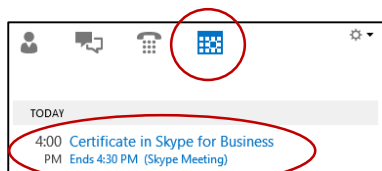


Skype for Business

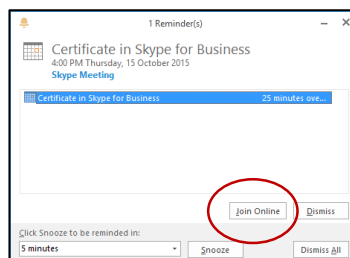
Audience Participation

Join a Skype Meeting

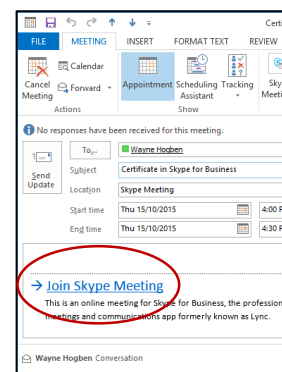
There are lots of ways...



In the Skype main window?
Click the Meetings tab, then double click the meeting you want to join



Received a meeting reminder?
Click Join Online



In the meeting request?
Click Join Skype Meeting

Contributing to the Meeting

Instant Messaging (IM)

If the presenter has enabled IM you are able to send messages and questions to the presenter and to other participants:

1. In the Meeting Window, make sure the IM icon is activated
2. In the message panel type, your text and press Enter
3. Your message will be displayed in the content pane for others to see

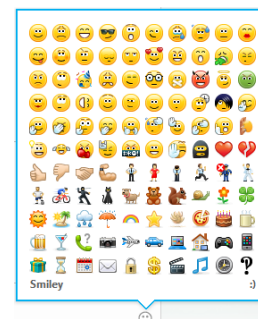
If you want to send private messages, add the other person in your contacts list and send a message outside the meeting



Emoticons

- Like with what you see?
- Confused about a topic?
- Need to ask a question?
- Want to raise your hand?

There are a large number of emoticons you can use to engage with other participants in the meeting.



Audio

If the presenter has enabled audio you are able to use your computer audio controls to talk with other participants:

1. Ensure your computer's microphone is active or you have an audio headset with microphone plugged into the audio jack
2. In the Meeting Window, make sure the audio icon is activated
3. Talk away, other participants will hear you
4. Your presenter may mute your audio individually or disable the whole group

Video

If the presenter has enabled video you are able to use your computer video controls to show your video feed to other participants:

1. Ensure your computer's inbuilt video camera is active or you have a webcam connected and working correctly
2. In the Meeting Window, make sure the video icon is activated
3. You will see your feed in the Meeting Window along with other participants video feed

Your presenter may disable audio for the whole group