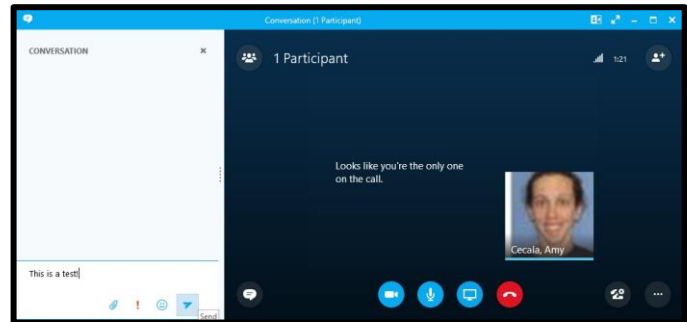


Skype for Business Functions

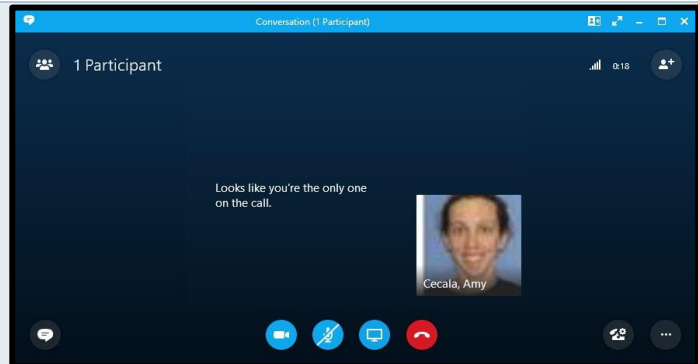
Chat Function

- You can use the chat function during a video conference by clicking on the Chat Icon in the Skype Window.
- After clicking the Chat Icon, the chat box will display. Type your message and hit enter on the keyboard.
- Remember, all meeting attendees will be able to read and respond to the chat.



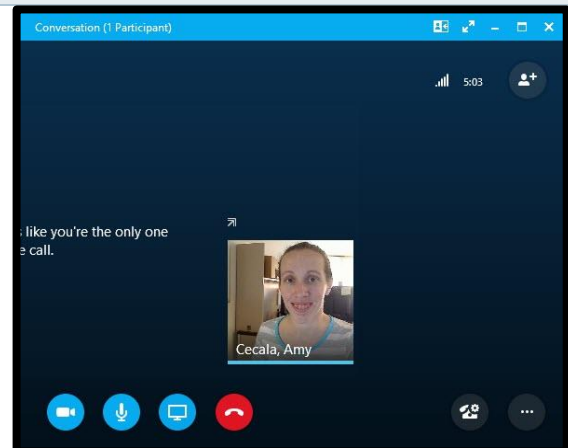
Audio Function

- When initially entering the meeting, the microphone will be on.
- To mute the microphone, click on the Audio Icon once. The white slash will be display.
- If you are not speaking during the meeting, it's a best practice to leave the microphone muted to reduce distracting background noise.



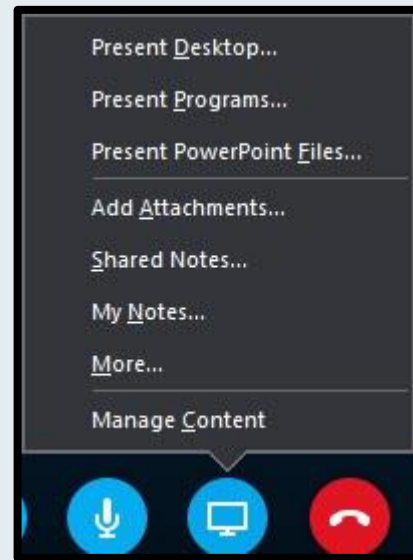
Video Function

- When initially entering the meeting, the video will not start.
- To start the video, click on the Video Icon, which will display a video preview box.
- Click the Start My Video button within the video preview box.



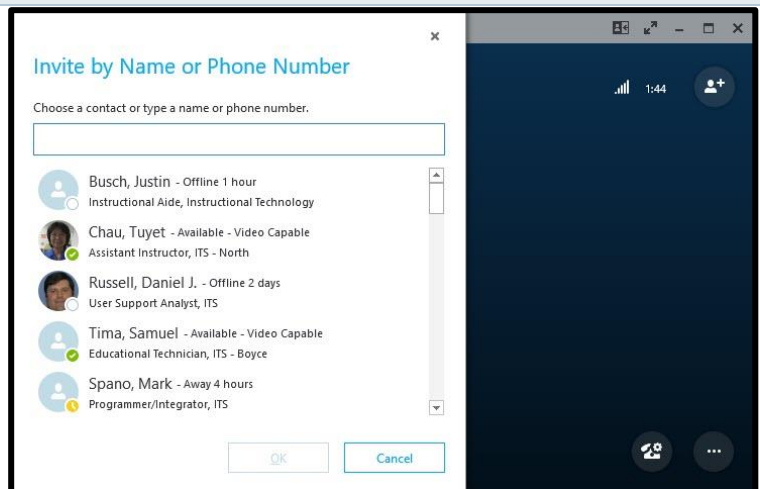
Screen Sharing Function

- During the video conference, meeting participants can share information on their screen.
- To share information, click on the Monitor Button and on the Present tab, click Desktop to show all content on the desktop.
- You may receive a pop-up from Skype regarding what meeting attendees can see, click OK.
- A yellow border will be on the screen and other meeting attendees can now see the desktop.
- To stop sharing the desktop, click on Stop Presenting in the upper right area of the screen.



Invite More People

- Skype for Business has the ability to invite more people to the meeting.
- To invite more people, click on the Invite More People Button.
- Click Invite More People in the Skype dialog box.
- Search for the Skype user (they must have a Skype for Business account) and double click their Skype entry.



Disconnecting the Video Conference

- To disconnect and leave the meeting, click on the red phone icon located in the upper right corner of the Skype for Business program.



Getting Help

- *If you need assistance with reserving a Videoconference Room, please contact the **ServiceDesk: 412.237.8700** or help@servicedesk.ccac.edu.*