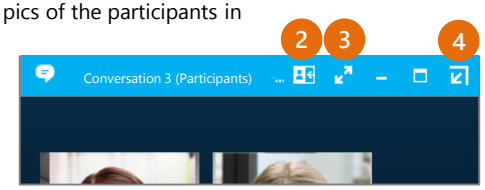
Skype for Business
Quick Start Guide

Meetings

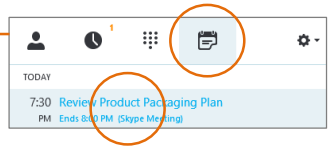
Choose your view

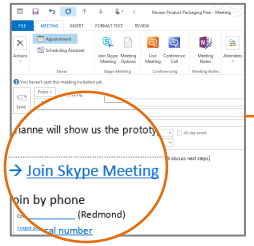
1. In the conversation window, click the **Pop out video gallery** arrow.
2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** shows everyone's video streams
   - **Speaker View** shows only the presenter's.
   - **Content View** shows only the meeting content.
   - **Compact View** shows pics of the participants in a compact window.
3. Click **Full Screen View** for a large view of the video streams.
4. Click **Pop in the video gallery** to show the gallery in the conversation window again.



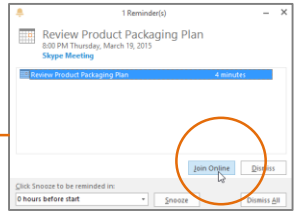
Join a Skype Meeting—There are so many ways!

In the main window, click the Meetings tab, then double-click the meeting you want to join.





In the meeting request, click Join Skype Meeting.



In a meeting reminder, click Join Online.

Which Skype should I use?

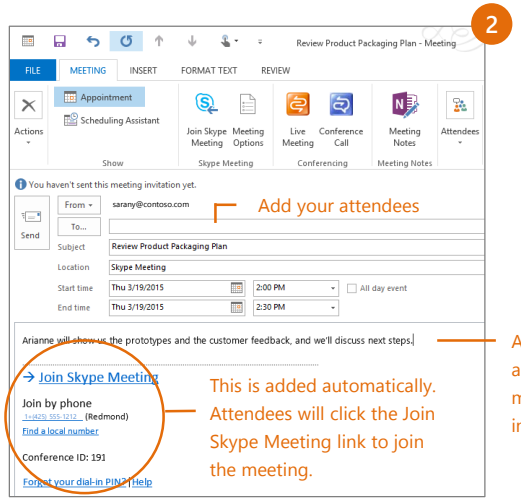
Skype for Business is for connecting with a co-worker or business associate.

Skype is for connecting with your grandma, or chatting with friends while gaming.

Schedule a Skype for Business meeting

(This is an Outlook task.)

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**. (If you are in Skype for Business (Lync) mode, this button still says **New Skype meeting**.)
2. Complete the meeting request just like you normally would.



Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.

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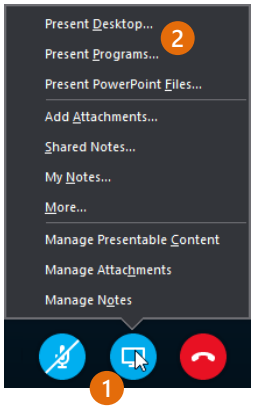
Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop, or click **Present Programs** and double-click the program you want to share.



Share a PowerPoint presentation

1. In the meeting window, click the **Present** button.
2. Click **Present PowerPoint Files**.
3. Browse to the file you want to present and click **OK**.

See the presenter's notes (just you—no one else can see them)

Advance to the next slide

Show thumbnails of the slides, and select the next one to present

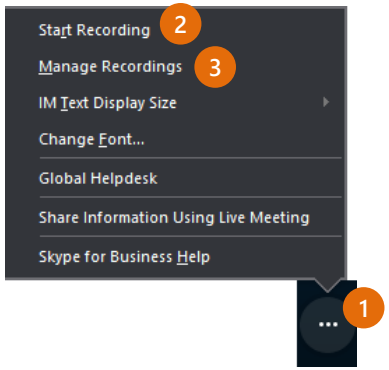
Done presenting?

Click this: Stop Presenting

Record and play back a meeting

It's easy to capture audio, video, IM, and what's being presented.

1. In the meeting window, click the **More Options** button.
2. Click **Start Recording**.
3. After the meeting, go to **Manage Recordings** to publish, play, rename, or delete the recording.

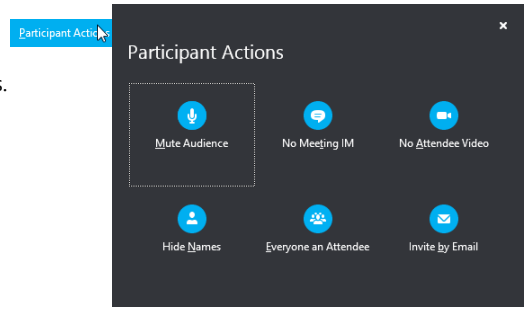


Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.

2. Click the **Participant Actions** button.
3. Click one or multiple buttons to apply these settings to all attendees.



Need to invite more people?

Click this: Invite More People