Using Skype for Business on a OIS classroom computer

Opening Skype for Business

- Click the Windows Start Button.
- Click All Programs.
- Click the Microsoft Office 2013 folder.
- Finally, click Skype for Business.

The classroom computers are pre-configured with Skype for Business accounts. Using the pre-configured Skype for Business account one can share content or communicate with individuals in other OIS supported classrooms. The pre-configured classroom Skype for Business accounts are named using the building and room number. Example: “Bondurant 1074”.

How to find contacts in Skype for Business

- You can find a contact using the search feature in Skype for Business.
- Click the Contacts icon.
- Under the Contacts icon there is a search field that says “Find a contact.” Click that and type the person’s name or the classroom name.
- When you find your contact, double click the name to open a chat window.
Sharing Content

After opening a message window, click Present. This opens a drop down menu of choices. From the drop menu you can share things such as your Desktop or a PowerPoint presentation.
How to create an Online Meeting through Skype for Business

- Click Options.
- Click Meet Now.
- Click Use Skype for Business (full audio and video experience) and then OK.
- Invite people by clicking the People Options menu.
- Then click either Invite by Name or Phone Number, or Invite by Email.
- For the Invite by Name or Phone Number option enter the contacts name to invite them.
- Outlook is not set up on OIS computers, so when you choose the Invite by Email, a web link will be provided. That link can then be sent to others so they can join.
Join Meeting Audio

- Use Skype for Business (full audio and video experience)
- Call me at:
- Don't join audio
- Don't show this again

Find these settings in Options under Phones.

OK  Cancel
Invite by Name or Phone Number

Choose a contact or type a name or phone number.

 Berryhill

 Berryhill 201 - Offline 6 days
 Berryhill 202 - Offline 6 days
 Berryhill 203 - Offline 6 days
 Berryhill 204 - Offline 6 days
 Berryhill 206 - Offline 5 days

OK Cancel

Meeting Entry Info

CONVERSATION

Meeting link:
https://meet.ad.unc.edu/mgainer/01WYHF35

Organizer:
Gainer, Max-erick Downing

Copy All Info Close

More Info:

Add a contact

Sending a message

Share a PowerPoint Presentation

More help documentation