

Using Skype for Business on a OIS classroom computer

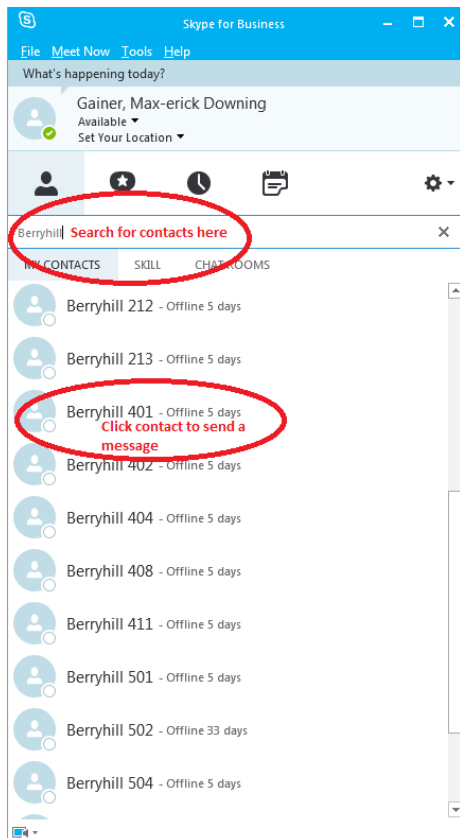
Opening Skype for Business

- 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”.

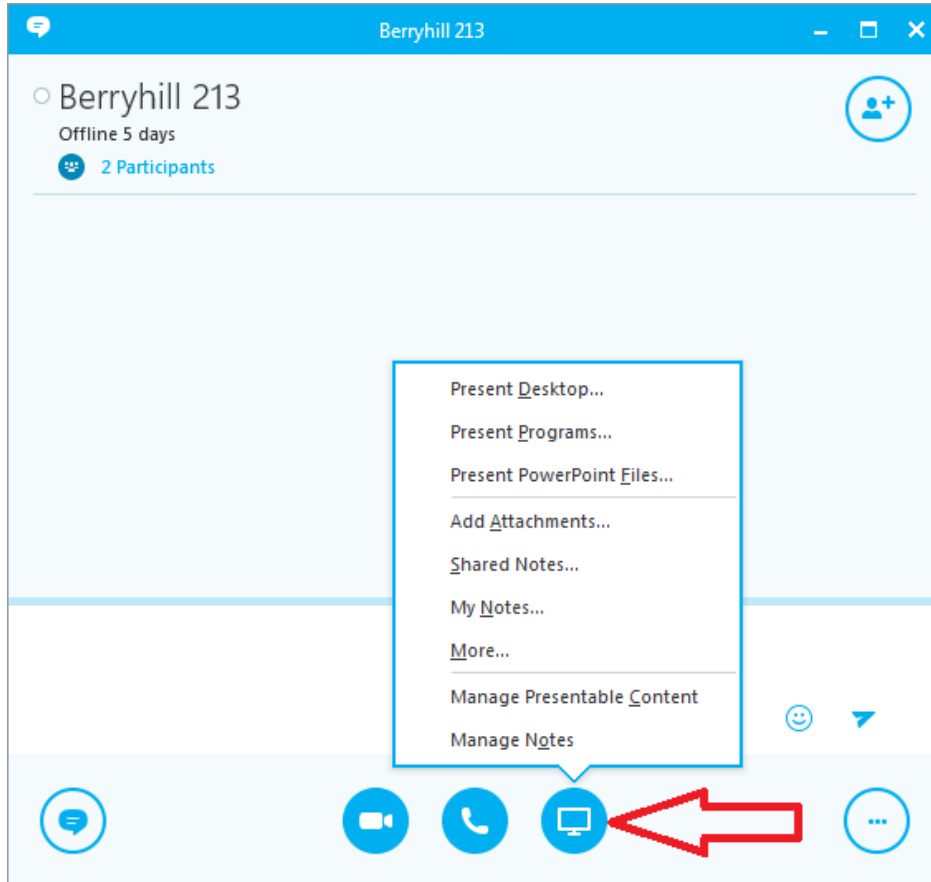
How to find contacts in Skype for Business

- 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.



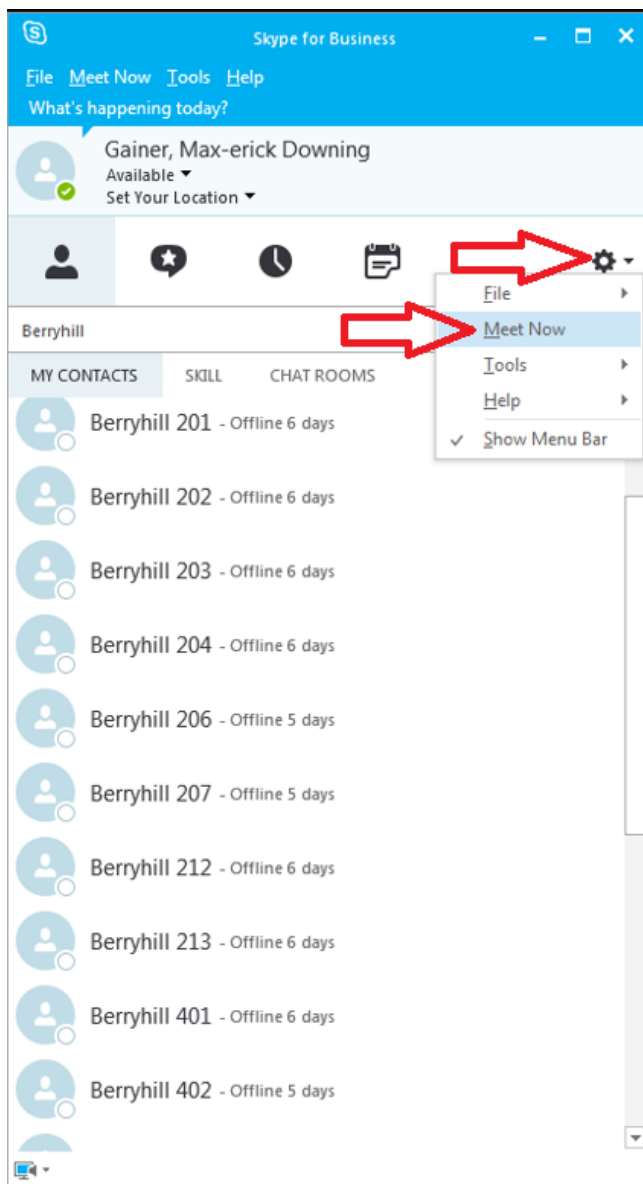
Sharing Content

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

FYI: Find these settings in Options under Phones.

OK Cancel

Conversation (1 Participant)

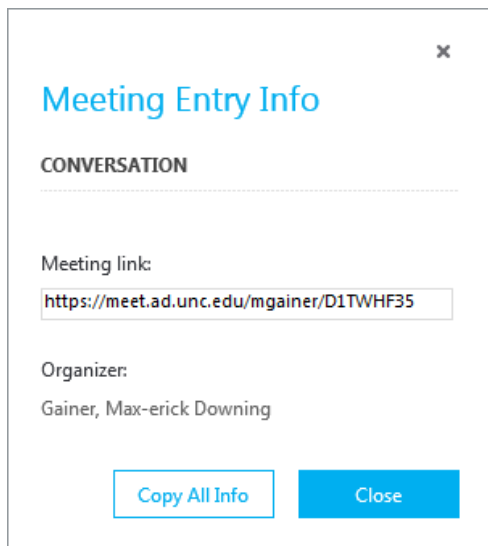
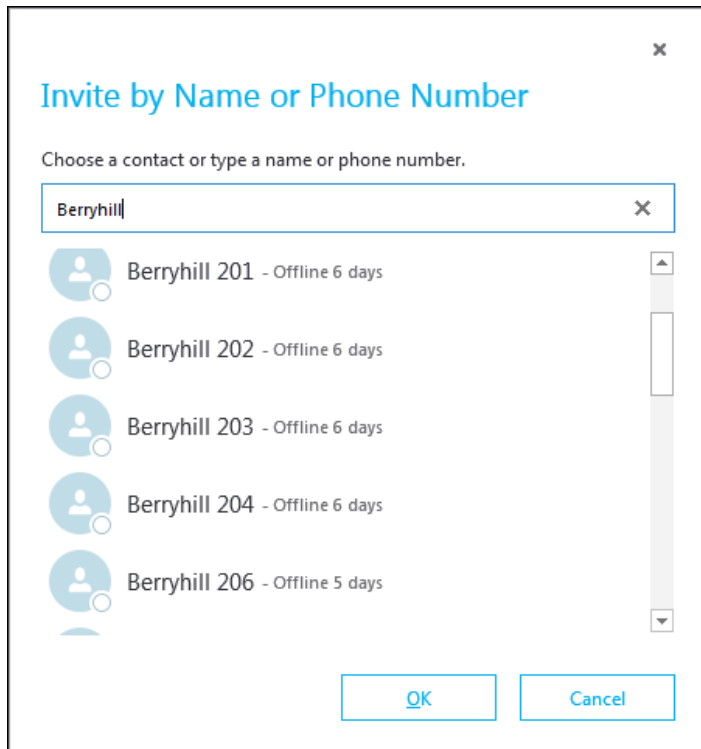
1 Participant

0:58

Looks like you're the only one on the call.

Gainer, Max-erick Dow...

Microphone Video Camera End Call



More Info:

[Add a contact](#)

[Sending a message](#)

[Share a PowerPoint Presentation](#)

[More help documentation](#)