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.

Contents

Scheduling a Continuous Meeting

Recurring meeting without end date	Meeting will always be accessible, provided there are new conference 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-service-description/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.

* If you're using a generic Skype account (example: CrtRm123-Skype), you can schedule online with Office 365 (https://www.office.com/) 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.
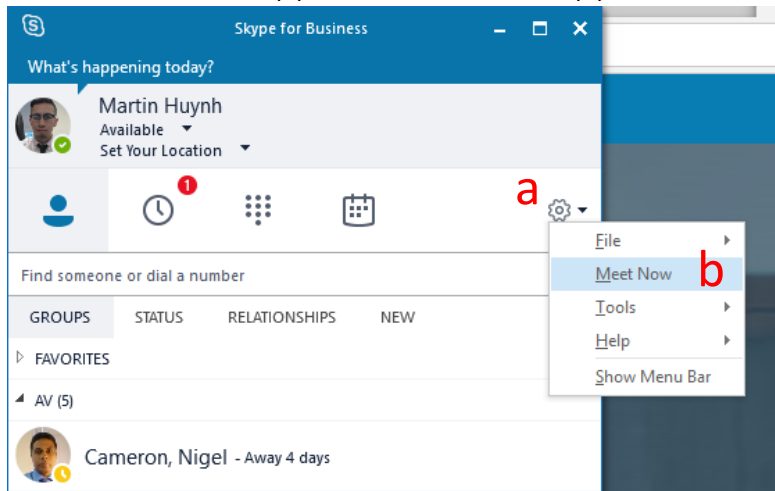
To Include a Lobby

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
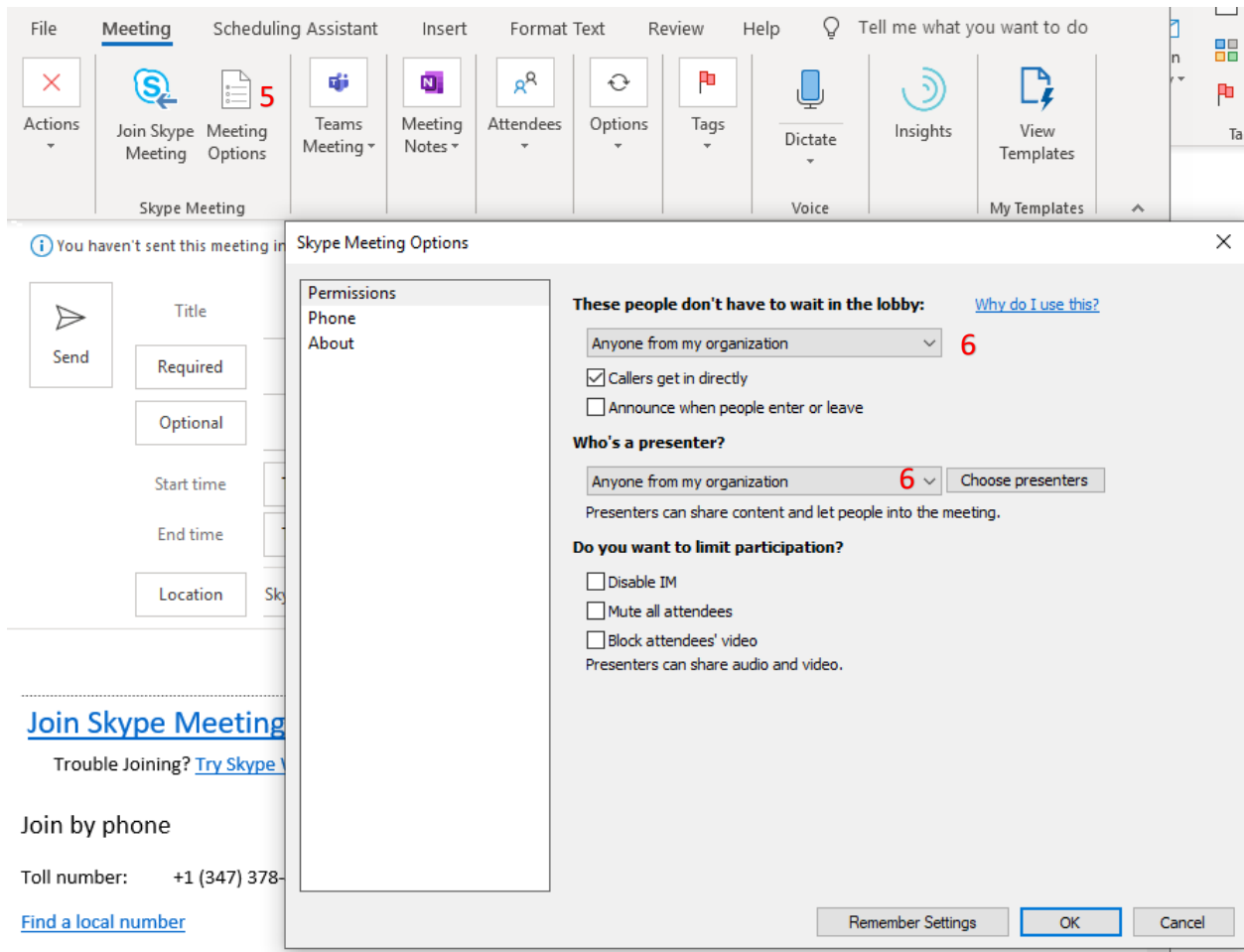
Creating a Meet Now (ad hoc) meeting

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.
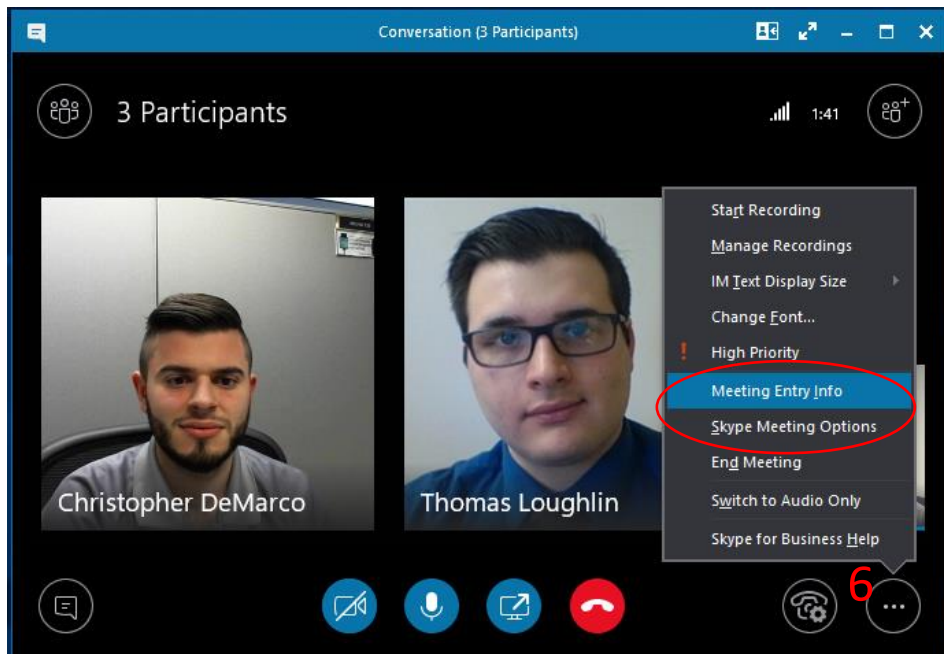   - Select the user and click **OK**.
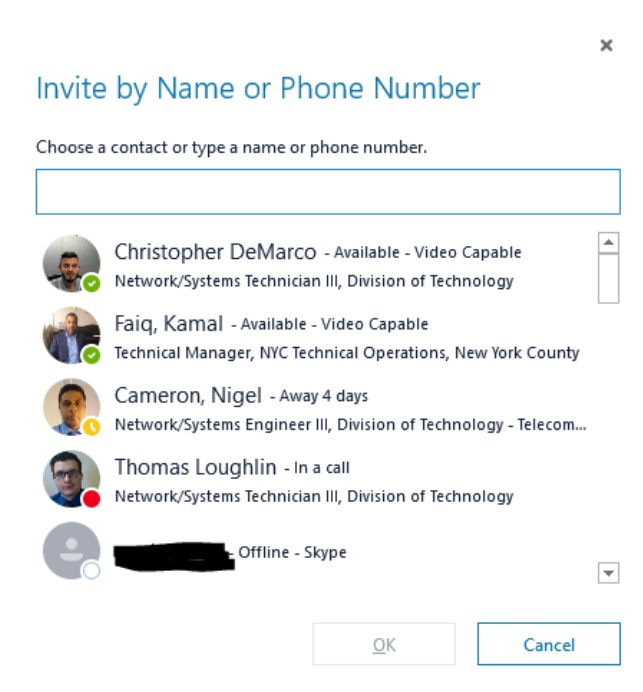
5. To invite an external participant, click on (5)
   - Click **Participants Actions**
   - Select **Invite by Email**. This will auto insert the meeting info into a new outlook email.
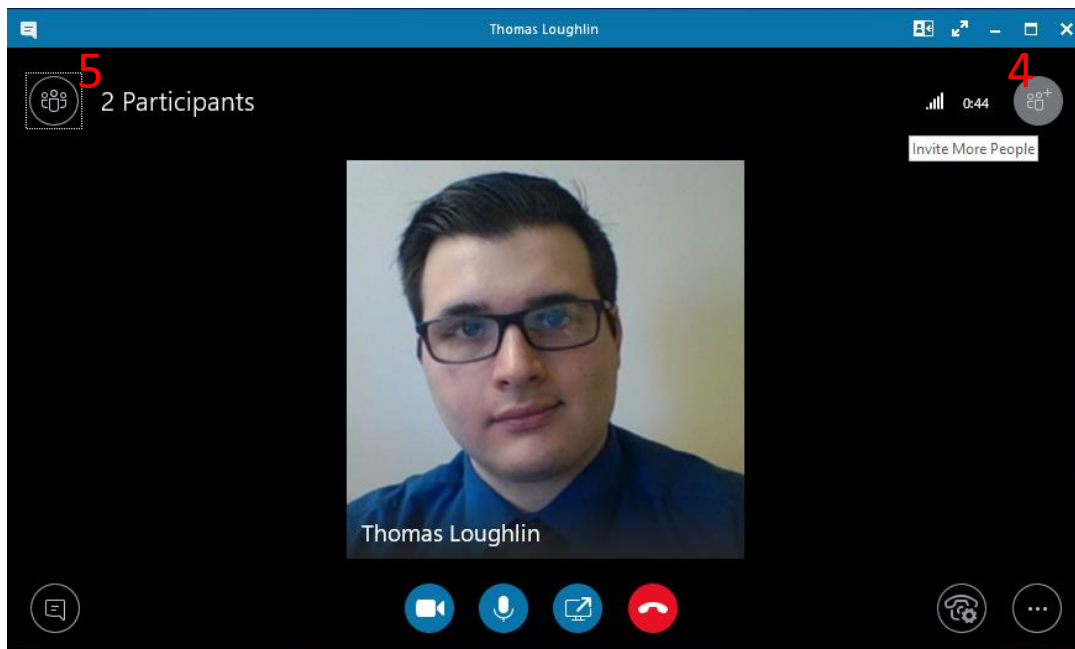
6. Meeting Options (6)
   - Meeting Entry Info
     - i. Meeting link
     - ii. Phone number and Coinference ID (if applicable)
   - Skype for Business Meeting Options
     - i. To create a Lobby

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.
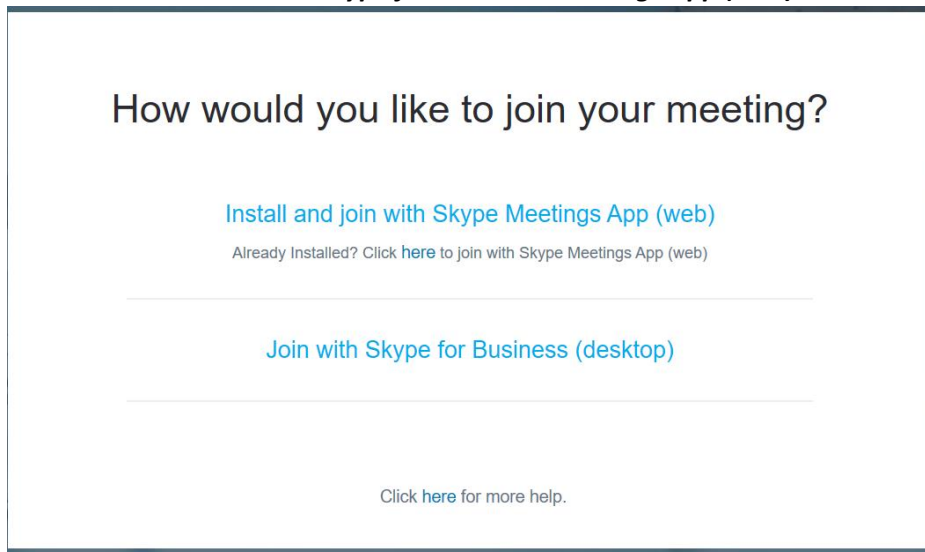
   a. Email Invitation

   Join Skype Meeting
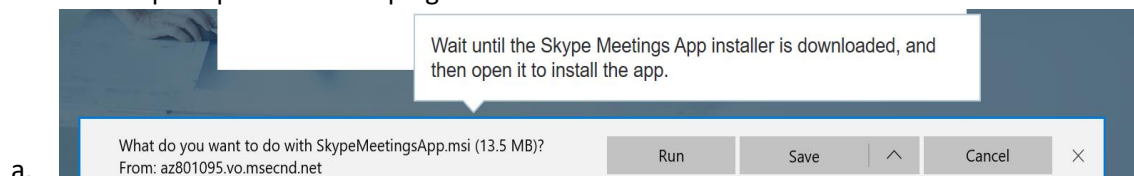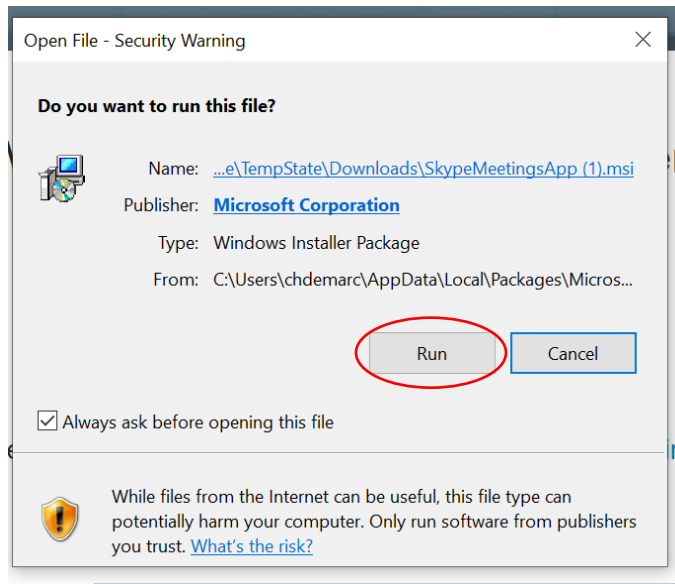
   Trouble Joining? Try Skype Web App

   b. Sample URL link – https://meet.lync.com/nycourts/USER/ABC123

2) Click *Install and Join with Skype for Business Meetings App (web)*

   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.

   Wait until the Skype Meetings App installer is downloaded, and then open it to install the app.

   a. What do you want to do with SkypeMeetingsApp.msi (13.5 MB)?
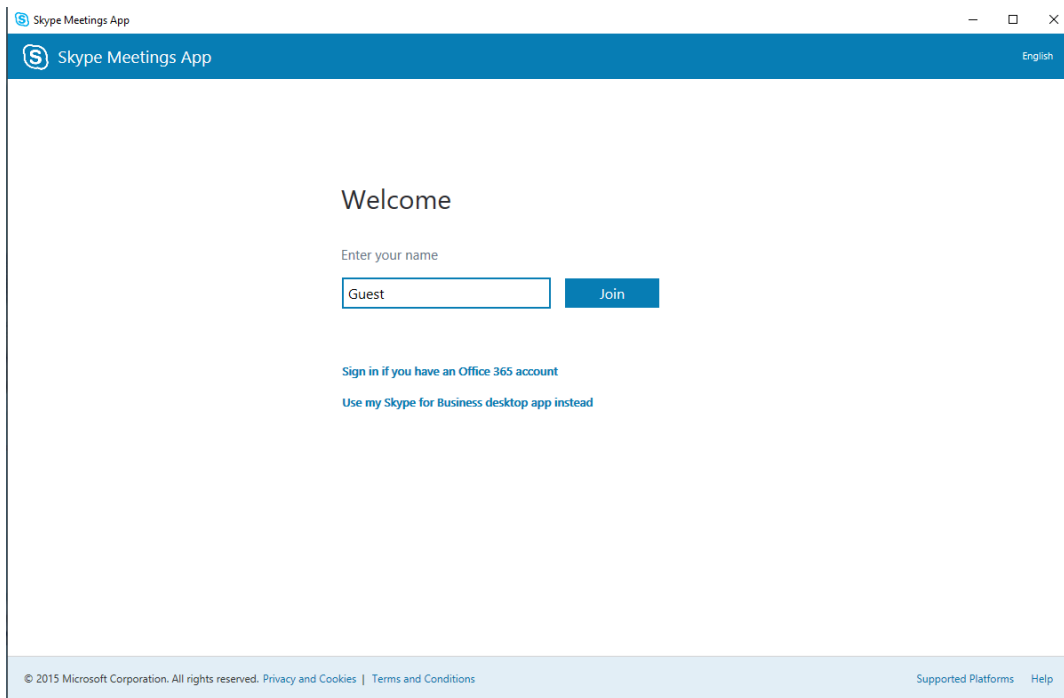   From: az801095.vo.msecnd.net   Run   Save   ^   Cancel   ×

b.

4)
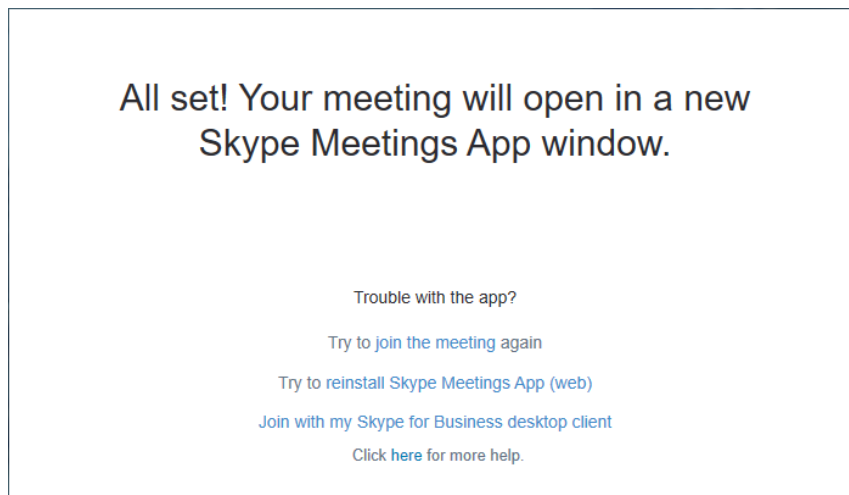
If you do not see the new meeting Window, minimize the Window above.

5) Enter your name and click *Join*.

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.