



Unit 10

Presenting with Skype for Business, Part Two

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Post a poll
- ✓ Post a Q&A
- ✓ Send files to participants
- ✓ Share notes with participants using Microsoft OneNote




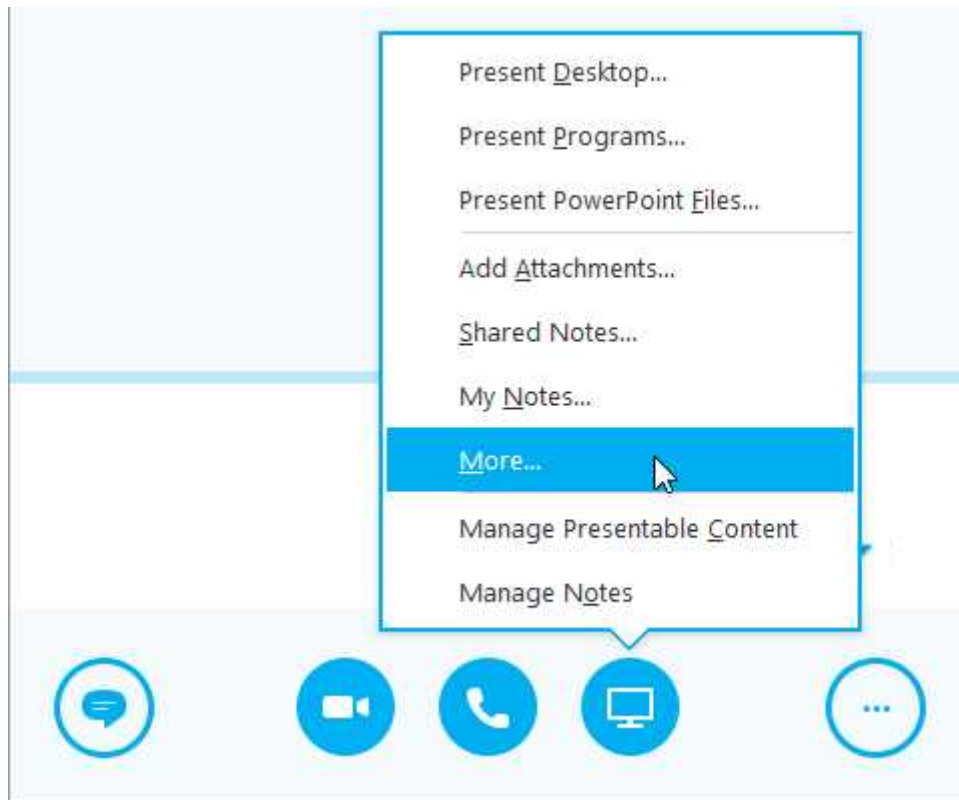
Unit 10

Presenting with Skype for Business, Part Two

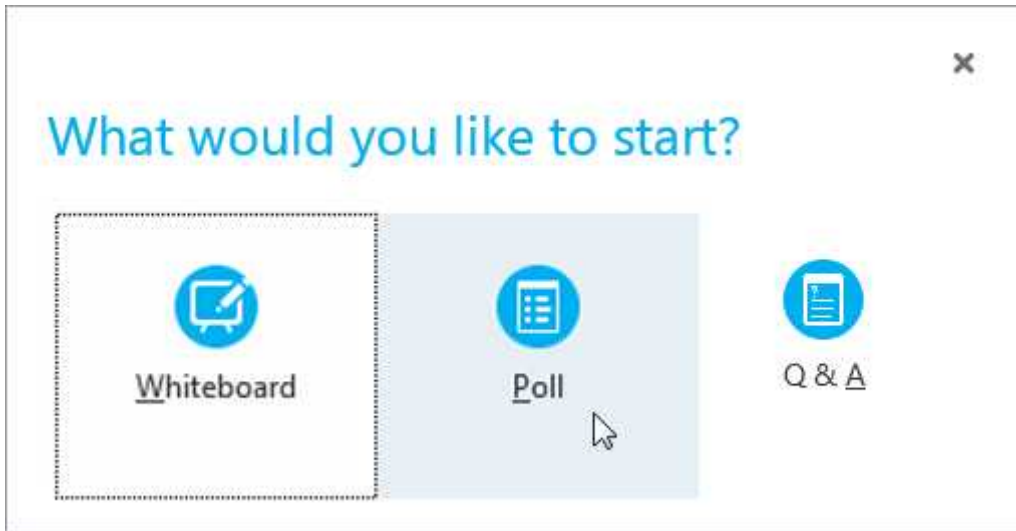
Posting a Poll

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

Useful for large meetings with a lot of attendees, Skype for Business has the ability to poll everyone in a conversation to get a consensus on a particular subject or question. To post a poll during a conversation, click the Present button (). On the menu that appears, click the More option:



A pop-up dialog box will be displayed with a few different options. Click Poll:



The Create a Poll pop-up dialog will now be displayed:

 A screenshot of the "Create a Poll" dialog box. It contains the following fields:

- Poll name:** A text input field containing the word "Poll".
- Question:** A large empty text area for entering the poll question.
- Choices:** A list of seven colored squares (blue, green, blue, purple, yellow, red, brown) next to empty text input fields for selecting poll options.
- Buttons:** "Create" and "Cancel" buttons at the bottom right.



Using the controls on this dialog you can give this poll a title, write a question, and then provide choices for attendees to pick from. For this example, type “What’s your favorite color?” into the Question text box:

Close (X)

Create a Poll

Poll name:
Poll

Question:
What's your favorite color? ←

In the provided Choices text boxes, type a color option into each one:

Close (X)

Create a Poll

Poll name:
Poll

Question:
What's your favorite color?

Choices:

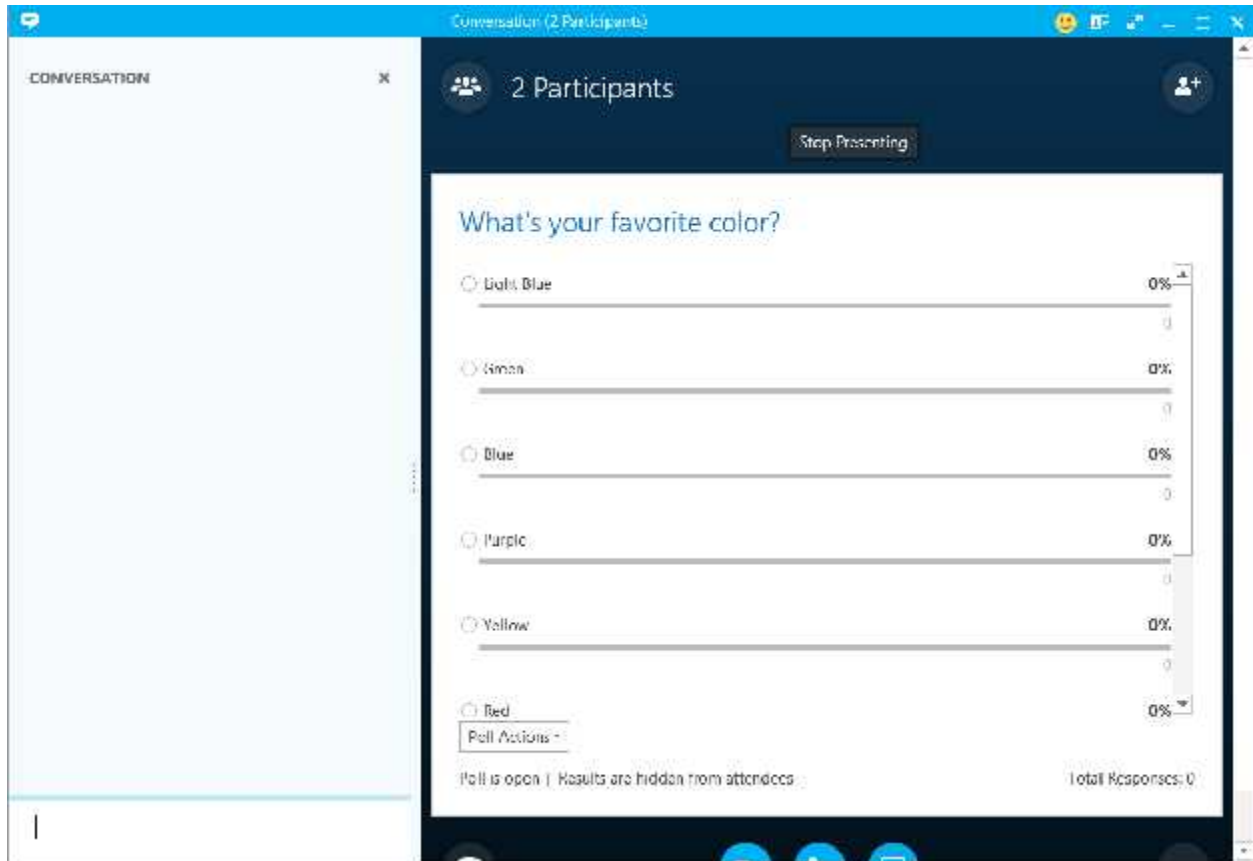
- Light Blue
- Green
- Blue
- Purple
- Yellow
- Red
- Brown

Create Cancel

Click Create:



The conversation window on your computer, and of those participating in the conversation, will expand to show the poll that you just created:



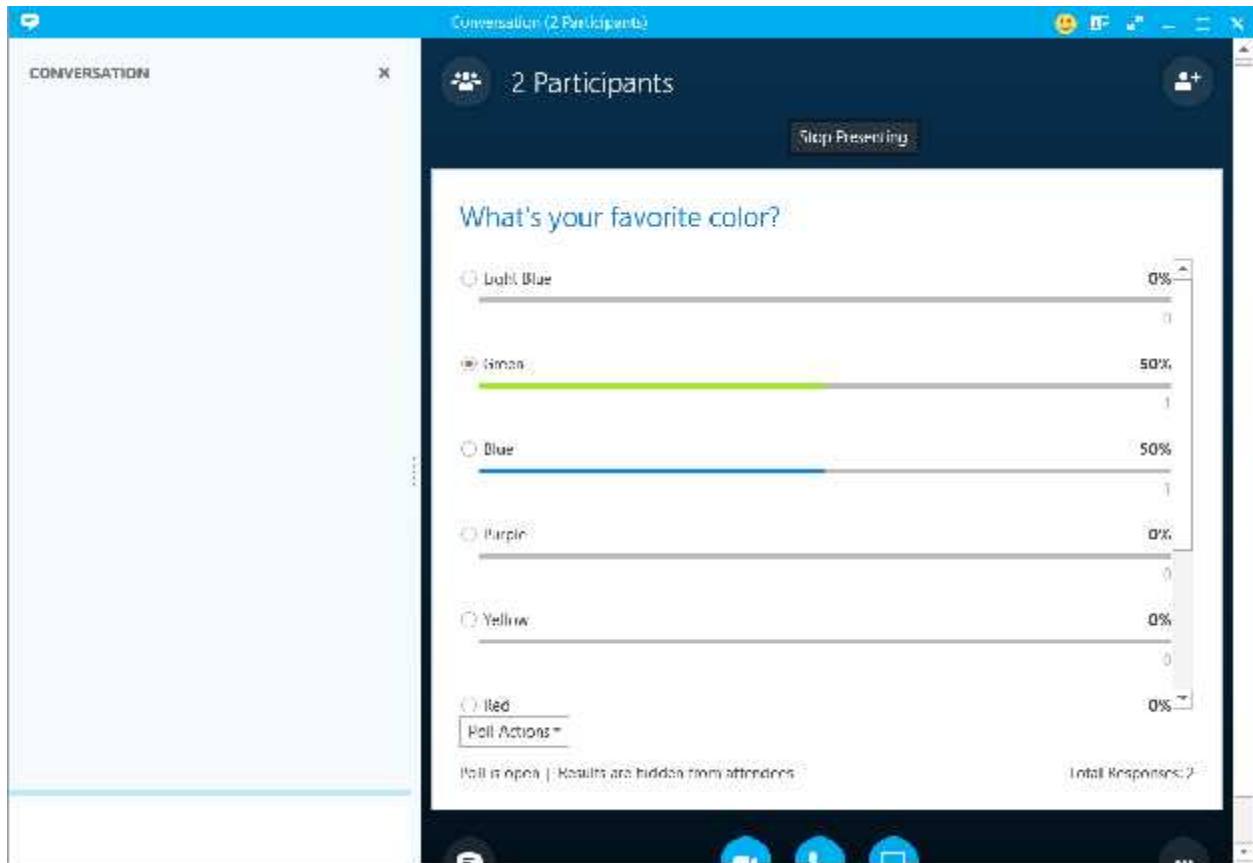
Click the radio button that is associated to one of the options listed to answer this question:

The screenshot displays a Skype poll window titled "Conversation (2 Participants)". The poll question is "What's your favorite color?". The poll options and their current percentages are as follows:

Option	Percentage
Light Blue	0%
Lemon	100%
Blue	0%
Purple	0%
Yellow	0%
Red	0%

The "Lemon" option is selected, indicated by a checked radio button and a green highlight. A red arrow points to the radio button for "Lemon". The poll is currently open, and the results are hidden from attendees. The total number of responses is 1.

As recipients pick one of the options presented, you will see the results displayed back to you in real-time:

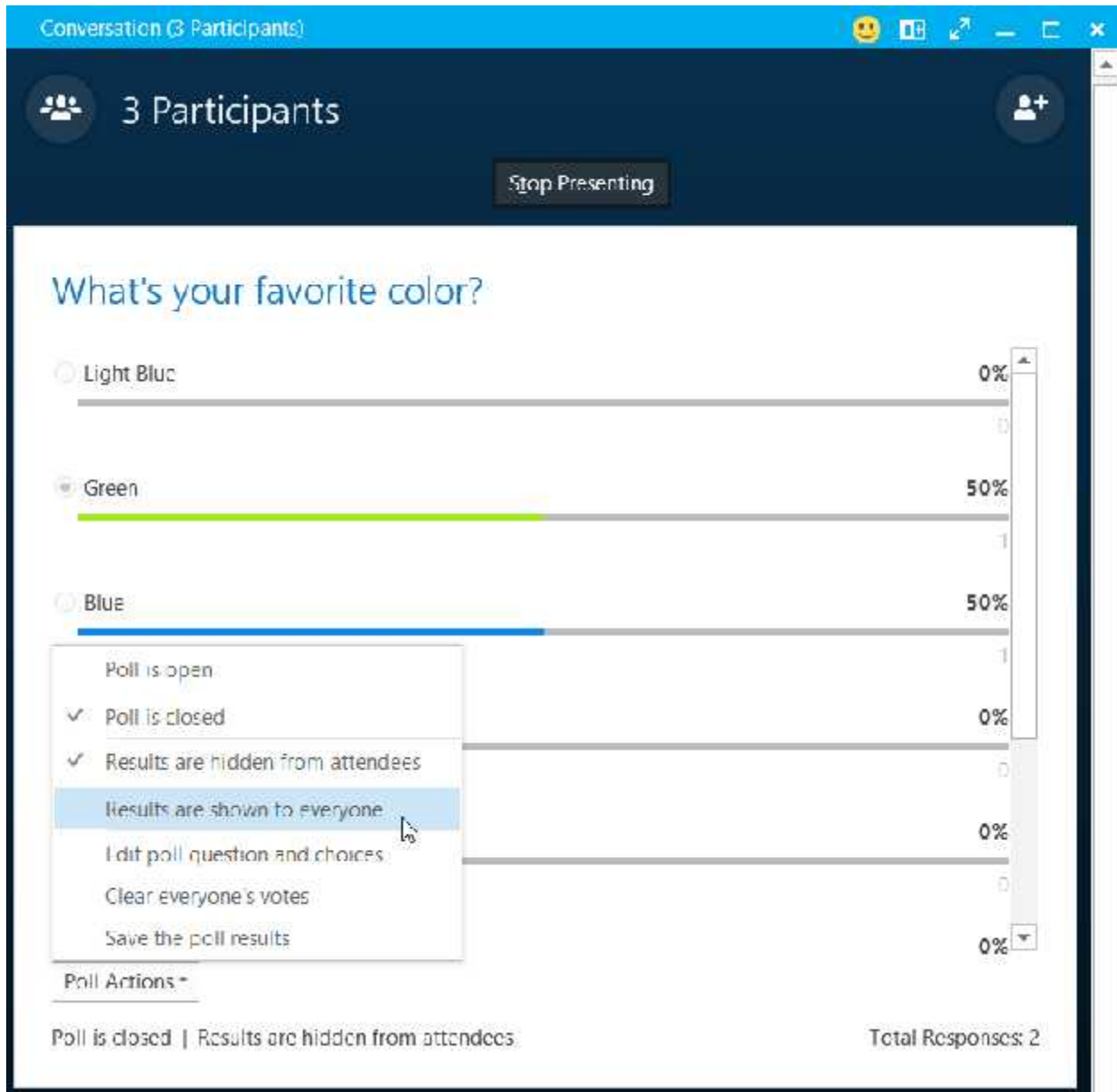


Once everyone has answered the poll question, you can close it by clicking Poll Actions → Poll is closed:

The screenshot shows a Skype poll window titled "Conversation (2 Participants)". The poll question is "What's your favorite color?". There are three options: "Light Blue" (0%), "Green" (50%), and "Blue" (50%). A "Poll Actions" menu is open, showing options like "Poll is open", "Poll is closed", "Results are hidden from attendees", "Results are shown to everyone", "Edit poll question and choices", "Clear everyone's votes", and "Save the poll results". The "Poll is closed" option is highlighted. At the bottom, it says "Poll is open | Results are hidden from attendees" and "Total Responses: 2".

Option	Percentage	Count
Light Blue	0%	0
Green	50%	1
Blue	50%	1
Unlabeled	0%	0
Unlabeled	0%	0
Unlabeled	0%	0

With the poll closed, the answers will now be locked in. You can then share these results with everyone in the conversation by clicking Poll Actions → Results are shown to everyone:



The screenshot shows a Skype poll interface for a conversation with 3 participants. The poll question is "What's your favorite color?". The poll is closed, and the results are hidden from attendees. A "Poll Actions" menu is open, showing options like "Results are shown to everyone".

Option	Percentage	Count
Light Blue	0%	0
Green	50%	1
Blue	50%	1

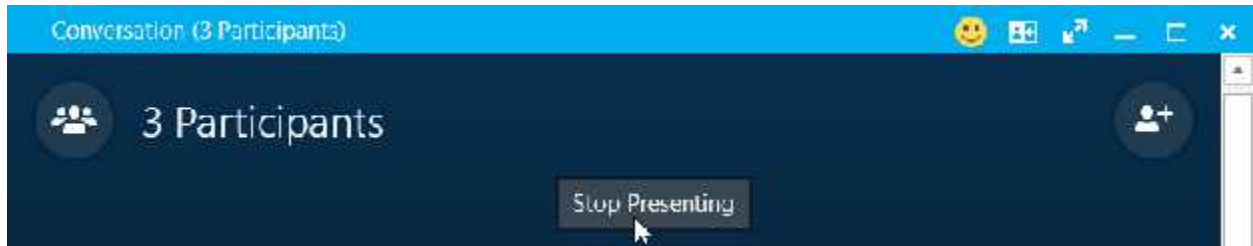
Poll Actions

- Poll is open
- ✓ Poll is closed
- ✓ Results are hidden from attendees
- Results are shown to everyone
- Edit poll question and choices
- Clear everyone's votes
- Save the poll results

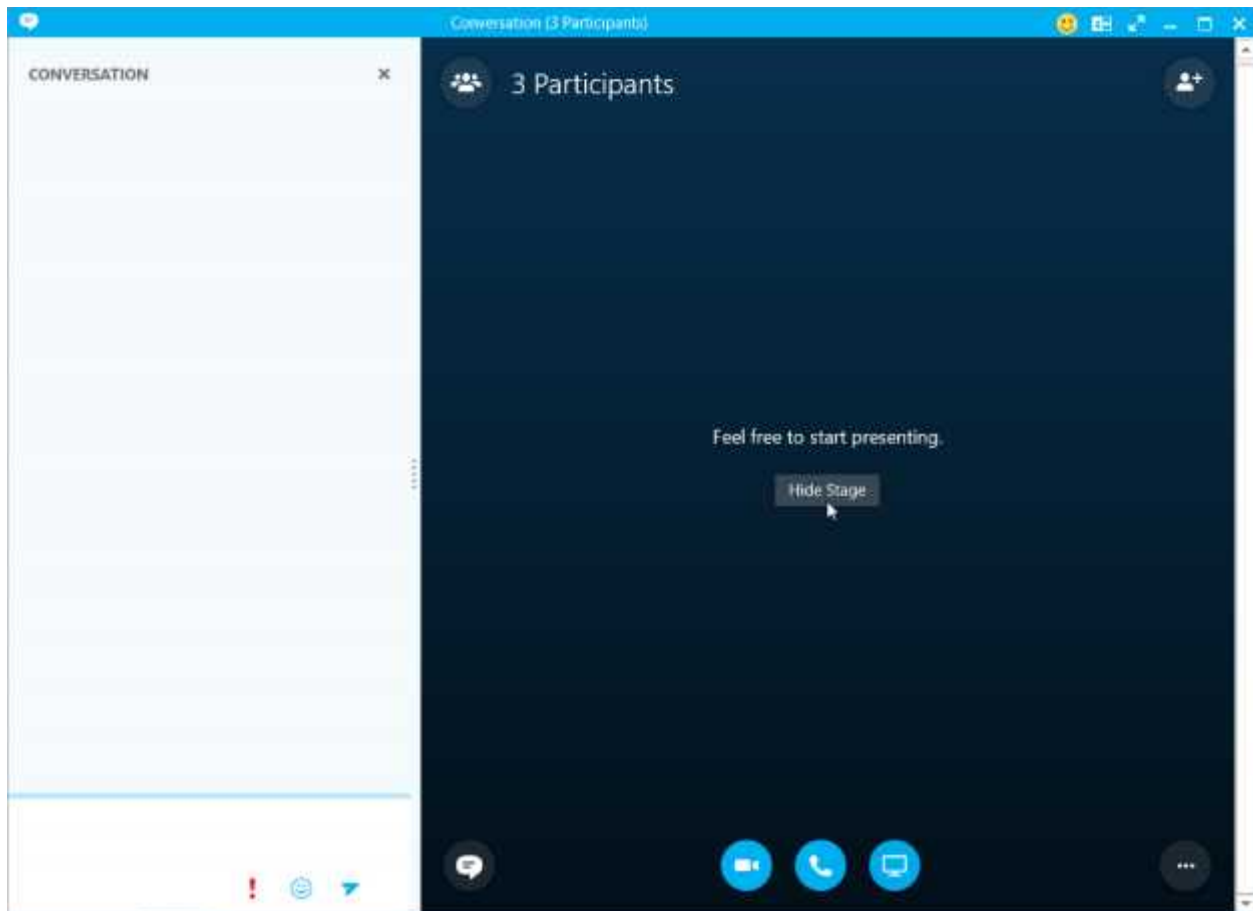
Poll is closed | Results are hidden from attendees. Total Responses: 2

Instructor Tip: While you can share the results of a poll at any time, it is usually best to do so only after the poll has been completed.

If you wish, you can save the results of the poll as a picture by clicking Poll Actions → Save the poll results. However, for this exercise, click the Stop Presenting button at the top of the conversation window to close the poll:




While you will have stopped presenting, the Conversation dialog will still remain in an expanded state. Click the Hide Stage button to return the Conversation dialog back to its default state:

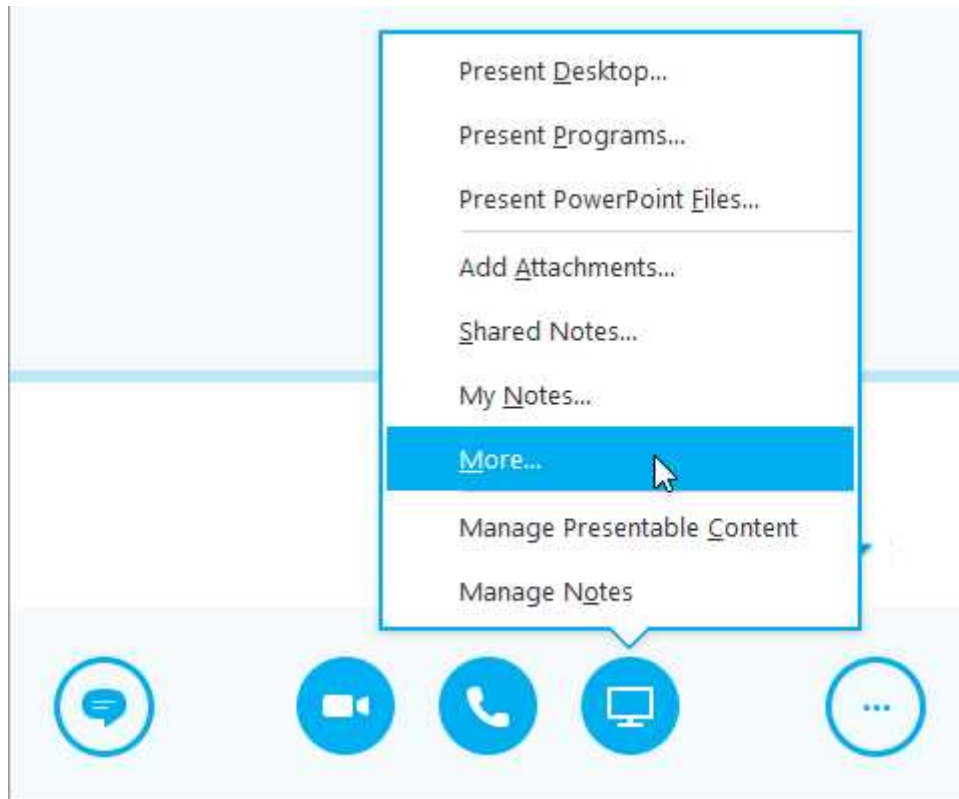


Close the conversation window.

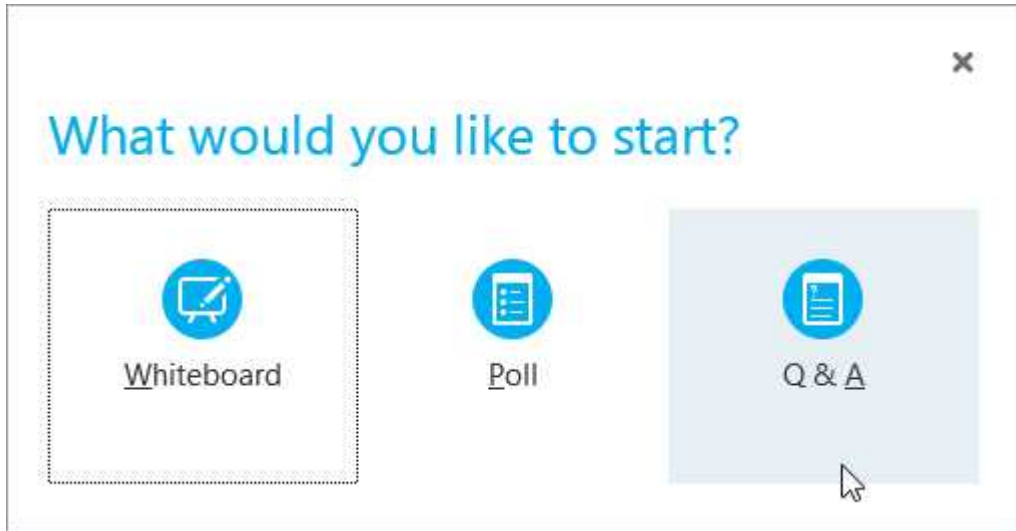
Posting a Q&A

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

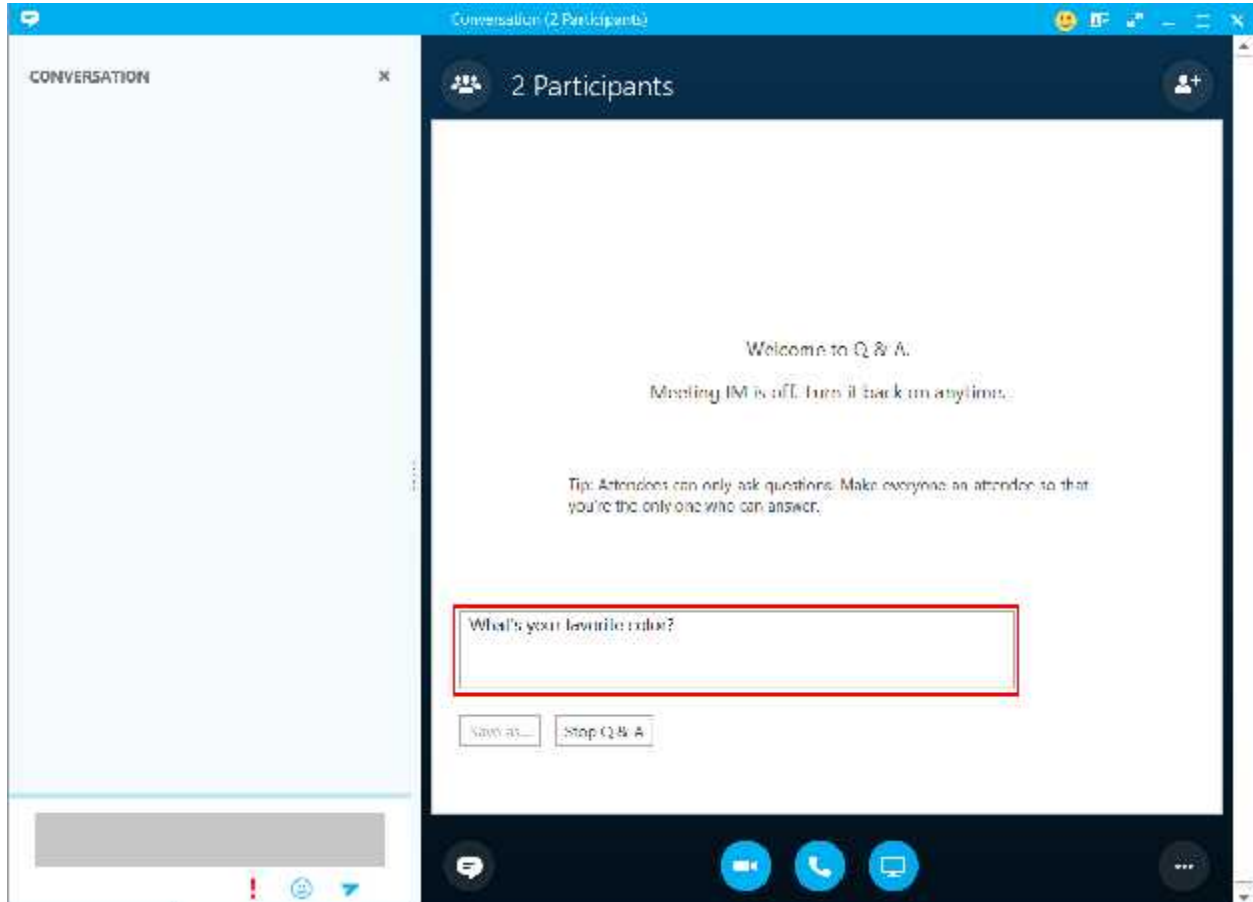
A Q & A acts, and is set up in a similar fashion, as a poll in Skype for Business, but rather than polling the participants you can ask them specific questions. To post a poll during a conversation, click the Present button () . On the menu that appears, click the More option:



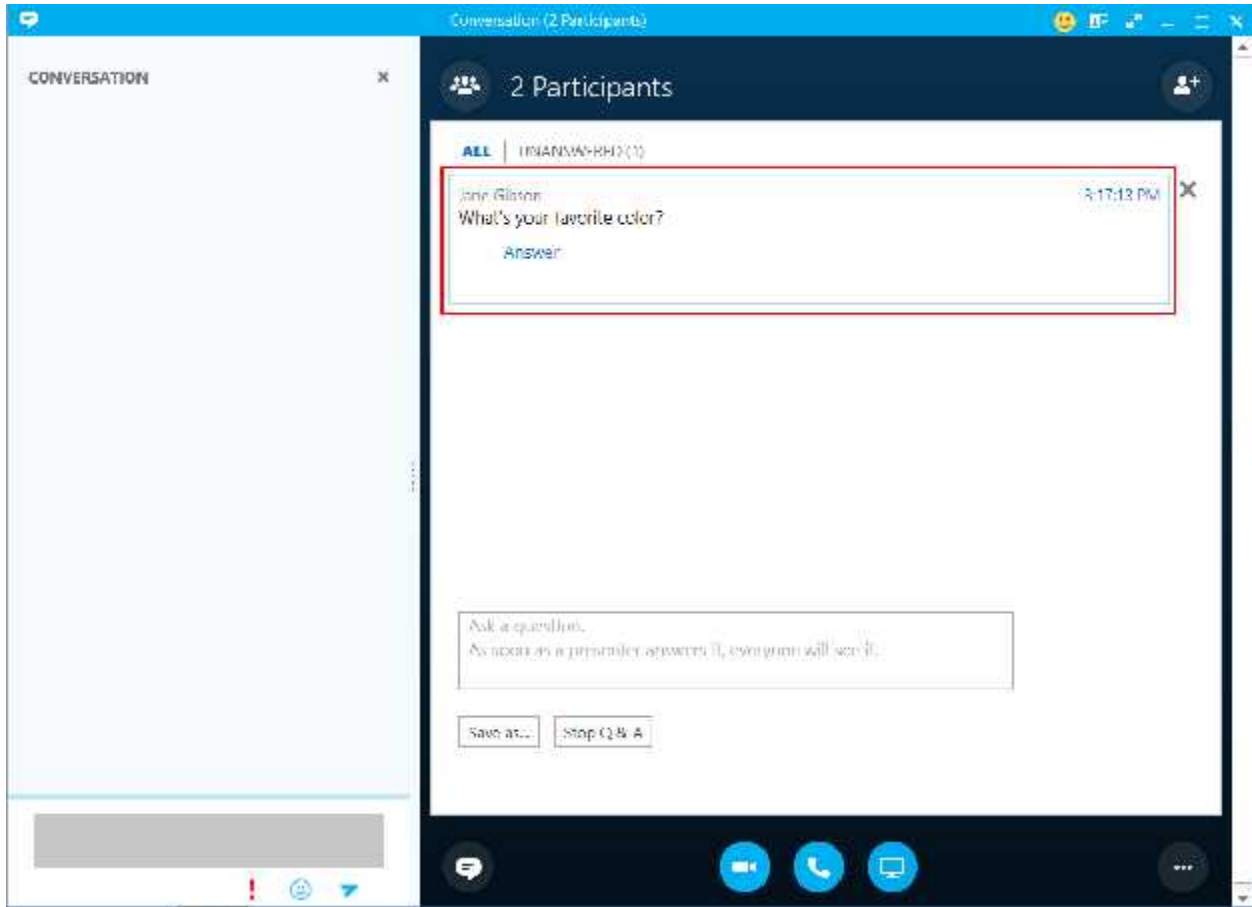
A pop-up dialog box will be displayed with a few different options. Click Q & A:



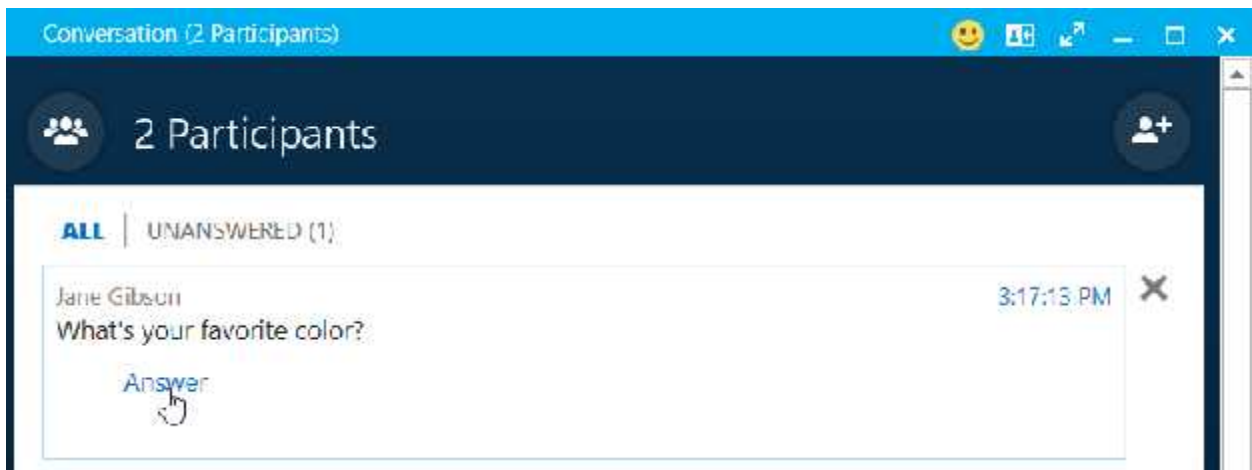
The conversation window will expand to include the Q & A area. While the Q & A is active, participants will be unable to communicate with one another using instant messaging. To start asking questions the presenter and/or the attendees can type them inside the “Ask a question” text area. For this example, type “What’s your favorite color?”



When you're ready to ask the question that you typed, press Enter on your keyboard. The question will now be presented in the Q & A area:



To answer a question, click the Answer link that appears below each question:



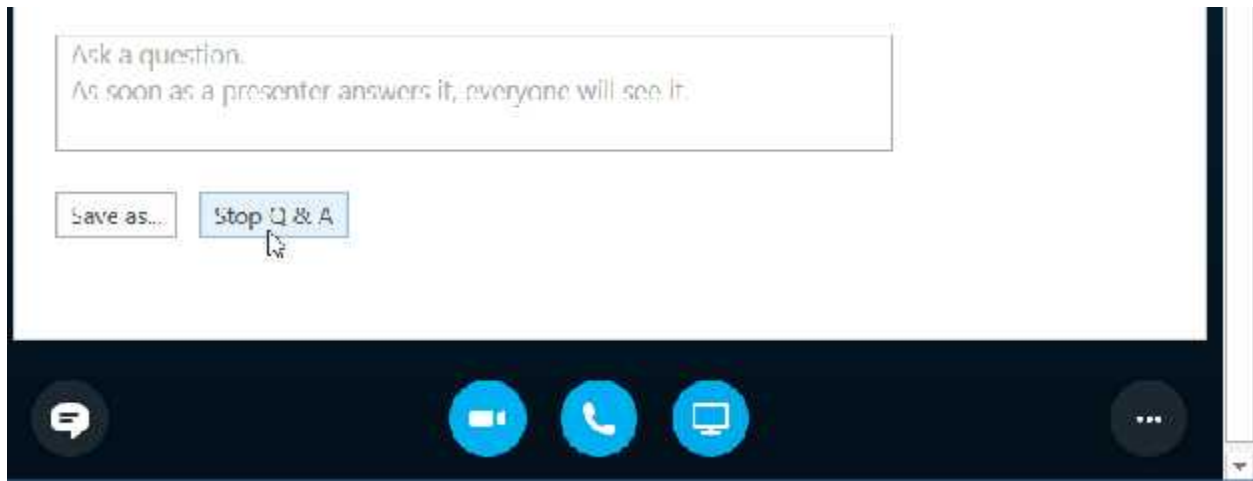
A text box for the answer will now be provided. Type your answer into this text box:



Press Enter to apply your answer. It will now appear under the question with your name above it:

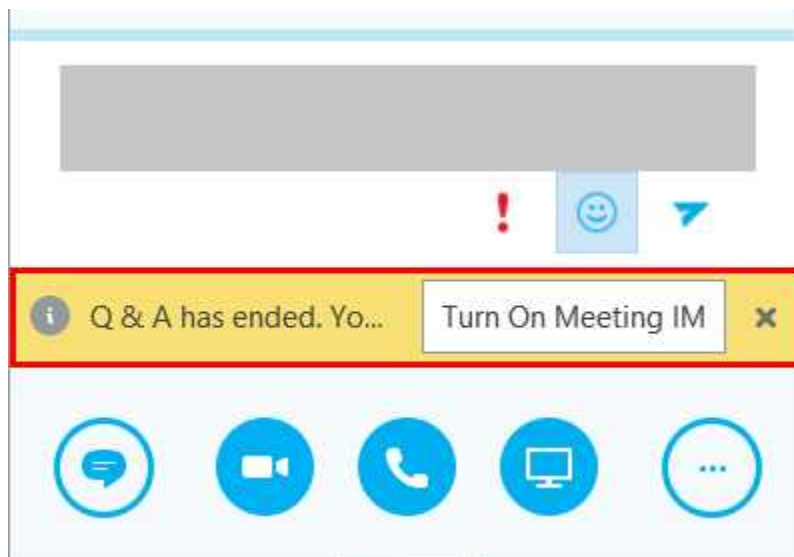


Once Q & A is done, click the Stop Q & A button near the bottom of the dialog:



(Note that if you click the "Save as" button, you can save a transcript of the Q & A.)


The Q & A portion of the Conversation dialog will collapse. As the presenter, ensure that you click the Turn On Meeting IM button that is at the bottom of the conversation window if the meeting continues:

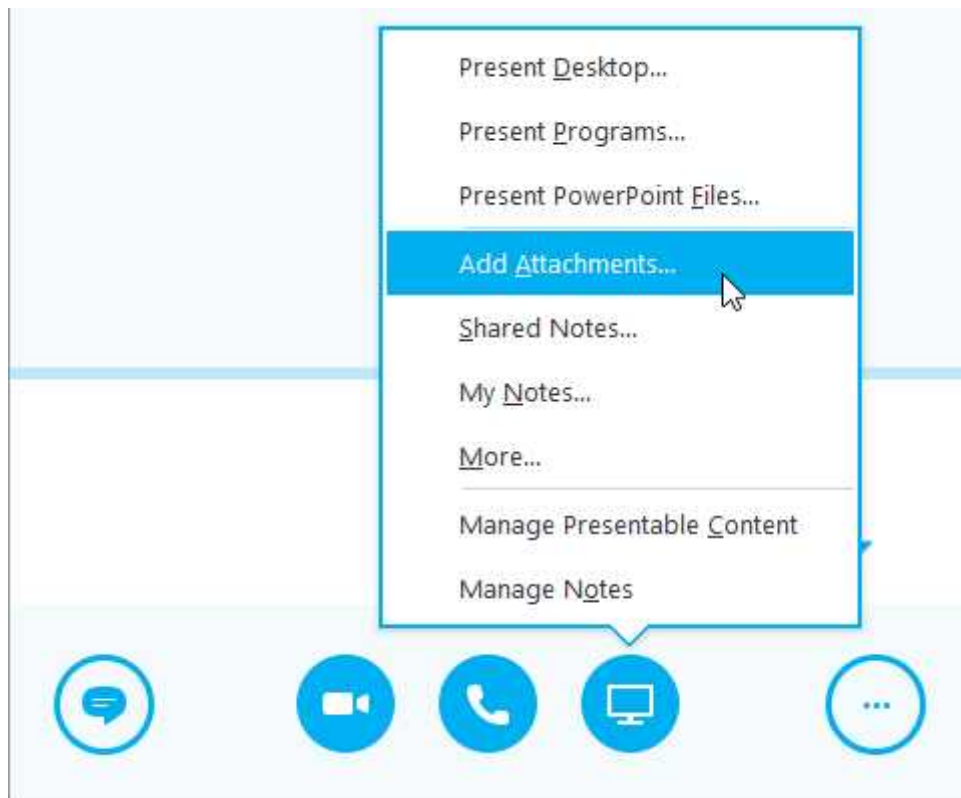


Close the conversation window to complete this exercise.

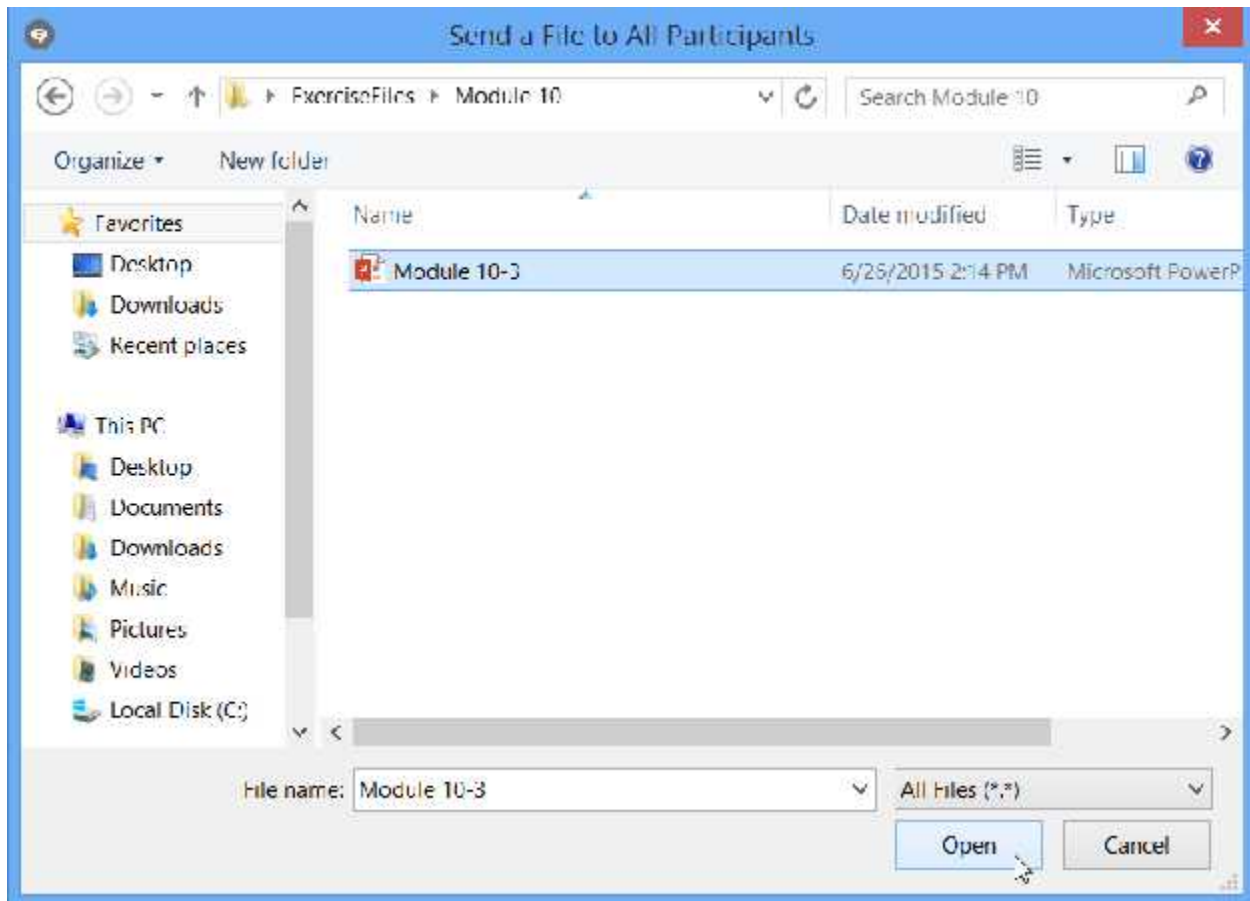
Sending Files to Participants

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

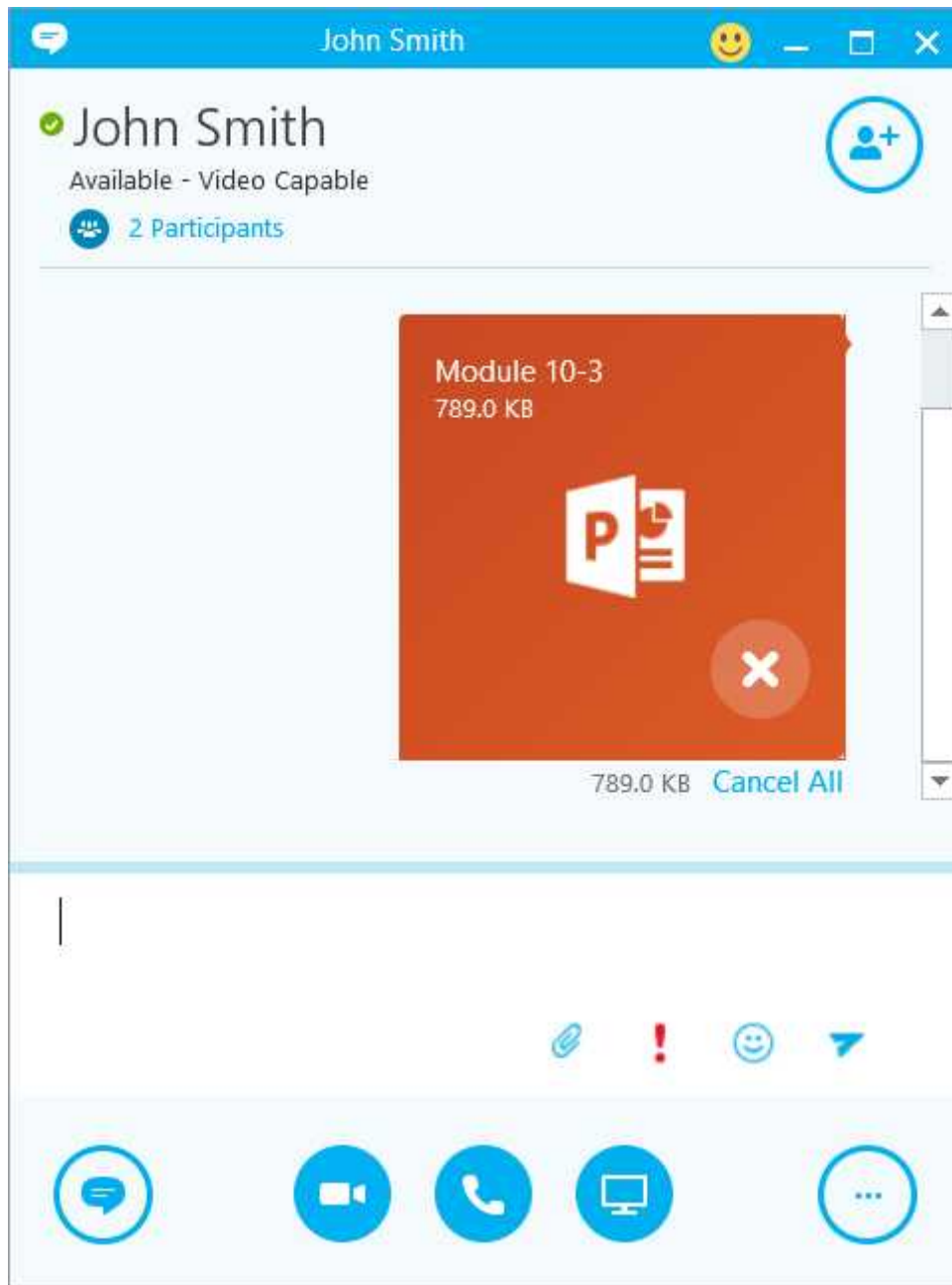
Skype for Business includes a way in which you can distribute files to all participants in a conversation at once. To do this, click the Present button () . On the menu that appears, click the Add Attachments option:



The Send a File to All Participants finder dialog will now be displayed. Use the controls to open the Exercise Files folder on your desktop. Open the Module 10 folder and then click to select Module 10-3. Click Open:

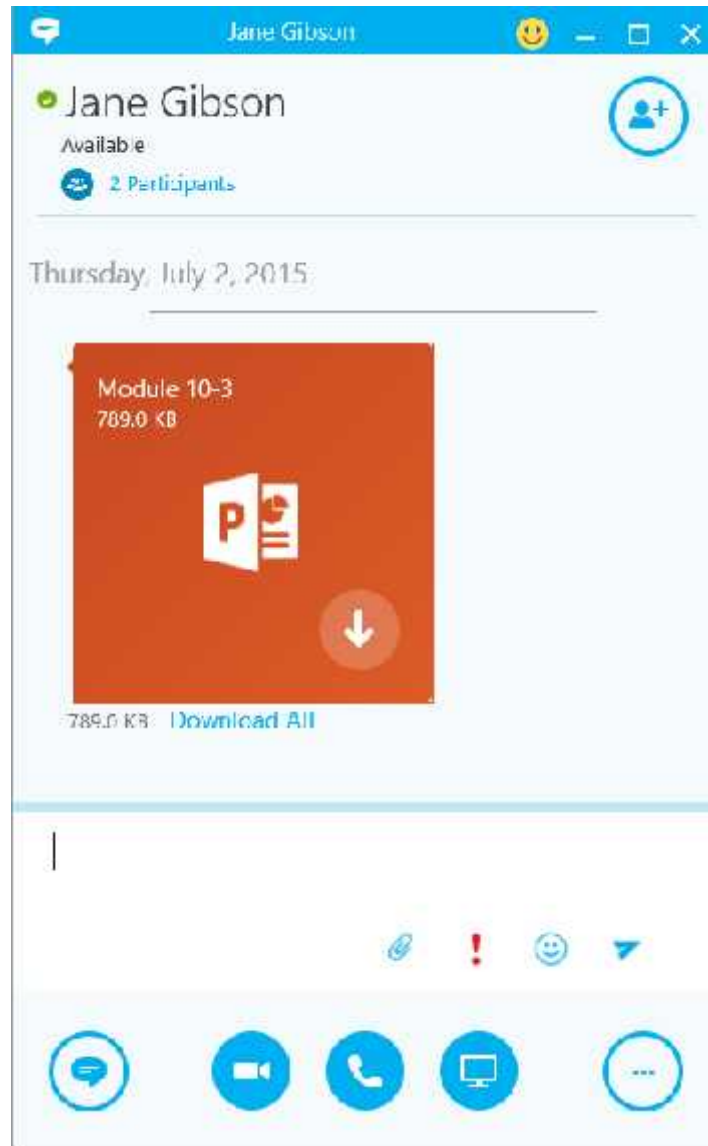


The selected file will now be sent to the recipient(s):

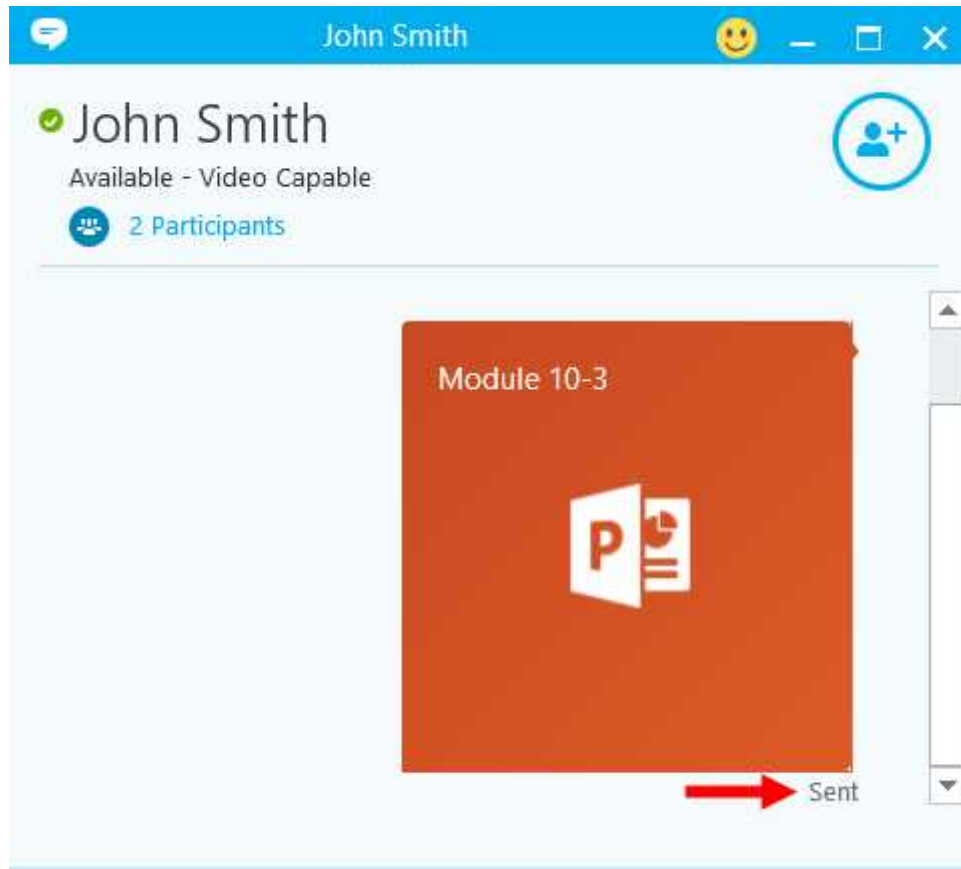


(As the presenter, you have the option to cancel the file transfer by clicking the Cancel All link.)

The participants will see the file and links to download it to their computer. Additionally, clicking on the icon of the attachment itself will automatically download the file:



When the recipient(s) successfully downloads the file, the sender will see a small “Sent” message appear just below the file:



Close the conversation window to complete this exercise.

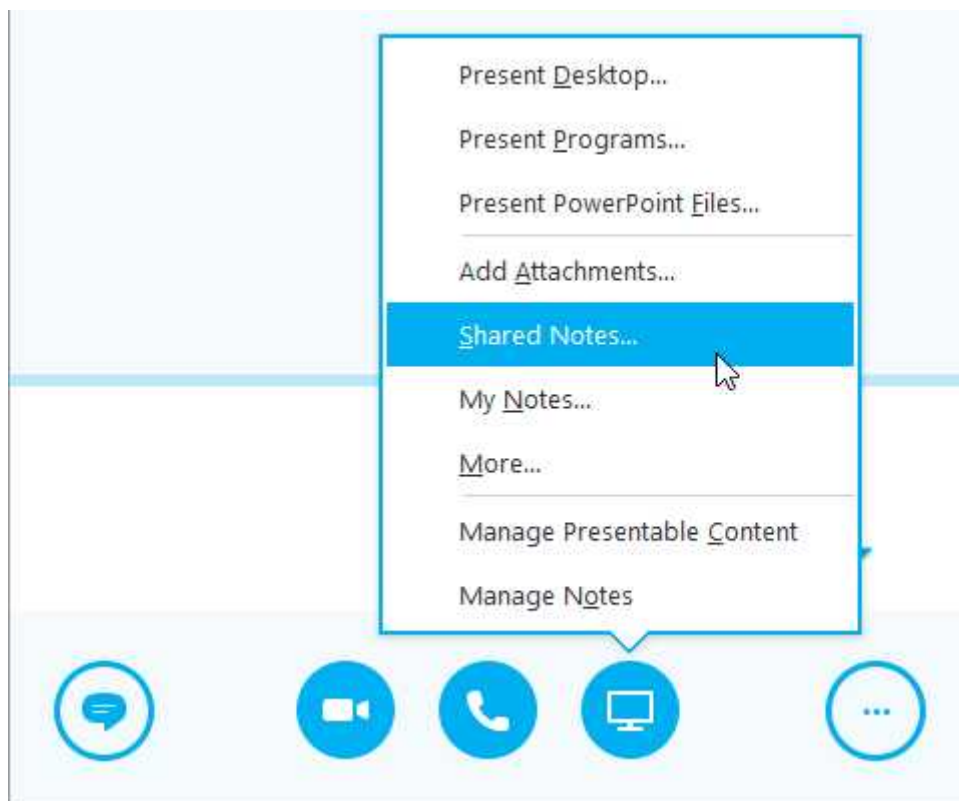


Sharing Notes with OneNote

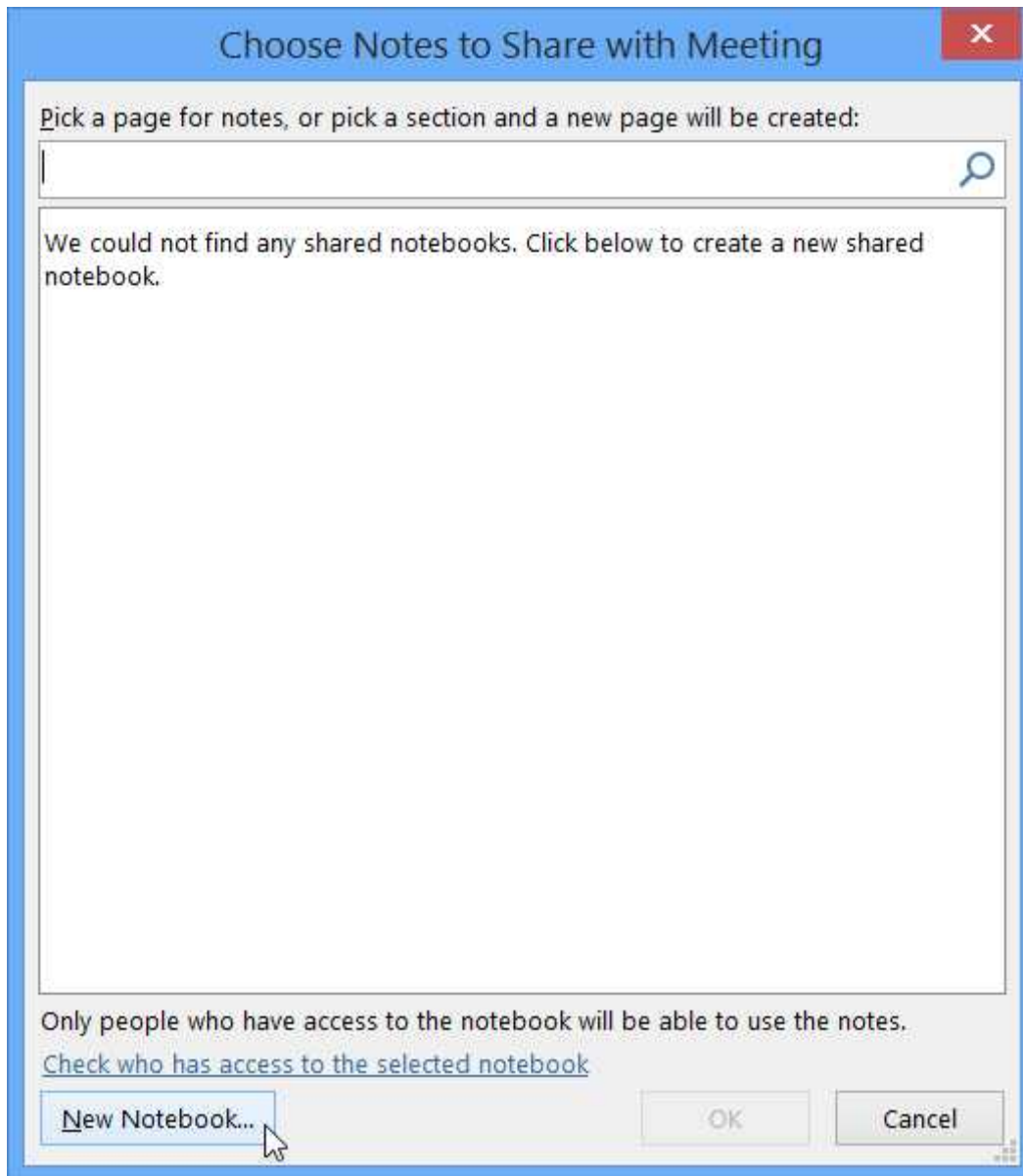
Instructor Tip: In order for students to complete this exercise, they must have Microsoft OneNote installed on their computers.

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

While you can take notes yourself using OneNote during a conversation, you also have the option to share and create notes with all of the participants. To do this, click the Present button (🖥️). On the menu that appears, click the Shared Notes option:



The Choose Notes to Share with Meeting dialog will be displayed. Here, you need to choose a shared notebook that you would like to use and share with the meeting. For this example, click **New Notebook**:

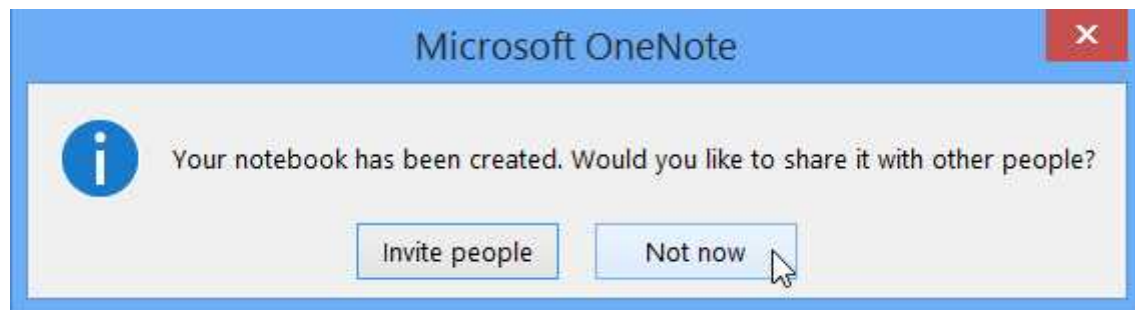


Microsoft OneNote will now be open on your desktop. With your OneDrive account selected, type “Module 10” into the Notebook Name text box. Click Create Notebook:

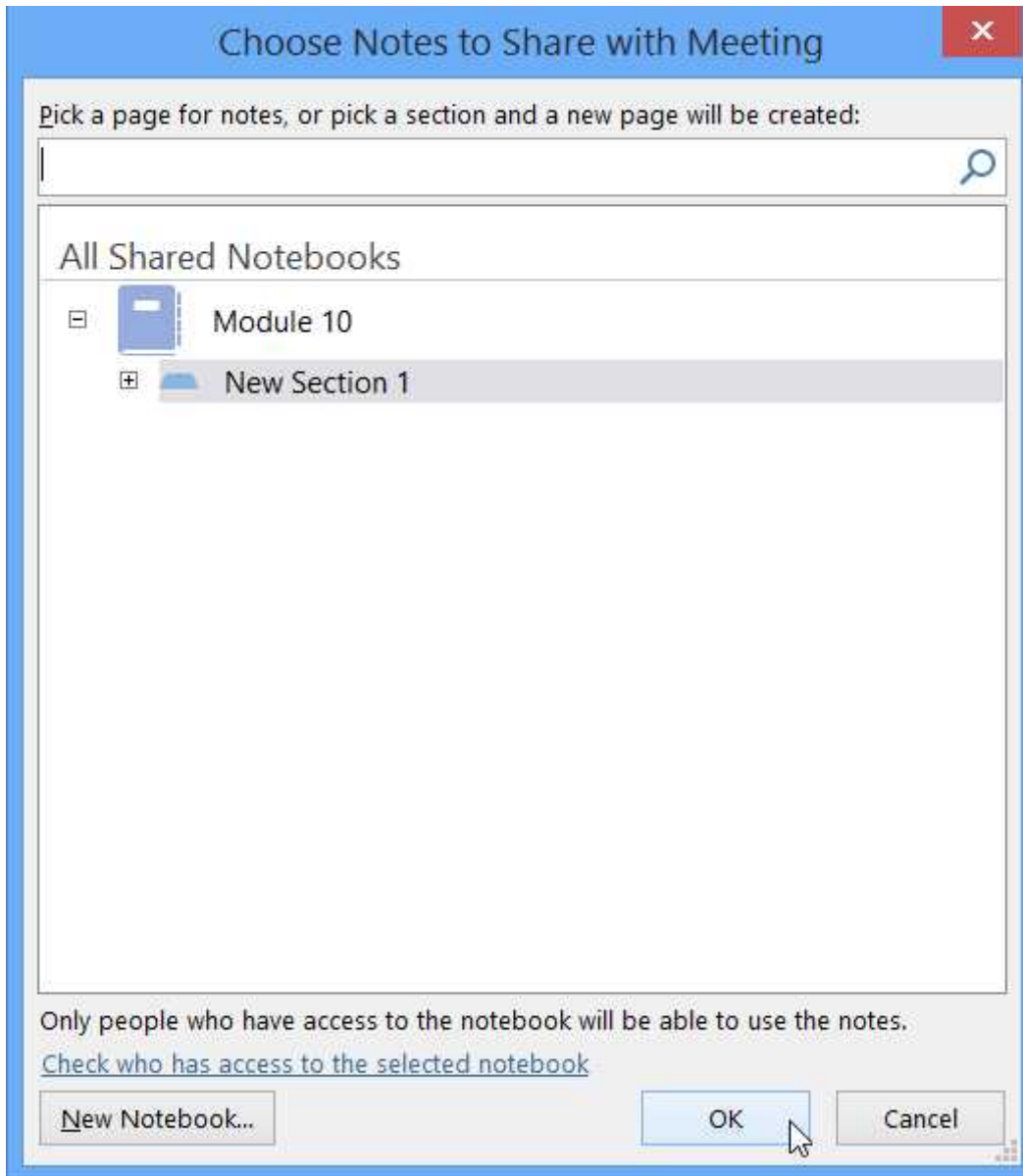


(Note that you need to be signed into Microsoft Office using your Microsoft account in order to access the OneDrive option.)

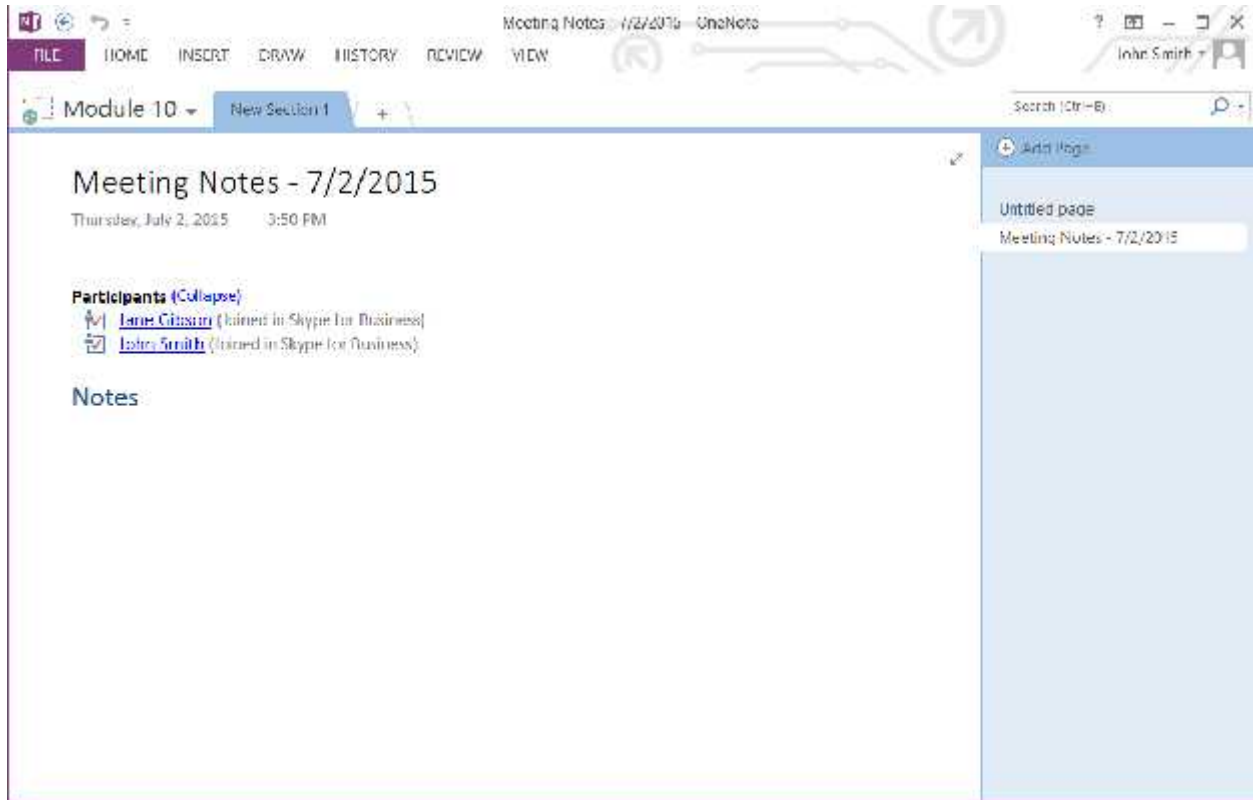
As you are creating a new shared notebook, OneNote will automatically ask if you would like to share it with other people. As you are already doing this using Skype for Business, click the “Not now” button:



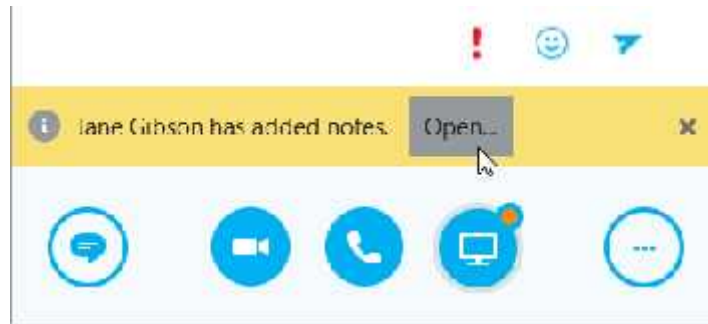
Return to the Choose Notes to Share with Meeting dialog. You will see that the new notebook that you just created will be listed here. Expand this notebook listing and click to select “New Section 1.” This is where the shared note will be created and stored. Click OK:



Microsoft OneNote will open to a new page. This page will already be populated with the date and participant information for the current meeting. Additionally, a Notes section has been provided:



Attendees will be notified that the presenter has added notes to the meeting. They can view and work on these notes by clicking the Open button on this notification:



Attendees may see a security warning displayed after this action. Clicking Yes will allow them to continue.

The same notebook will then open in Microsoft OneNote on the attendees' computers and they will be able to view, add, and change its contents.

Close Microsoft OneNote and the current conversation to complete the current exercise.