The Ultimate Skype for Business Guide

Requirements:

- 1) PC with web browser and sound card. If you do not have a built-in microphone or external microphone, you can only listen.
- 2) High Speed data connection.

Recommended:

- 1) Audio headset
- 2) Wired data connection
- 3) Webcam
- 4) Join meeting in advance to test everything is working properly.

Court users should join Skype for Business by logging into the Skype for Business client preferably, or sign into their Office 365 account if using the Web App on a browser. If there are no authenticated participants in the meeting (only guests), the meeting will time out in 90 minutes or 90 minutes after the last authenticated user has left.

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Scheduling a Continuous Meeting

Recurring meeting	Meeting will always be accessible, provided there are new conference
without end date	joins (activations) or scheduling updates at least once per year

For more information about meeting retention and expiration:

https://docs.microsoft.com/en-us/office365/servicedescriptions/skype-for-business-online-servicedescription/skype-for-business-online-limits

- 1. Create New Skype for Business Meeting in Outlook*.
- 2. Select All Day
- 3. Select Make Recurring
 - a. Select Daily
 - b. No end date
- 4. You can leave this blank. No invite will be sent out, but it will post the meeting on your Calendar.

(i) You have	n't sent this meeting	g invitation yet.					Appointme	ent Recurrence	×
	7.41						Appointmen	nt time	
\triangleright	litle						Start:	12:00 AM	
Send	Required	4					End:	12:00 AM	
							Duration:	1 day v	
	Optional					2	Recurrence	pattern	
	Start time	Fri 3/27/2020	÷	12:00 AM	-	🗖 All day 🗌 🔮 Time zones	Daily	Every 1 day(s)	
			r			3	Weekly	C Every weekday	
	End time	Fri 3/27/2020	•	12:00 AM	*	↔ Make Recurring	O Monthly	ly	
	Location	Skype Meeting					O Yearly		
End time Fri 3/27/2020 To 12:00 AM Make Recurring Location Skype Meeting				Range of rec	currence				
							Start: Fri	3/27/2020 V D End by: Sun 4/5/2020 V	
Join Sk	ype Meet	ing						O End after: 10 occurrences	
Trouble Joining? Try Skype Web App						No end date			
Join by p	hone							OK Cancel Remove Recurrence	

* If you're using a generic Skype account (example: CrtRm123-Skype), you can schedule online with Office 365 (<u>https://www.office.com/</u>) using the generic account. If it logs into your personal account, you will have to use a new browser like Firefox and login into O365.

To Include a Lobby

You decide who gets into the meeting directly, and who waits until you let them in.

- 5. Select Meeting Options
- 6. Select Anyone from my organization



Creating a Meet Now (ad hoc) meeting

1. Click on the Gear icon (a) and select Meet Now (b)



Inviting Users to a Skype for Business Meeting

- 1. Include participant's email in the Meeting Invite. This will send them an invitation with all the info.
- 2. Copy and Paste meeting info into new email.
- 3. Invite participants during a meeting.

- 4. To add a court employee, click on (4) and type in their name.
 - Select the user and click **OK**.

		×
Invite	by Name or Phone Number	
Choose a	contact or type a name or phone number.	
	Christopher DeMarco - Available - Video Capable Network/Systems Technician III, Division of Technology	^
1	Faiq, Kamal - Available - Video Capable Technical Manager, NYC Technical Operations, New York County	
	Cameron, Nigel - Away 4 days Network/Systems Engineer III, Division of Technology - Telecom	
9.	Thomas Loughlin - In a call Network/Systems Technician III, Division of Technology	
•	- Offline - Skype	v
	<u>O</u> K Cancel	

- 5. To invite an external participant, click on (5)
 - Click Participants Actions
 - Select Invite by Email. This will auto insert the meeting info into a new outlook email.



- 6. Meeting Options (6)
 - Meeting Entry Info
 - i. Meeting link
 - ii. Phone number and Coinference ID (if applicable)
 - Skype for Business Meeting Options
 - i. To create a Lobby



Joining as a Guest participant

For external non court particpants.

PC

- 1) Click the Skype for Business link (email invitation) or copy and paste the URL link to your web browser.
 - a. Email Invitation

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Join Skype Meeting

Trouble Joining? Try Skype Web App

- b. Sample URL link <u>https://meet.lync.com/nycourts/USER/ABC123</u>
- 2) Click Install and Join with Skype for Business Meetings App (web)

ł	How would you like to join your meeting?
	Install and join with Skype Meetings App (web) Already Installed? Click here to join with Skype Meetings App (web)
	Join with Skype for Business (desktop)
	Click here for more help.

3) Click *Run* when prompted to install plugin.



Open File	- Security Wa	rning	×
Do you	want to run	this file?	
-	Name:	e\TempState\Downloads\SkypeMeetingsApp (1).ms	si r
	Publisher:	Microsoft Corporation	
	Type:	Windows Installer Package	
	From:	C:\Users\chdemarc\AppData\Local\Packages\Micros	
		Run Cancel	
🗹 Alwa	ys ask before	opening this file	In
Ì	While files fr potentially h you trust. <u>W</u>	om the Internet can be useful, this file type can arm your computer. Only run software from publisher <u>hat's the risk?</u>	rs

4)

b.



If you do not see the new meeting Window, minimize the Window above.

5) Enter your name and click *Join*.

Skype Meetings App		— C	з х
Skype Meetings App			English
	Welcome		
	Enter your name		
	Guest Join		
	Sign in if you have an Office 365 account		
	Use my Skype for Business desktop app instead		
© 2015 Microsoft Corporation. All rights reserved. Privacy and Co	ookies Terms and Conditions Sup	ported Platforms	s Help

For Macs, iPhones, and Android

Please download and install Skype for Business app. External users can join as a guest. Court users should sign into their Office 365 account. Requires Two-Factor Authentication.

6) Unmute you mic



Very important: The mute button. If you're not speaking, you should be muted. It will improve the meeting and conversation flow. Plus, muting will help cut down on unwanted background noise and echoing.

7) Enable your webcam if you have one.

