you and your attendees will need a working webcam and microphone.
- [Skype for Business on Windows](#)
- [Lync on Mac](#)

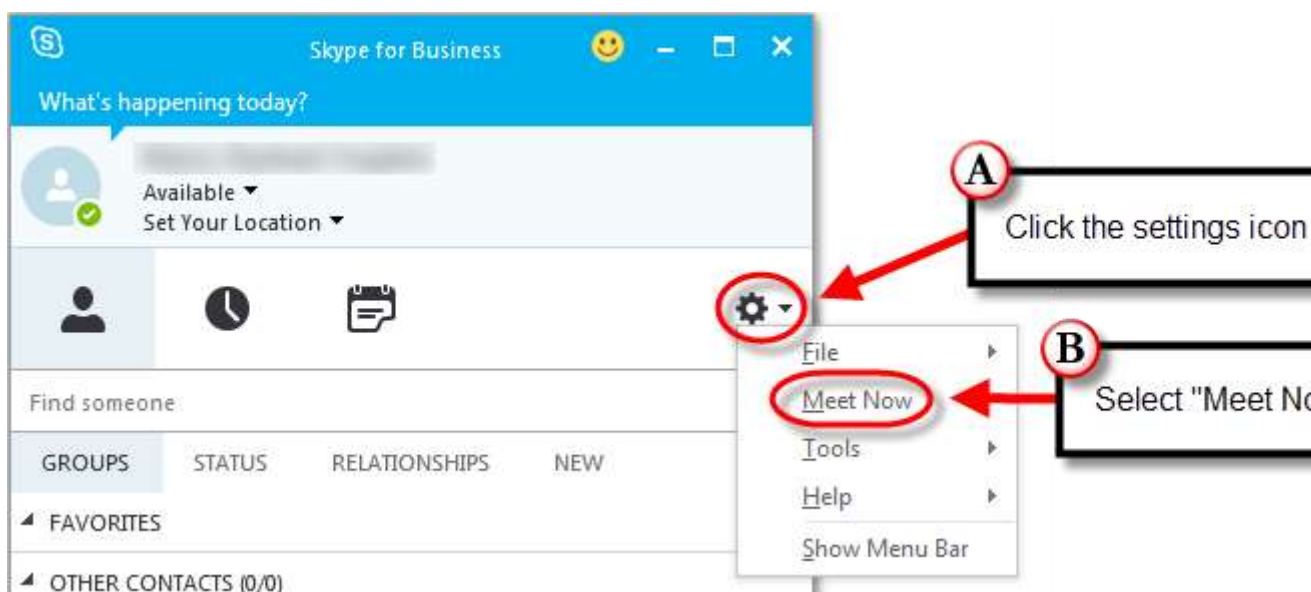
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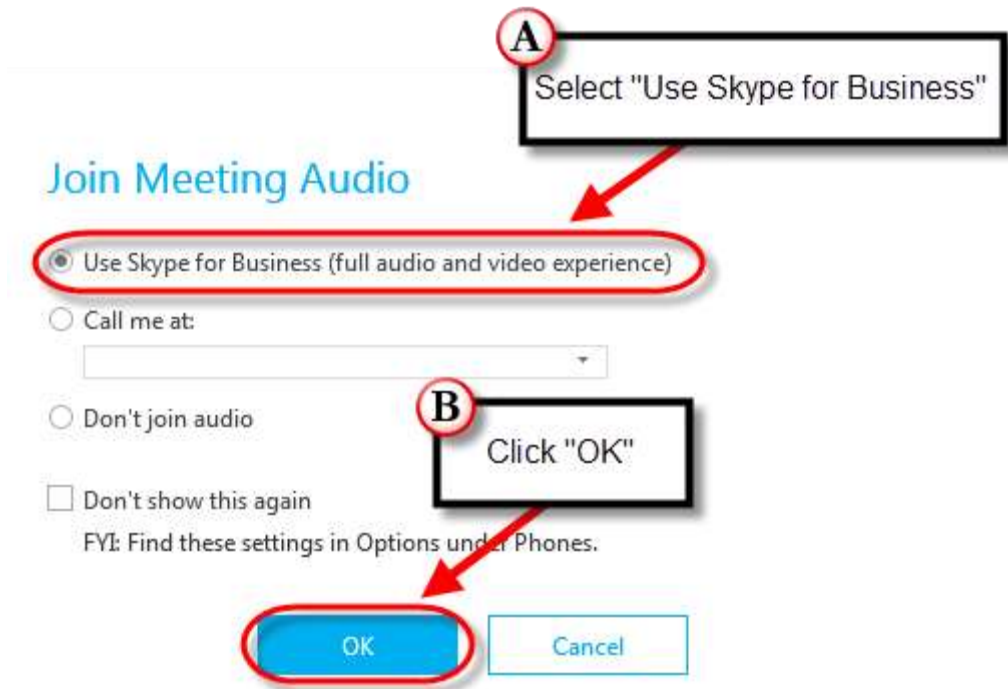
Set Up an Online Meeting with Skype for Business

Start an Audio or Video Meeting


1. Open your **Skype for Business desktop client**.
2. Click  and select **Meet Now**.

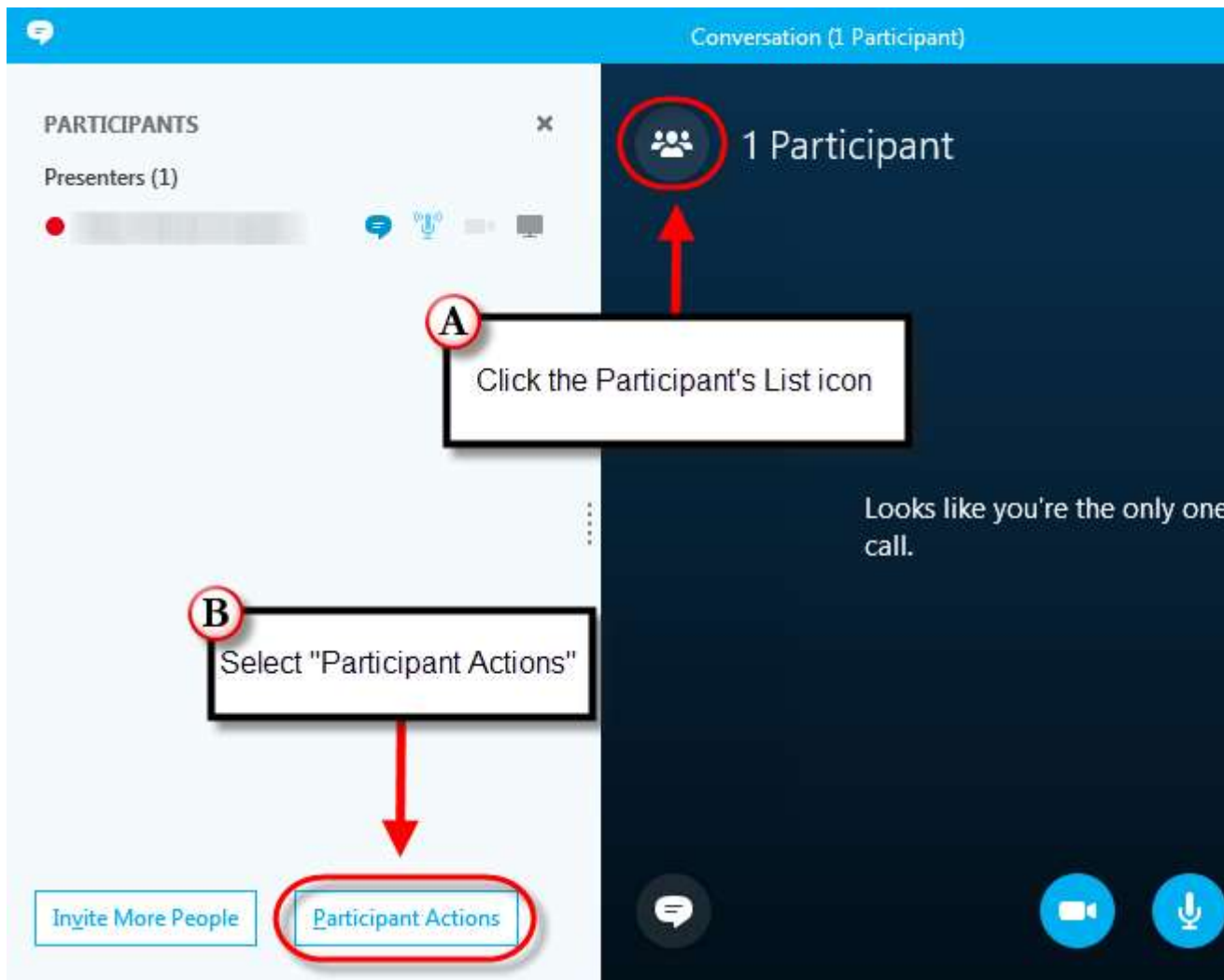


3. In the window that appears, select **Use Skype for Business** and click **OK**.

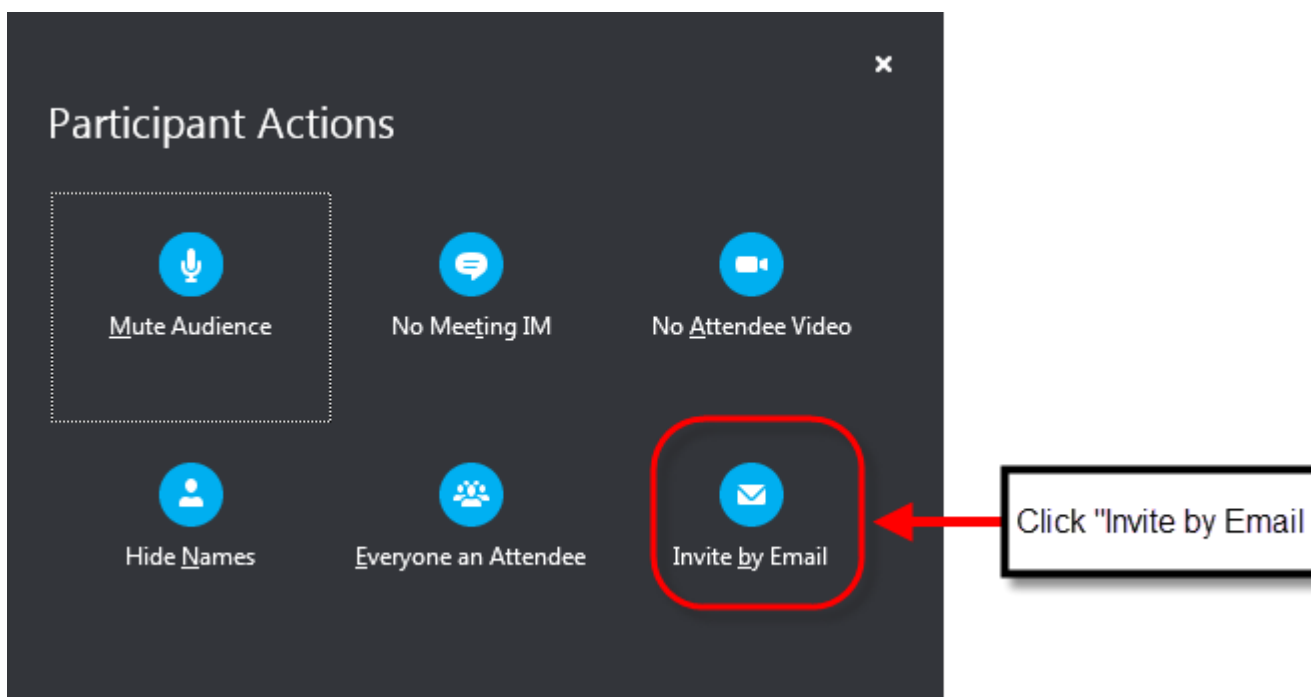


Invite Attendees to Your Meeting

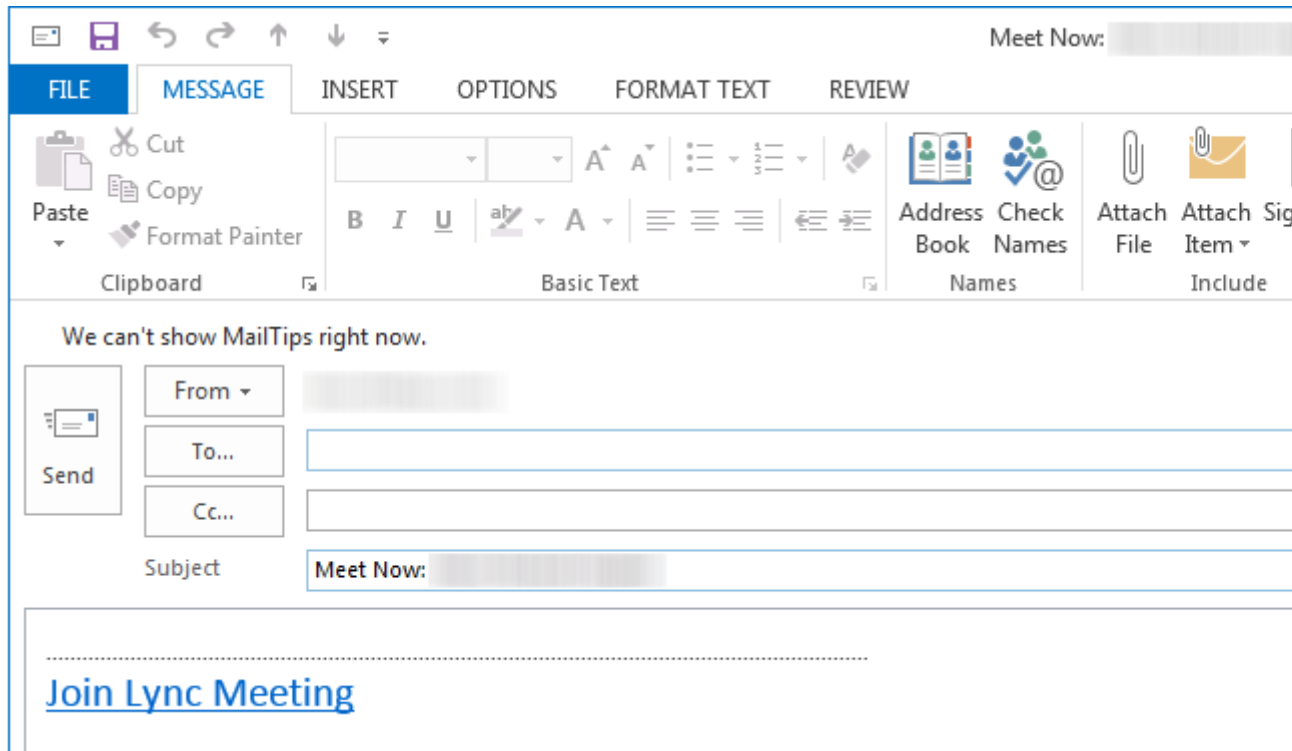
1. Click the  icon and click **Participant Actions**.



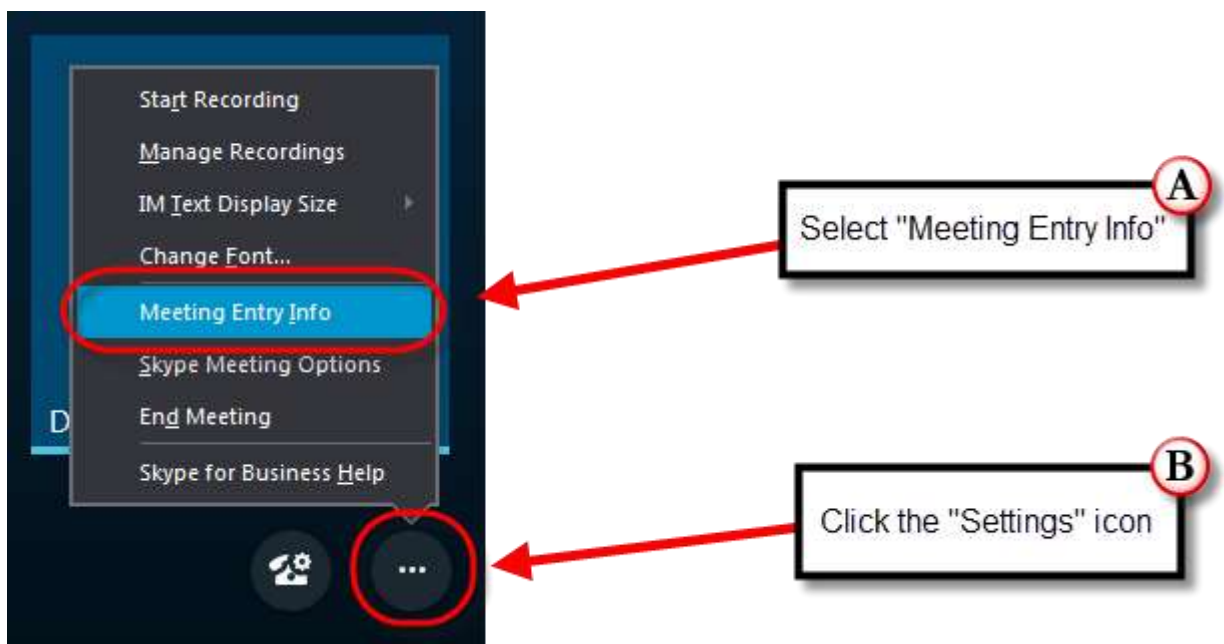
2. Click **Invite by Email**.



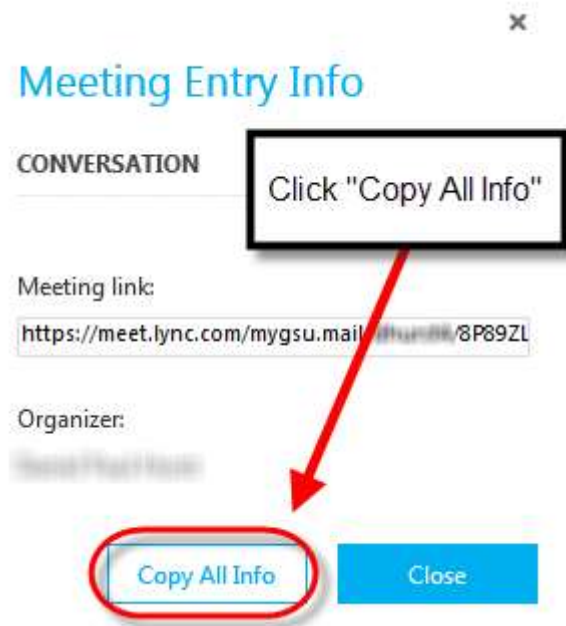
3. In the email that opens, there will be a link to your online meeting. Add your recipients and click **Send**.



4. **If you do not have Outlook installed**, you can also click the **Settings** icon at the bottom right of your Skype meeting room and select **Meeting Entry Info**.




5. In the *Meeting Entry Info* window, click **Copy All**. You can then paste this copied information into a chat message or into an email to your desired recipients (press *Control + V* to paste).



To attend your Skype meeting from their browser, your Peers may have to quickly download and install the Lync Web App if they don't have the desktop client installed. They'll be prompted to do this automatically when they attempt to join.

Share Your Desktop, a Running Program, or Other Media

1. Click the  icon.
2. Skype for Business provides you with a variety of media-sharing options during your meetings:
 - A. **Present Desktop:** Allows you to share your desktop
 - B. **Present Program:** Allows you to share a program currently running on your computer
 - C. **Present PowerPoint:** Allows you to select and share a PowerPoint document
 - D. **Add Attachments:** Allows you to share downloadable attachments with your attendees
 - E. **Shared Notes:** Access notes shared with others
 - F. **My Notes:** Access your personal notes

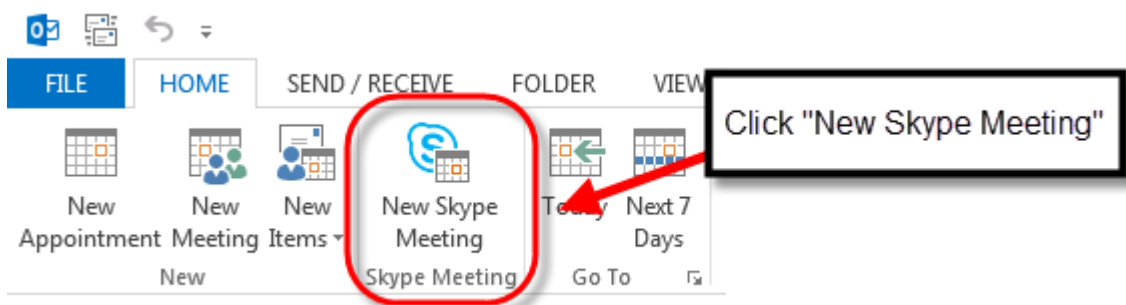


Schedule a Skype for Business Meeting in Outlook

1. In your *Outlook* client, click the **Calendar** section at the bottom left.



2. Click the **New Skype Meeting** icon at the top left corner.



3. A link to your online meeting will automatically be added to the body of your email. Enter recipients and set a time for your meeting as normal. When finished, click **Send**

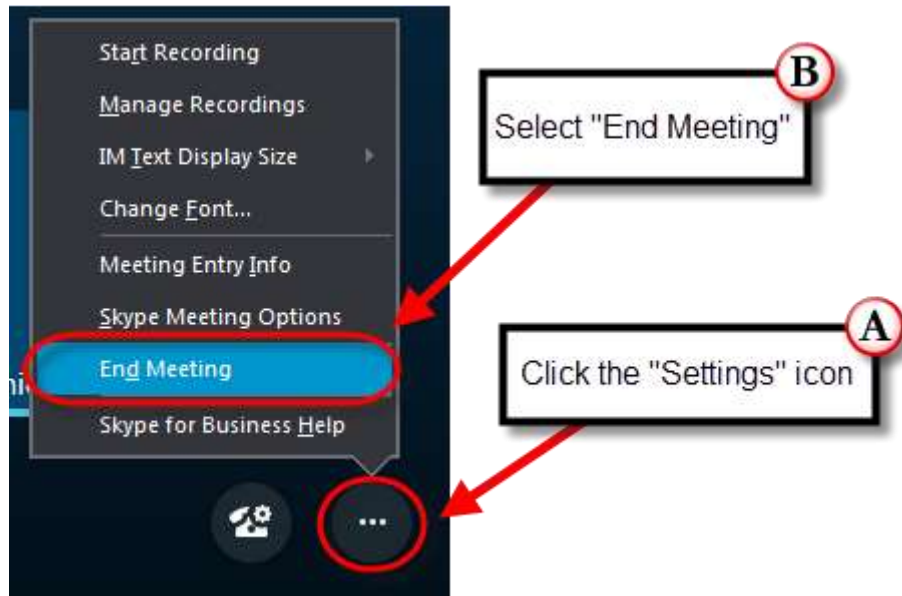
The screenshot shows the Microsoft Outlook interface with the 'MEETING' ribbon selected. The ribbon includes the following groups: 'Actions' (Delete), 'Appointment' (Appointment, Scheduling Assistant), 'Skype Meeting' (Join Skype Meeting, Meeting Options), 'Meeting Notes' (Meeting Notes), 'Attendees' (Cancel Invitation), 'Options', and 'Tags'. Below the ribbon, a message box states: 'You haven't sent this meeting invitation yet.' The meeting details form includes: 'To...' (empty), 'Subject' (empty), 'Location' (Skype Meeting), 'Start time' (Tue 5/12/2015, 12:00 AM), 'End time' (Wed 5/13/2015, 12:00 AM), and an 'All day event' checkbox. The body of the email contains a blue link: '→ [Join Skype Meeting](#)' and a 'Help' link.

End a Meeting

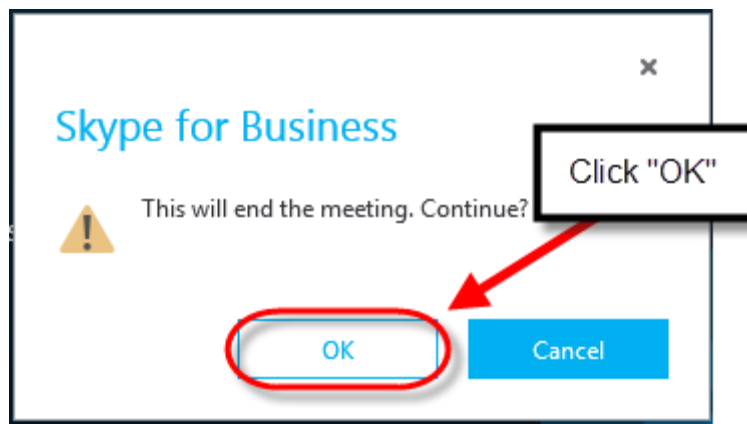
1. To hang up on the meeting, click the **red "Hang Up" icon**.



2. If you were the meeting creator and want to end a meeting completely:
 - A. Click the **Settings icon** and select **End Meeting**.



B. Click OK.



Help

If you have questions or need technical assistance, please contact the IS&T Help Center at help@gsu.edu, or 404-413-HELP (404-413-4357).