

SKYPE FOR BUSINESS

For Class Discussions


Skype for Business Caveats:

Chromebook users cannot use the Skype for Business app or connect via their web browser at this time.

Skype for Business for Mac users can use Messaging, Video Chat, and Presentation Sharing, but cannot record presentations, perform instant polling, or share attachments. In addition, you must use Office 365 Mail or the PC version of Outlook to create Skype for Business meeting invites.

Signing Out of Skype for Business

Once you log in to Skype for Business, the program will continue running in the background of your computer until you sign out.

To sign out, right click the Skype for Business icon  in the system tray and click **Sign Out**.

What is Skype for Business?

Skype for Business is a collaborative communication platform offered at Bridgewater State University. Faculty can engage in web-conferences with students, guest speakers, and colleagues using text-messaging, video-conferencing, file-sharing, polling, presentation sharing features, and more.

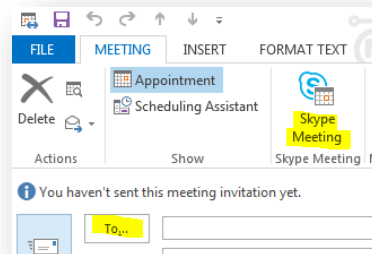
Where to find Skype for Business

Click the Windows start menu and select **All Programs > Microsoft Office 2013 > Skype for Business 2015**. Students, faculty, and staff may download Skype for Business with the full Office suite at <https://portal.office.com/OLS/MySoftware.aspx>. Log in with your BSU Username@bridgew.edu and your BSU password. Mac users can download Skype for Business at <http://bit.ly/2IPg2jq>. **NOTE:** Mac users must type their BSU email address into two separate boxes of the login screen when logging in.

Schedule a Skype Meeting through Outlook


You can schedule a Skype Meeting from the full Outlook client on a Windows PC:

1. Open the full version of Outlook (Office 365 steps will vary)
2. Go to your calendar and click the **New Meeting** button
3. In the New Meeting window, click the **Invite Attendees** button and enter the email addresses for all attendees in the **To...** field
4. Click the **Skype Meeting** button
5. Click Send
6. On the day and time of your meeting, open the meeting invite and click on the Skype for Business meeting link contained within.




You may also invite folks who do not have Skype for Business accounts. They will receive the meeting invitation via email and can join the meeting via the Skype Meetings App after installing the necessary browser plug-in (which they are prompted to do). They will log in with guest names.

Add New Contacts for Small Group Meetings

If you would prefer not to use Outlook for starting a small one-on-one or small group meeting, you can start a Skype for Business meeting by clicking the **Add a Contact** button  from the start-up Skype for Business Screen you see after logging in. From there, click **Add a Contact in My Organization** or **Add a Contact Not in My Organization** for adding external colleagues (either Skype or Skype for Business users). Enter the name or email address of your contacts. Double click the name to start a conversation or right click to add to your favorites or contact list for easy access later.


Share a Presentation or Your Screen

In a Skype for Business Meeting you are able to share a presentation or anything on your computer

desktop with attendees. Click the monitor icon  during a video call and select **Present PowerPoint Files** to share a PowerPoint presentation or **Present Desktop** to share anything on your computer desktop. Press the **Stop Presenting** button when done to stop sharing your screen with attendees.

When you have returned to regular video-sharing mode, you may need to click the **Hide Stage** button to resume seeing all attendees on your screen at once.

Record a Meeting

After joining the scheduled meeting, you can begin recording by clicking the **More Options** button  then selecting **Start Recording**. You may also pause or stop recording by clicking the appropriate buttons. To play back a recording, click the **More Options** button then **Manage Recordings**.

Contact IT Support for
technology assistance:

ITSupport@bridgew.edu,
508.531.2555, or
Click the chat button on the
IT home page <http://it.bridgew.edu>.