



Unit 8

Skype Meetings

Learning Outcomes

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

- ✓ Set up a Skype for Business Meeting using Outlook
- ✓ Join meetings
- ✓ Set up impromptu meetings in Skype for Business
- ✓ Take notes during a meeting with OneNote



Unit 8

Skype Meetings

Setting Up a Skype Meeting in Outlook

Instructor Tip: In order for students to complete this exercise, they must have Microsoft Outlook installed on their computers and configured with their own accounts. Students should also partner up for this topic.

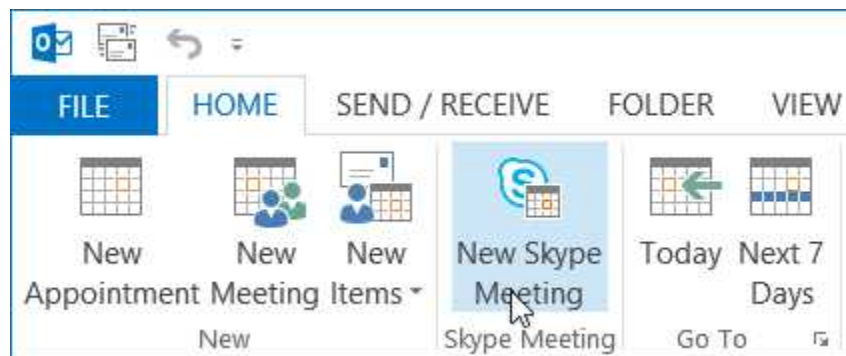
To begin, open Microsoft Outlook on your desktop.

Using Microsoft Outlook (or Outlook Online) you can schedule recurring or individual Skype meetings. When you create a Skype meeting in your calendar, the Skype meeting link is automatically added to the meeting request that is sent out to the attendees. If your account is configured for dial-in conferencing, the meeting request will include call-in information (phone number and conference ID).

To set up a Skype meeting, first open the Calendar workspace of Outlook by clicking Calendar on the Navigation bar:

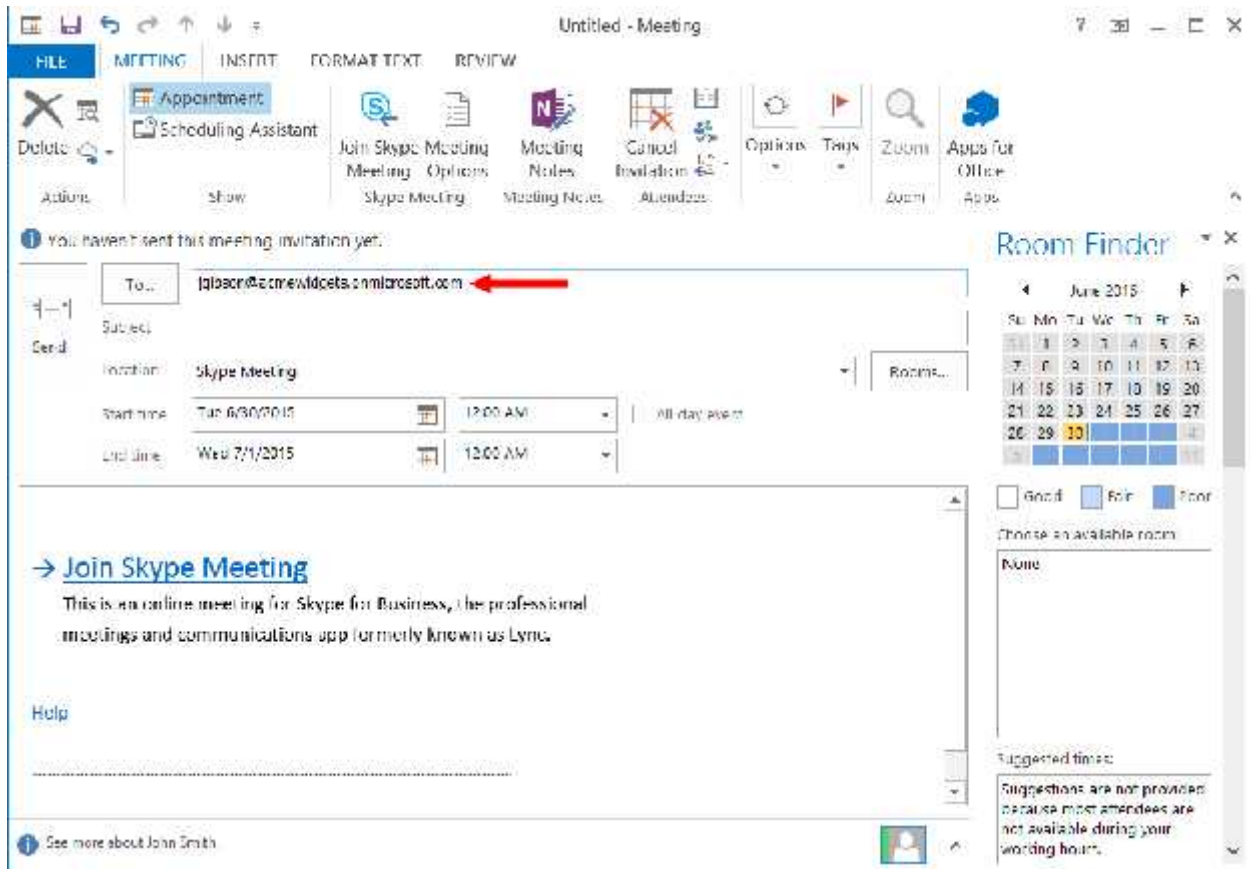


Next, click Home → New Skype Meeting:

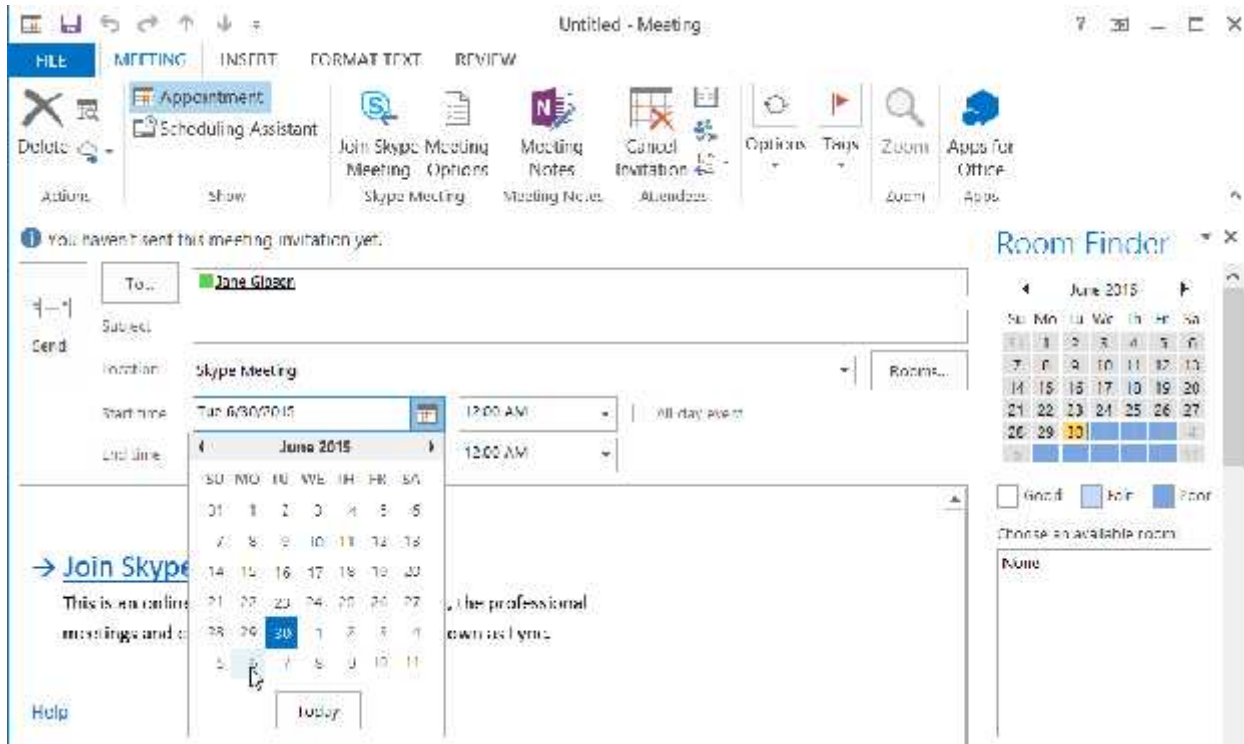


Instructor Tip: Alternatively, you can right-click on a contact from your Contacts list in Skype for Business and then click "Schedule a Meeting." This action will open the Meeting window with the selected contact's e-mail information already filled into the To field.

The Meeting window will now be open and you will be able to set up the meeting as you would any other in Outlook. For this example, type your partner's e-mail address into the To field:

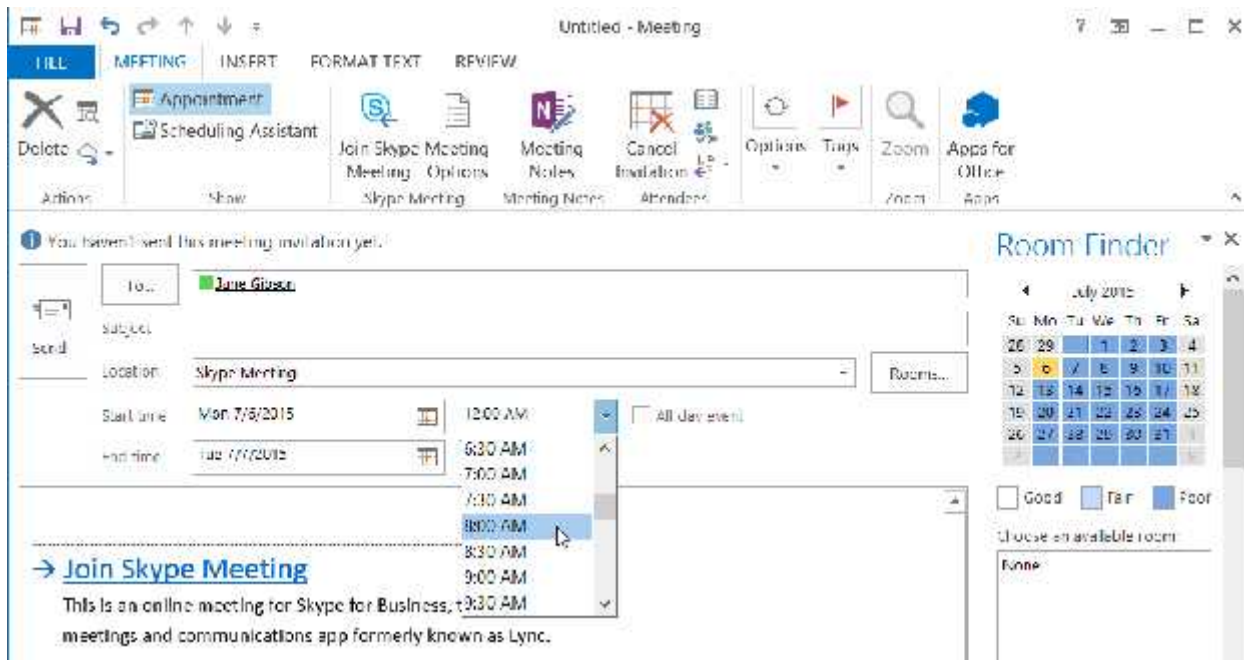


Next, click the “Start time” date picker and choose next Monday as the date:

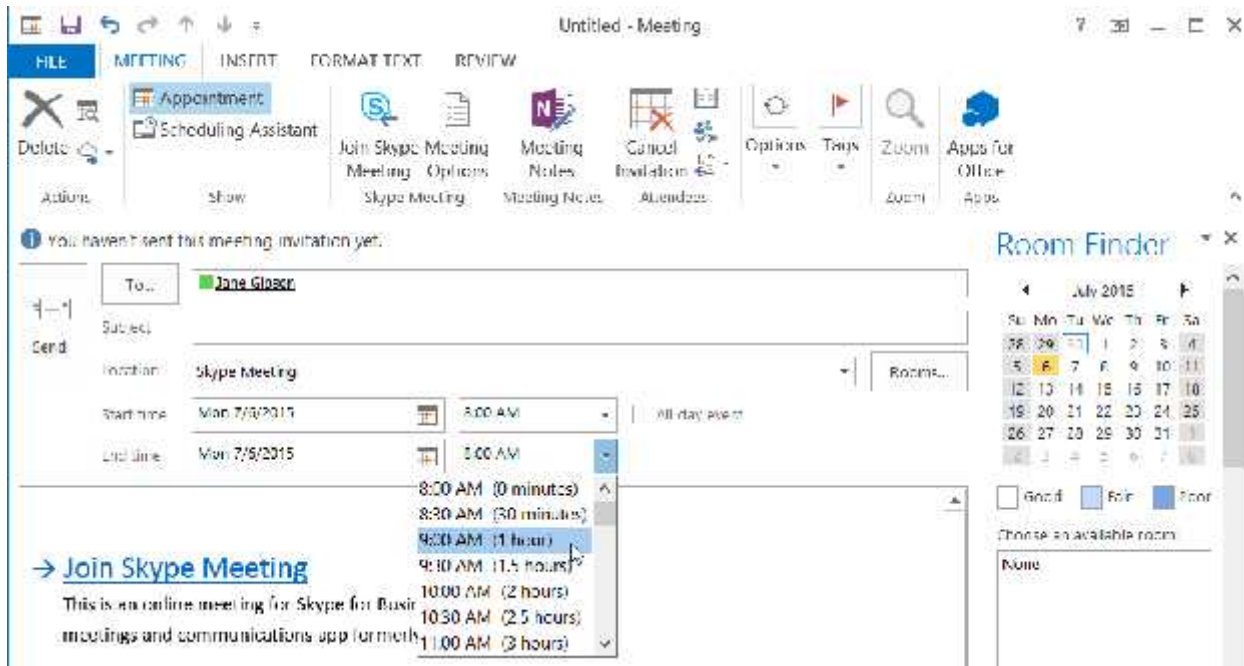




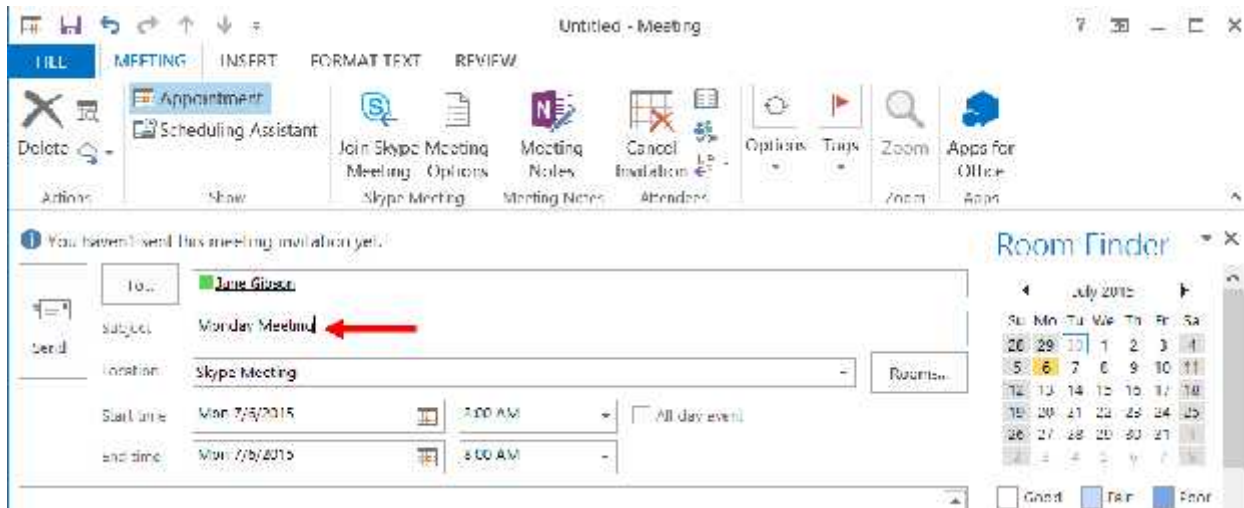
Use the “Start time” drop-down menu to choose 8:00 AM as a start time:



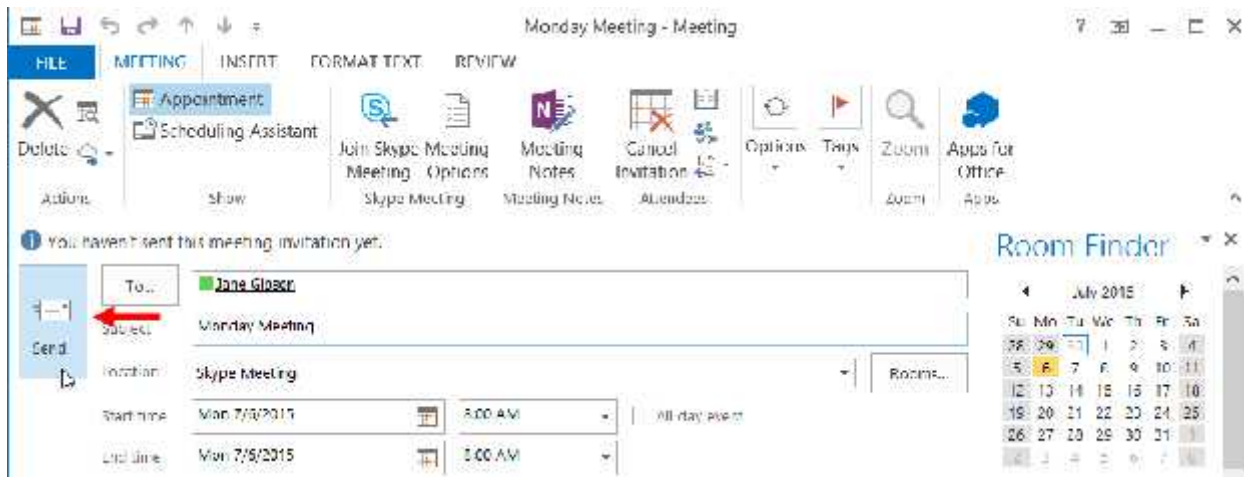
Next, use the “End time” controls to change the end time to the same date as the start time (next Monday), but this time choose 9:00 AM:



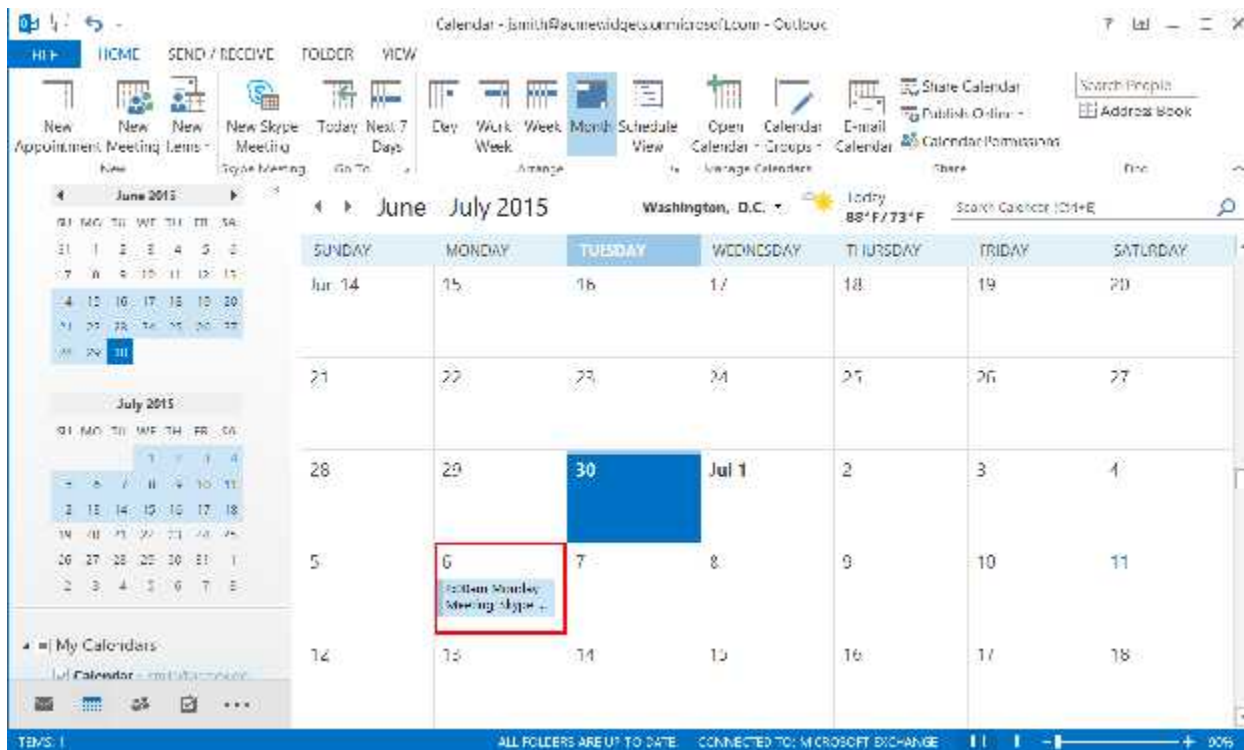
In the Subject text box, type “Monday Meeting:”



When you are ready, click the Send button:



The new Skype for Business meeting will now be added to your calendar and the invitation will be sent to the e-mails of the contacts that you entered into the To field:

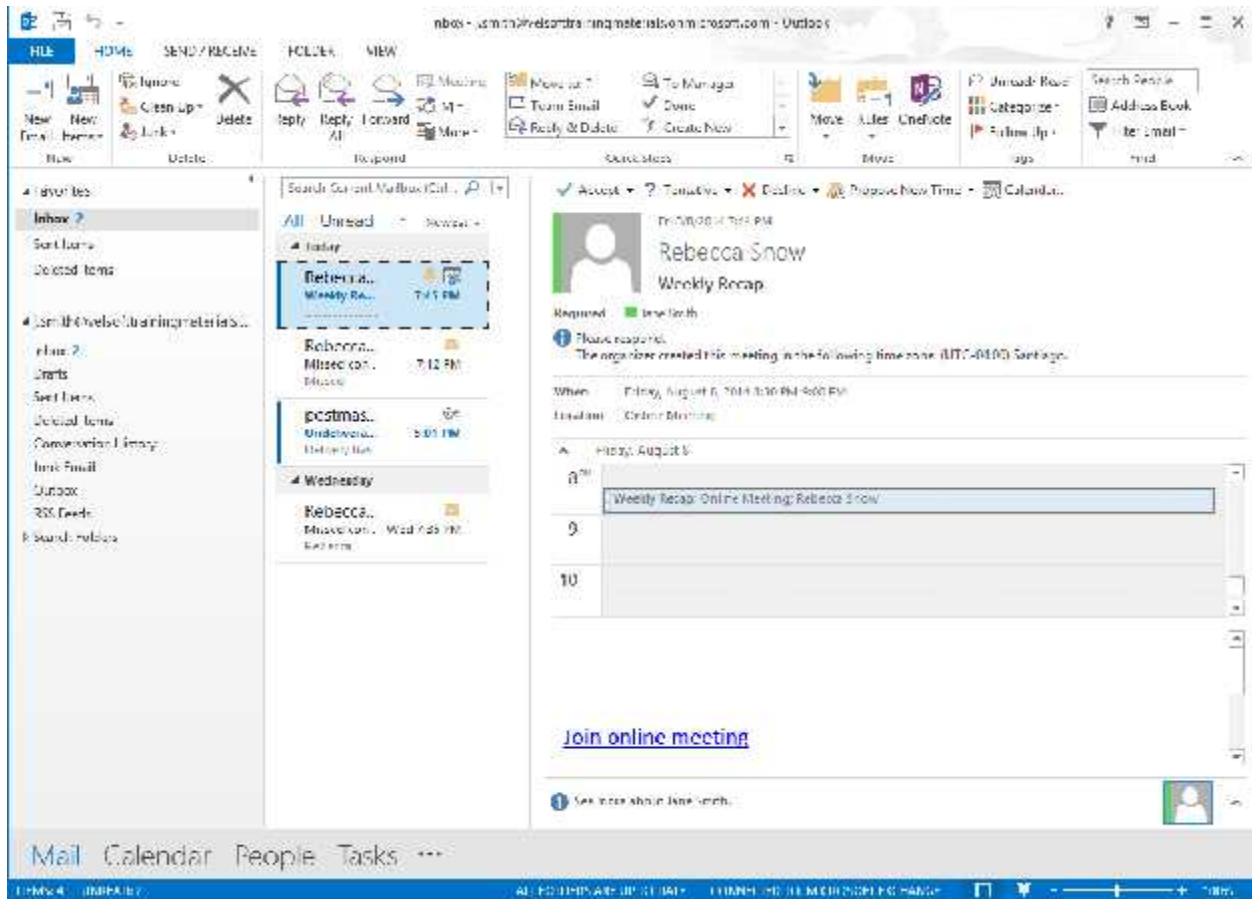


Close Microsoft Outlook.

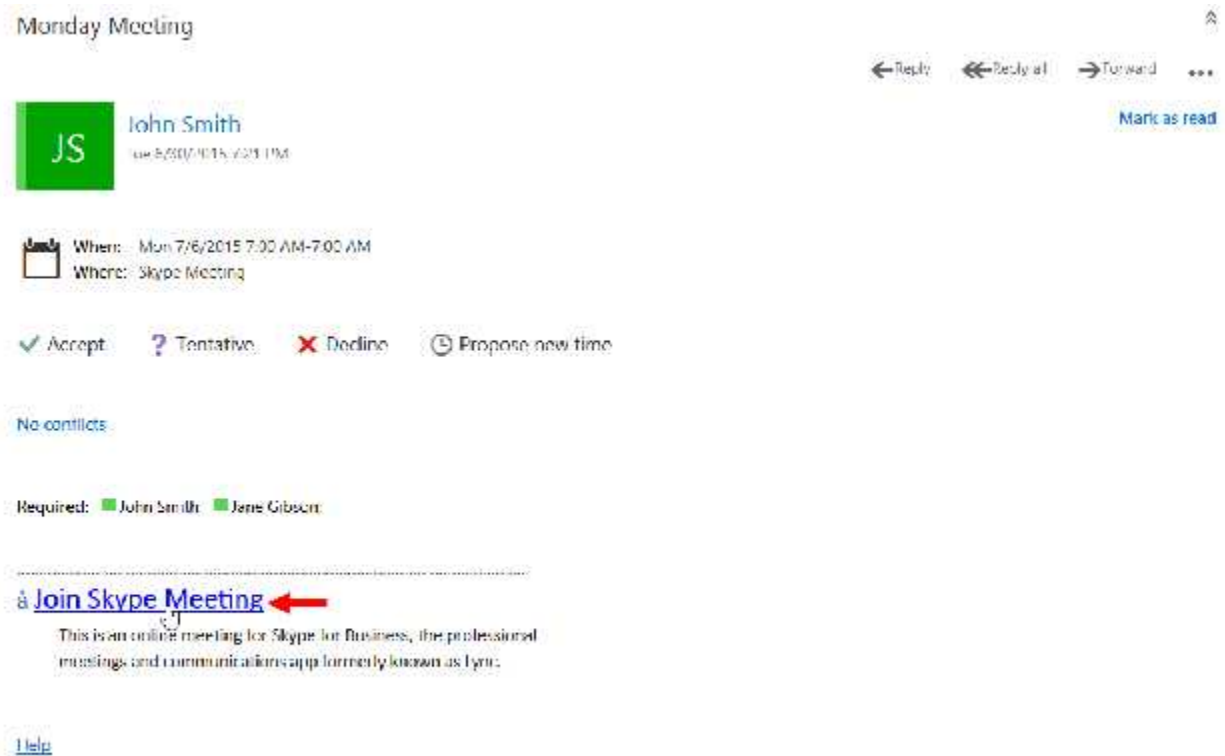
Joining a Skype Meeting

To begin, open and sign into Skype for Business and pair up with a partner. Each of you should create a Skype meeting in Outlook for the current date and hour and invite the other partner.

Invitations to join Skype meetings are sent directly to your inbox in Outlook. Open Microsoft Outlook (or Outlook Online) and open the meeting invitation that was sent to you:



As this meeting request is for the current date and time, you can directly join the meeting by clicking the “Join Skype Meeting” link that appears at the bottom of the message:



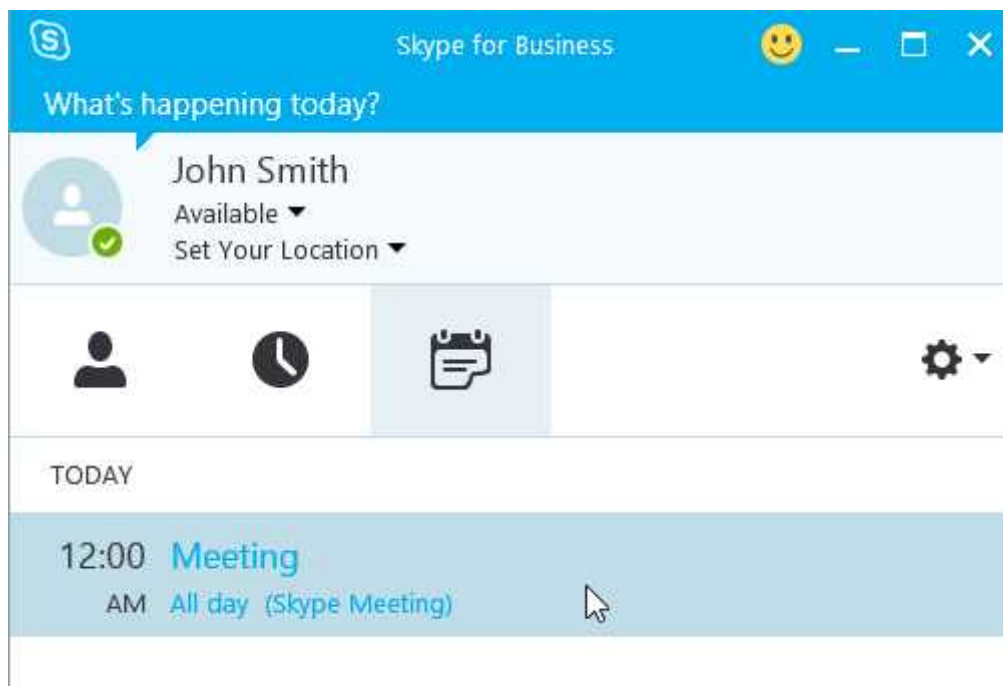
The screenshot shows an Outlook meeting request titled "Monday Meeting". At the top right, there are action buttons: "Reply", "Reply all", "Forward", and a three-dot menu. Below these is a "Mark as read" link. The sender is identified as "John Smith" with a green profile picture containing the initials "JS". The meeting details are: "When: Mon 7/6/2015 7:00 AM-7:00 AM" and "Where: Skype Meeting". Below the details are response options: "Accept", "Tentative", "Decline", and "Propose new time". A "No conflicts" message is displayed. The "Required" list includes "John Smith" and "Jane Gibson". At the bottom, there is a blue link "Join Skype Meeting" with a red arrow pointing to it, and a "Help" link below it. A small tooltip is visible over the "Join Skype Meeting" link, stating: "This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync."

Your browser may open to the Skype for Business Web App; however, because you already have Skype for Business installed on your computer the desktop version will also open automatically.

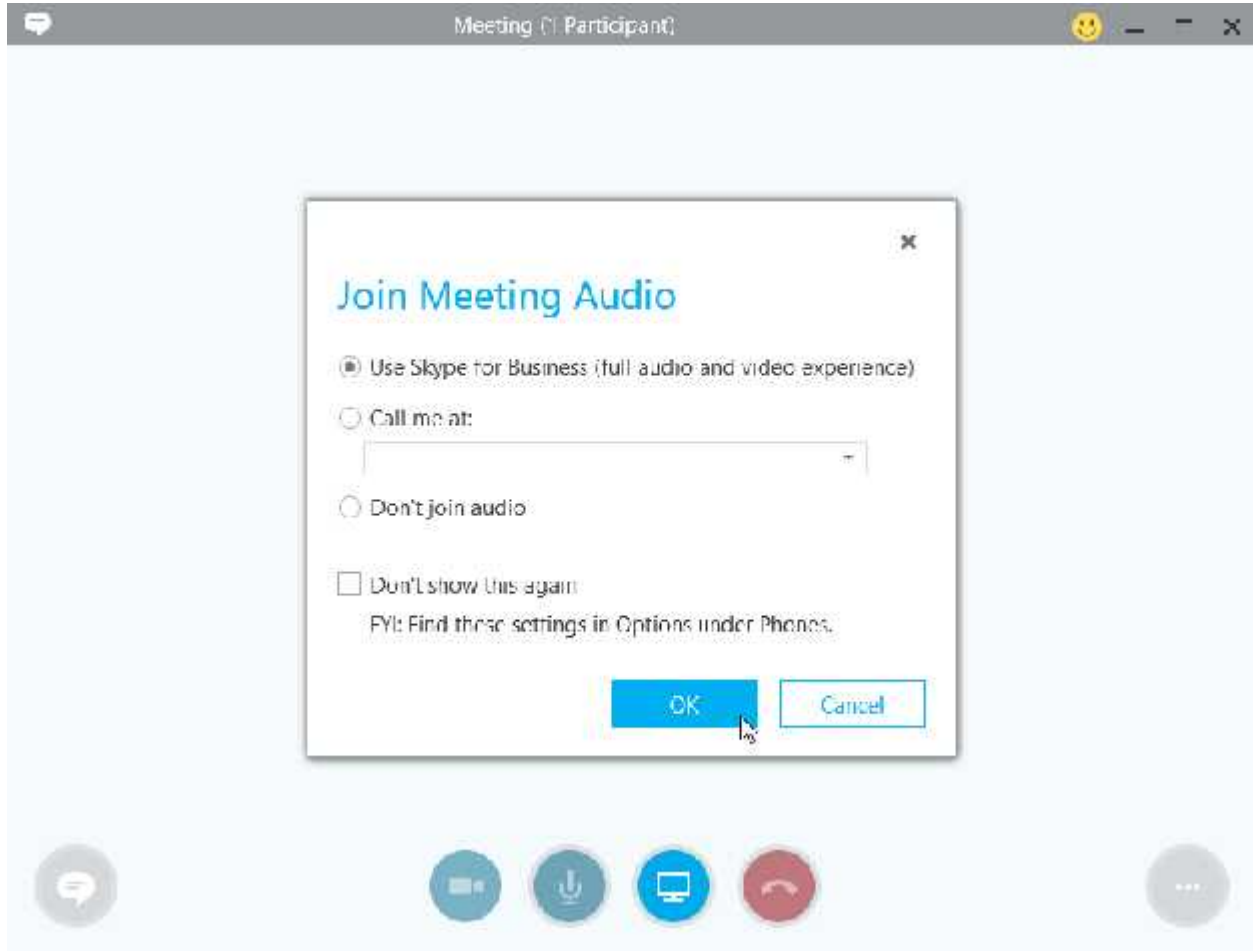
Alternatively, you can also join a same-day meeting by first clicking the Meetings icon in the Skype for Business window:



Next, double-click the ongoing meeting that you would like to join:



Using either method, a conversation window will be displayed, as well as the Join Meeting Audio dialog. Here, you can choose to use Skype for Business for a full audio and video experience, or not to join the audio and have an instant messaging session instead. For this example, leave the Use Skype for Business option selected and then click OK to continue:



Instructor Tip: The “Call me at” option is only available if your account is set up for dial-in conferencing. If you select this option, you can have Skype for Business call you at any phone number so that you can join the meeting that way.

You will now have joined the meeting. Once you have finished, click the Hang Up button (📞) to leave the call:



Note that just because you leave the call that doesn't mean the call is over. Any participants remaining will still be able to continue on with the meeting.

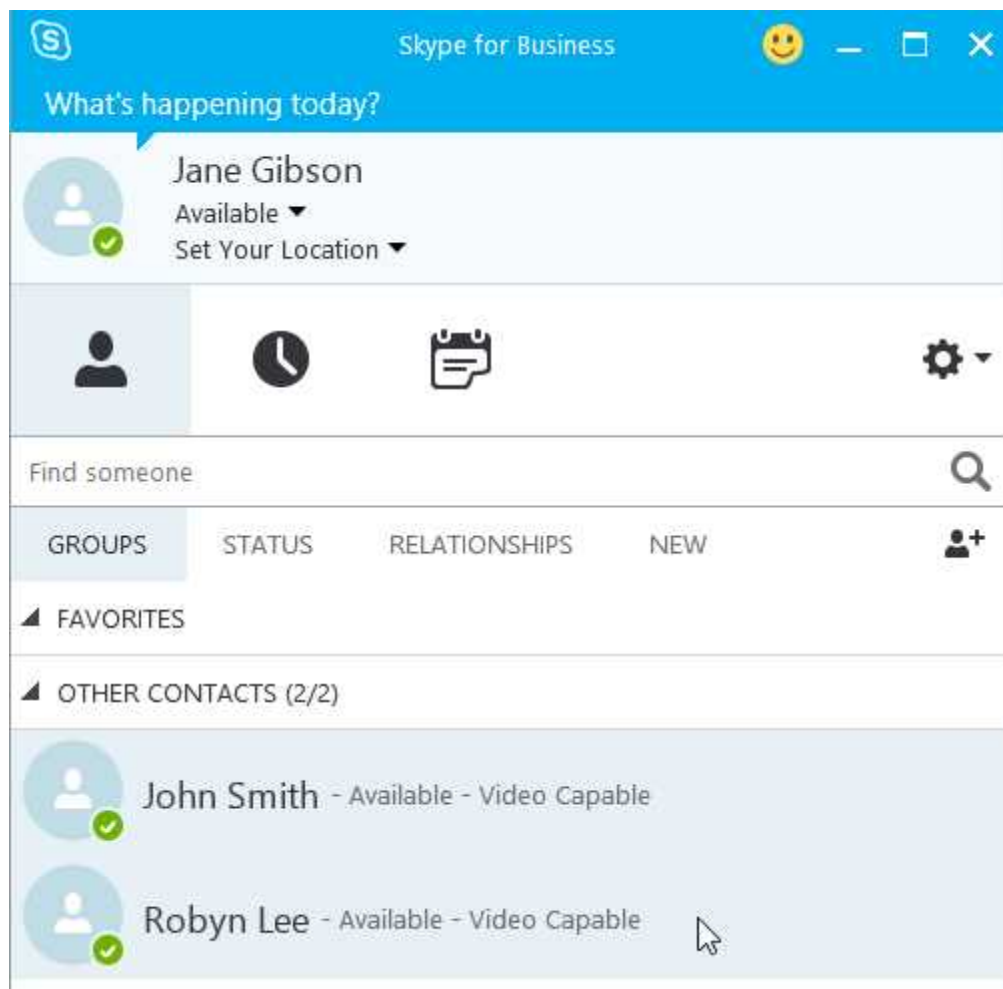


Setting Up an Impromptu Conference Call in Skype for Business

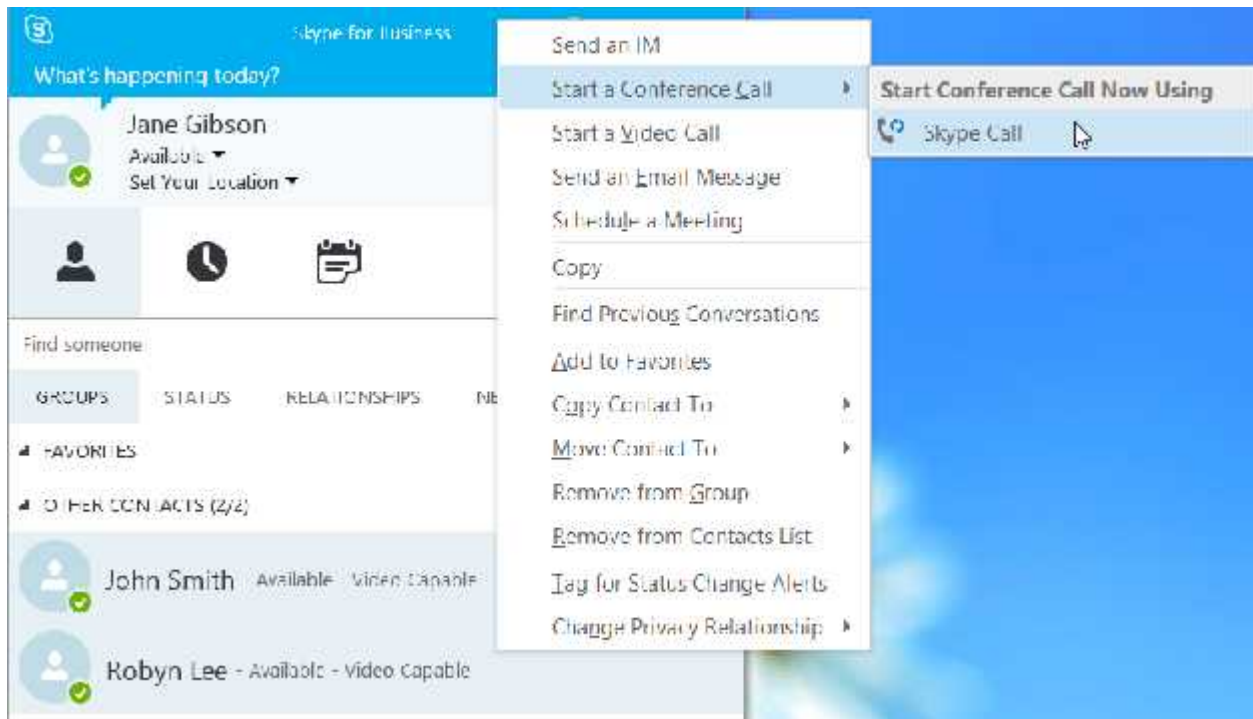
To begin, open and sign into Skype for Business. Ensure that you have at least two contacts that you can work with.

To start an impromptu meeting in Skype for Business, you do not need to schedule it using your Outlook calendar. Using just the Skype for Business window, you can quickly and immediately start a conference call or a group IM conversation.

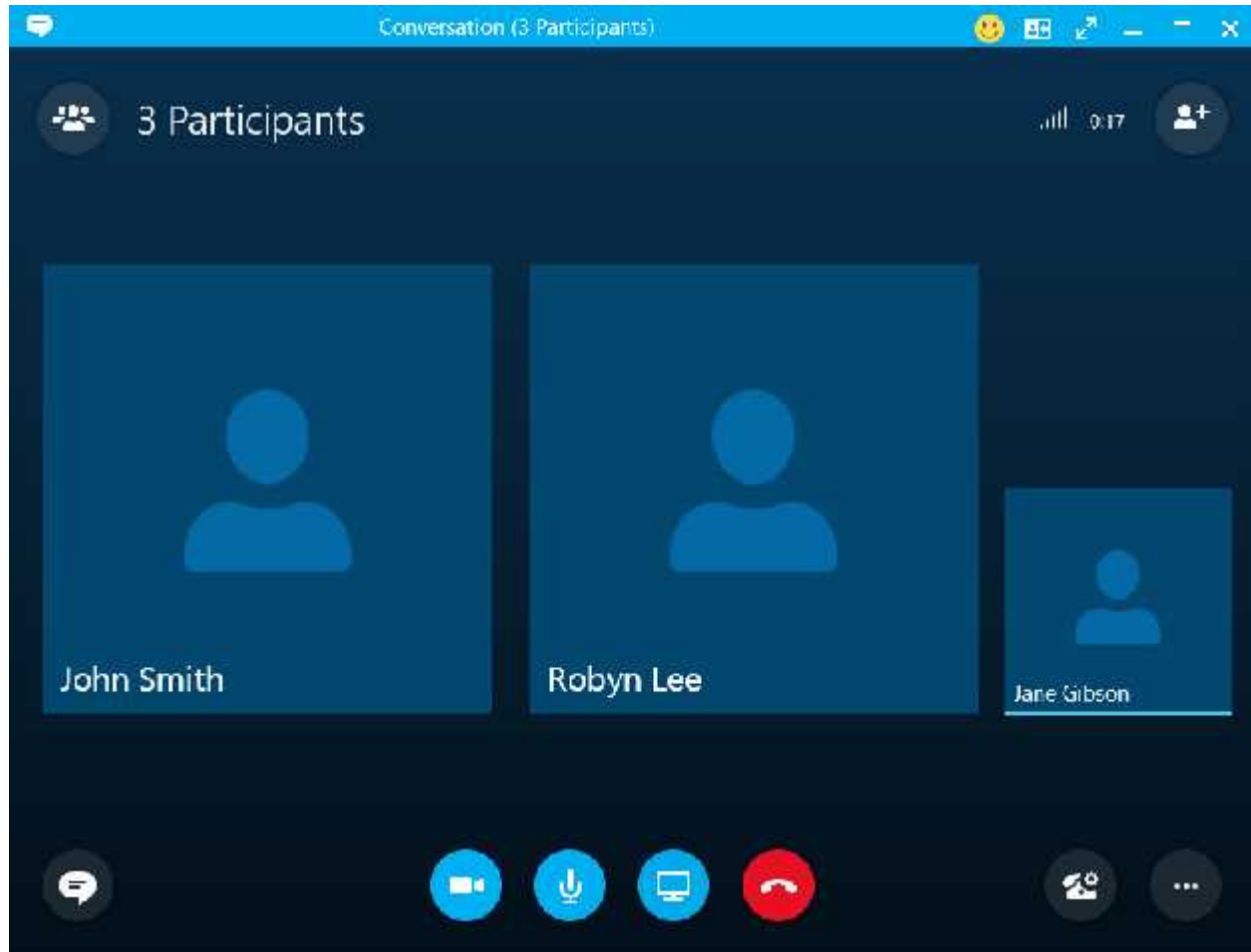
To start a conference call, first ensure that all of the contacts in question appear online. Next, press and hold the Ctrl key on your keyboard and click the two contacts that you would like to work with from your Contacts list to select them:



Right-click on the contact selection and then click Start a Conference Call → Skype Call:

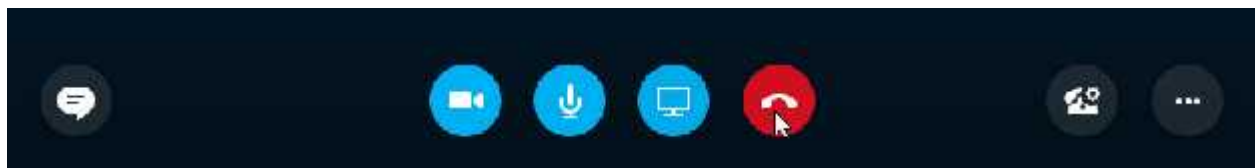


A conversation window will open and the participants that you selected will be invited to join the call. As people accept the invitation and join in on the conversation they will be added to the conversation window. Your own profile picture will appear smaller and in the lower right-hand corner of the window:

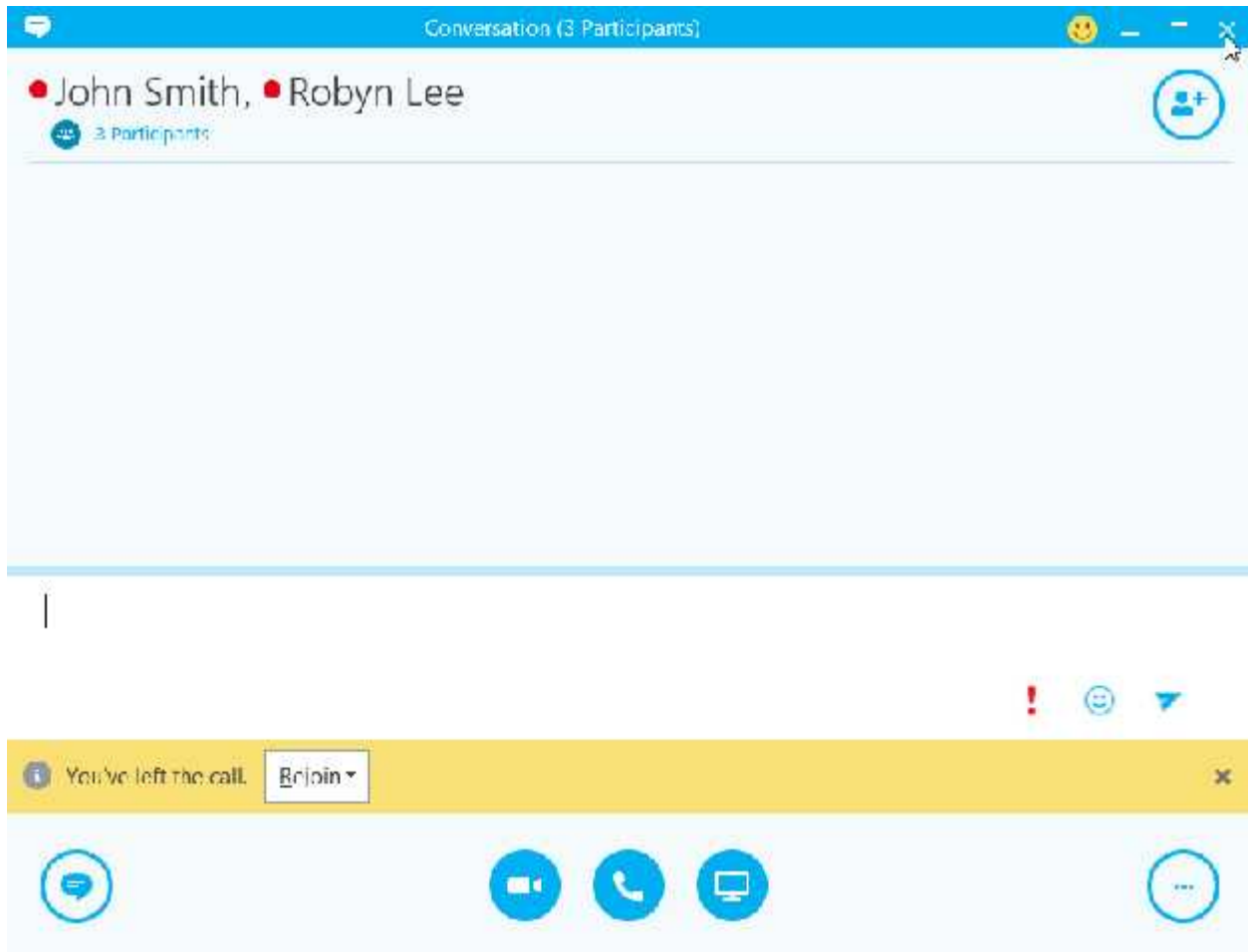


Instructor Tip: Note that your presence status and of those participating in the call, will automatically change to "In a Conference."

Once the call has been completed, click the Hang Up button (📞) that appears near the bottom of the conversation window:



A regular conversation window will be displayed. It will notify you that you left the call and give you the option to rejoin. To exit the conversation completely, close the conversation window:



Note that just because you leave the call that doesn't mean the call is over. Any participants remaining will be notified that you left the conversation, but they will still be able to continue on with the meeting.

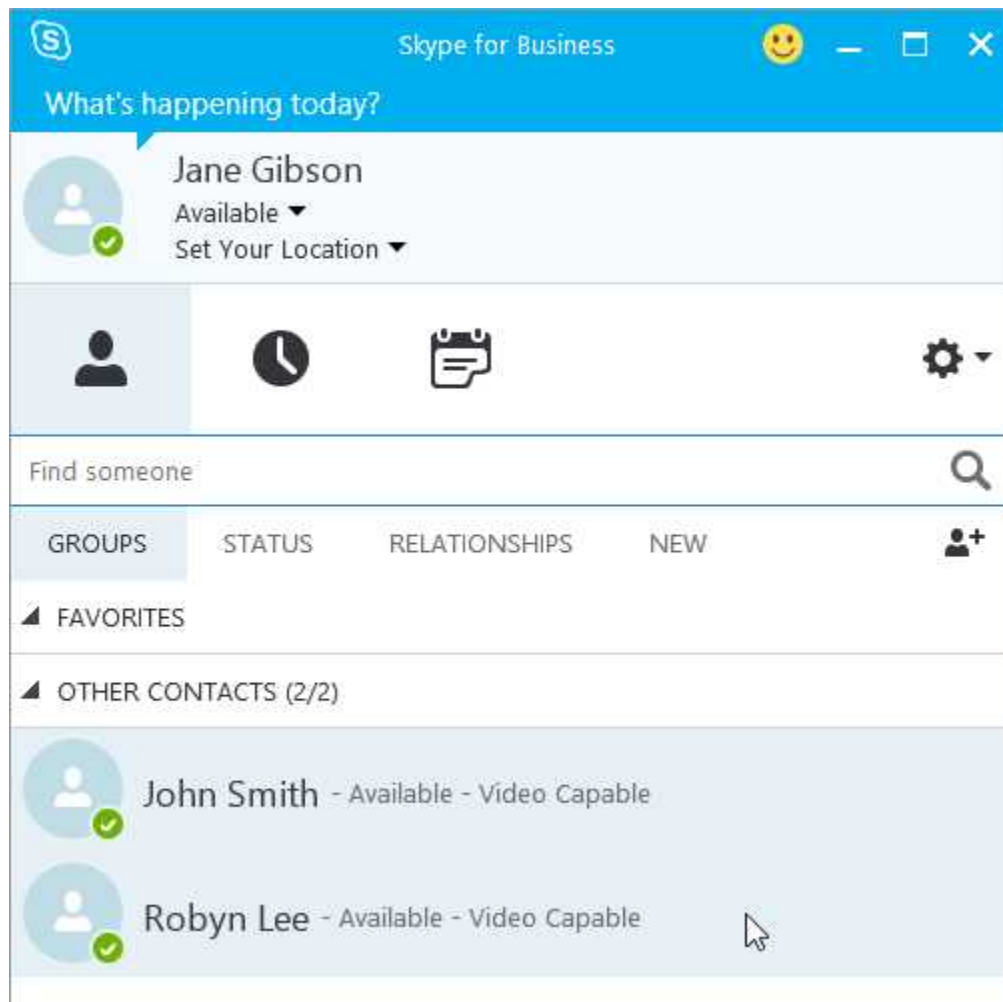
Close any open conversation windows.



Setting Up an Impromptu Group IM Conversation

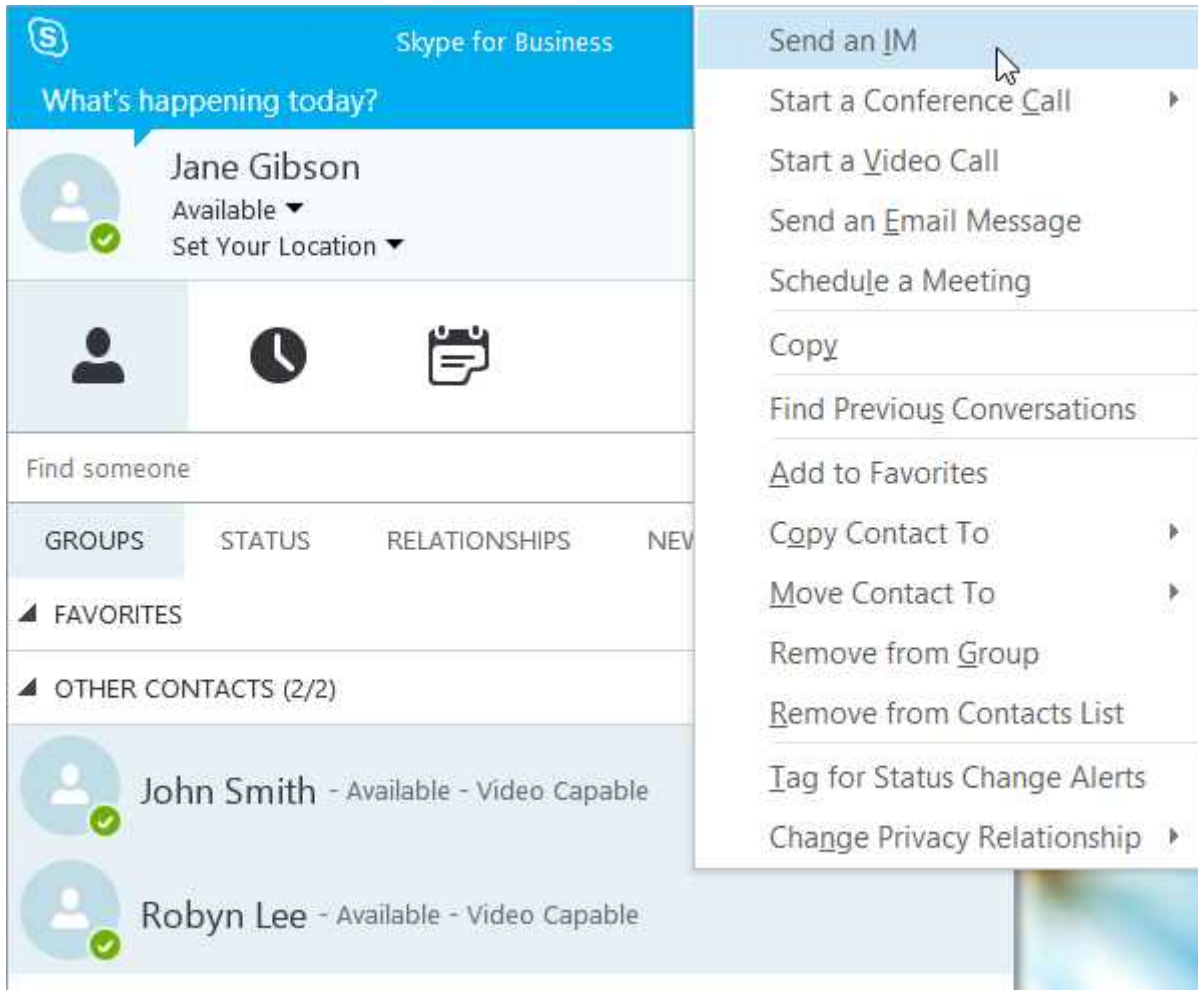
To begin, open and sign into Skype for Business. Ensure that you have at least two contacts that you can work with.

To start a group IM conversation, first ensure that all of the contacts that you would like to appear in the conversation are available. Next, press and hold the Ctrl key on your keyboard, and click two contacts from your Contacts list to select them:

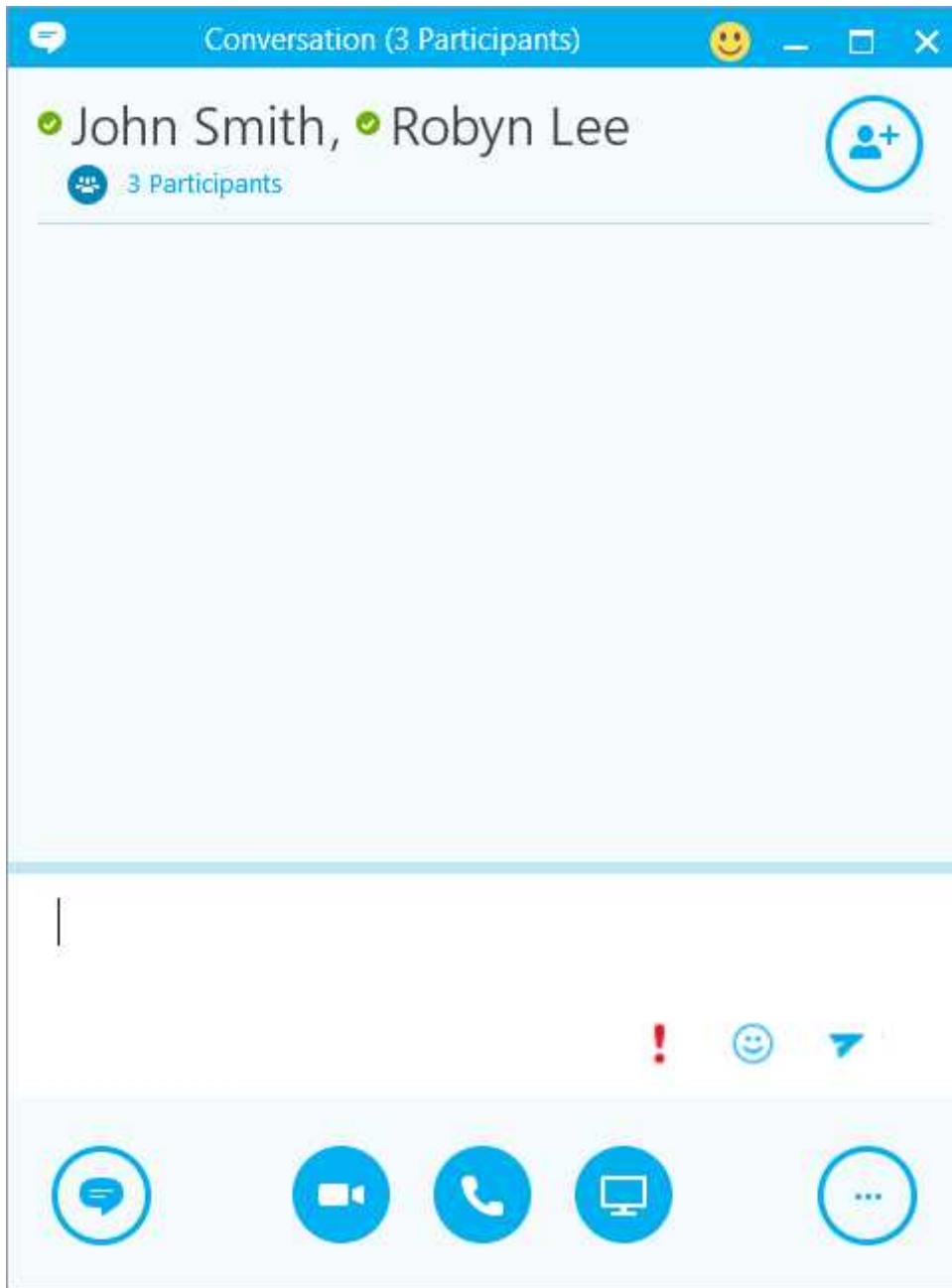




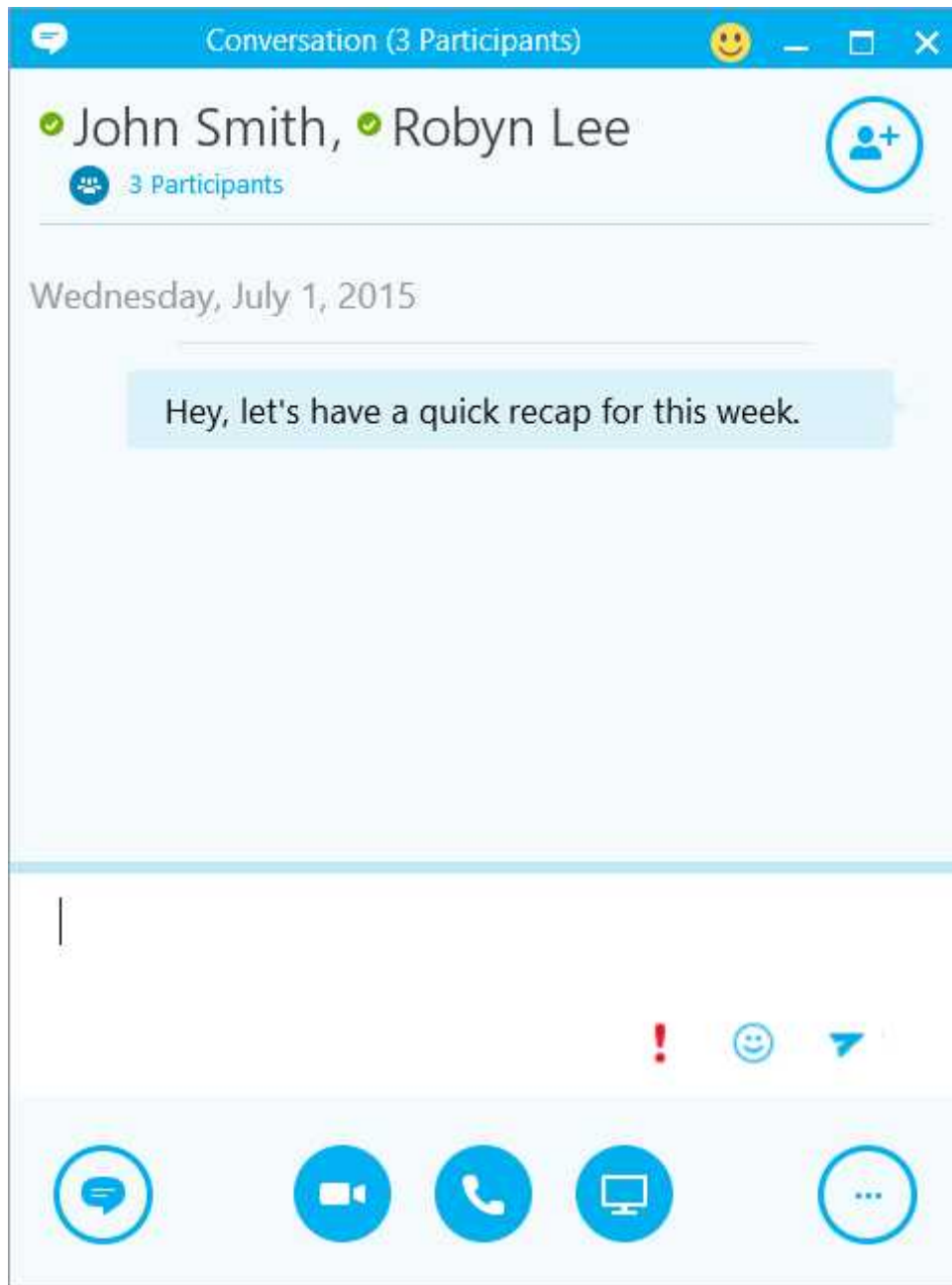
Right-click on the contact selection and then click "Send an IM:"



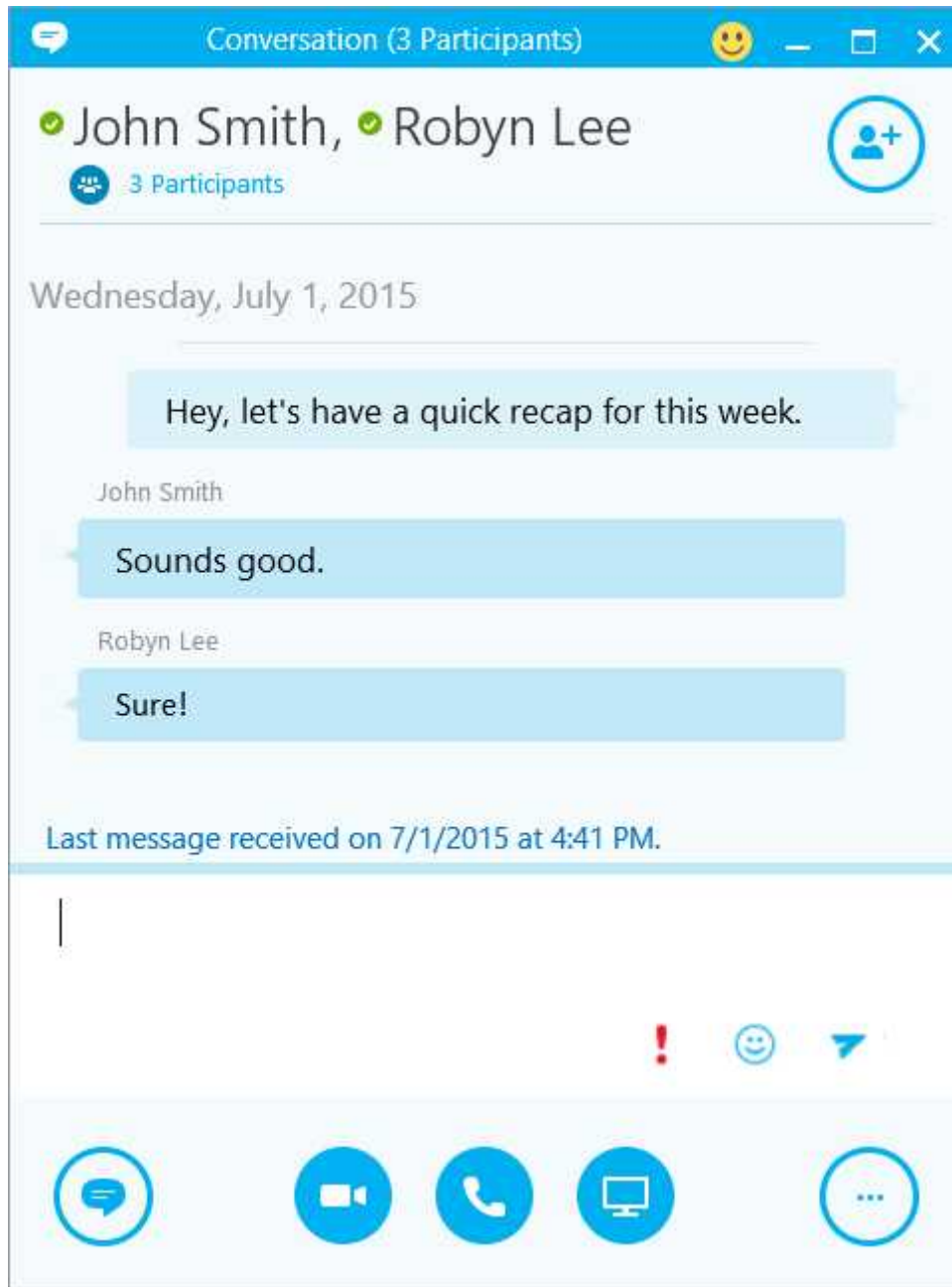
A conversation window will open and show you the profile pictures of all the contacts that you previously selected, as well as your own:



Inside the provided text area, type a message and press Enter:



This message will then be sent as an alert to all of the contacts that you previously selected. Everyone will now be able to communicate together using instant messaging:



Instructor Tip: Note that you can invite more people to an existing conversation by clicking the Invite More People button (👤+). A dialog will be provided that you can then use to search for the participants that you would like to invite.



In the upper right-hand corner of the conversation window, click the Close button to exit the group conversation:



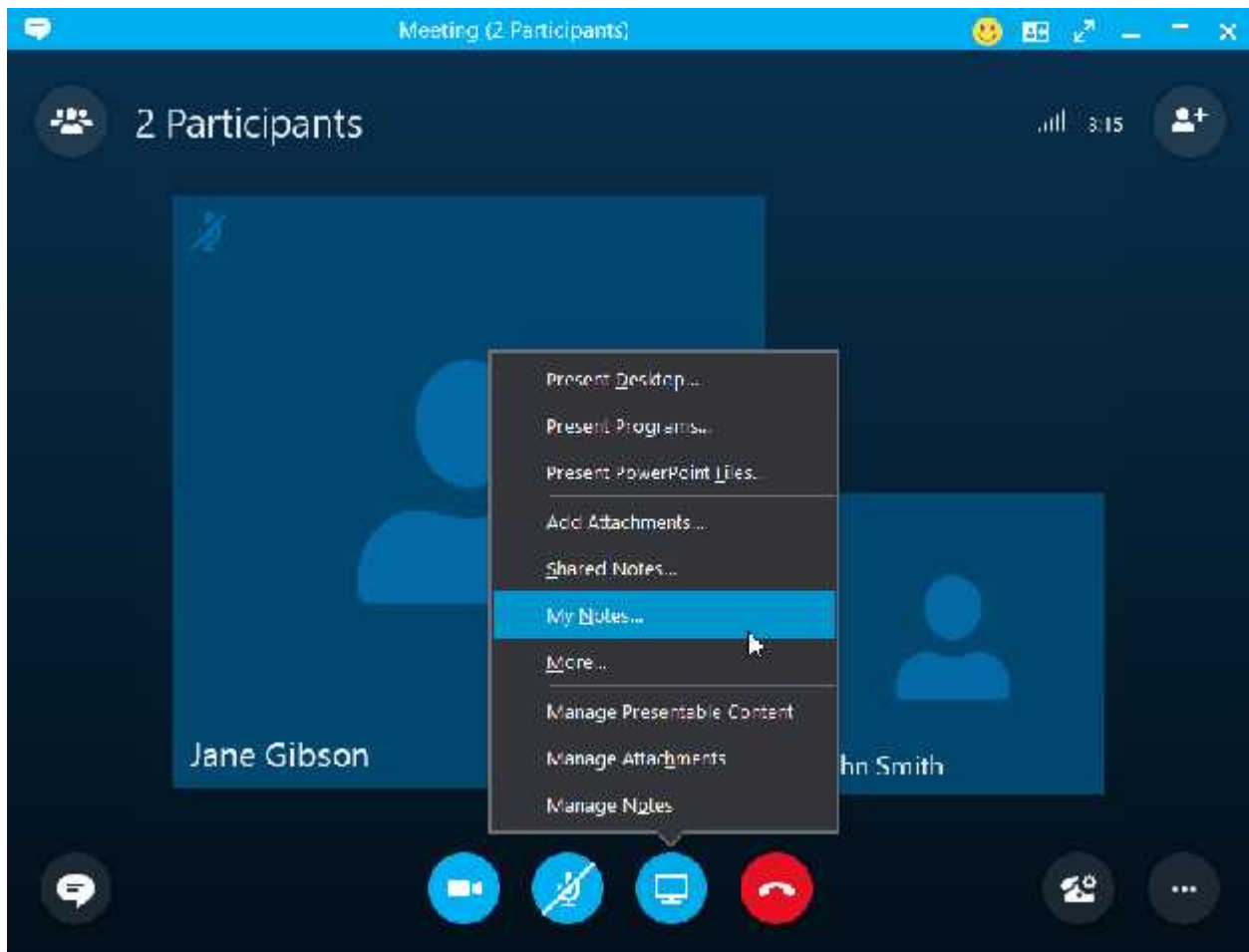
Any remaining participants will be notified that you have left the conversation, but they will still be able to continue on.

Taking Notes with OneNote

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

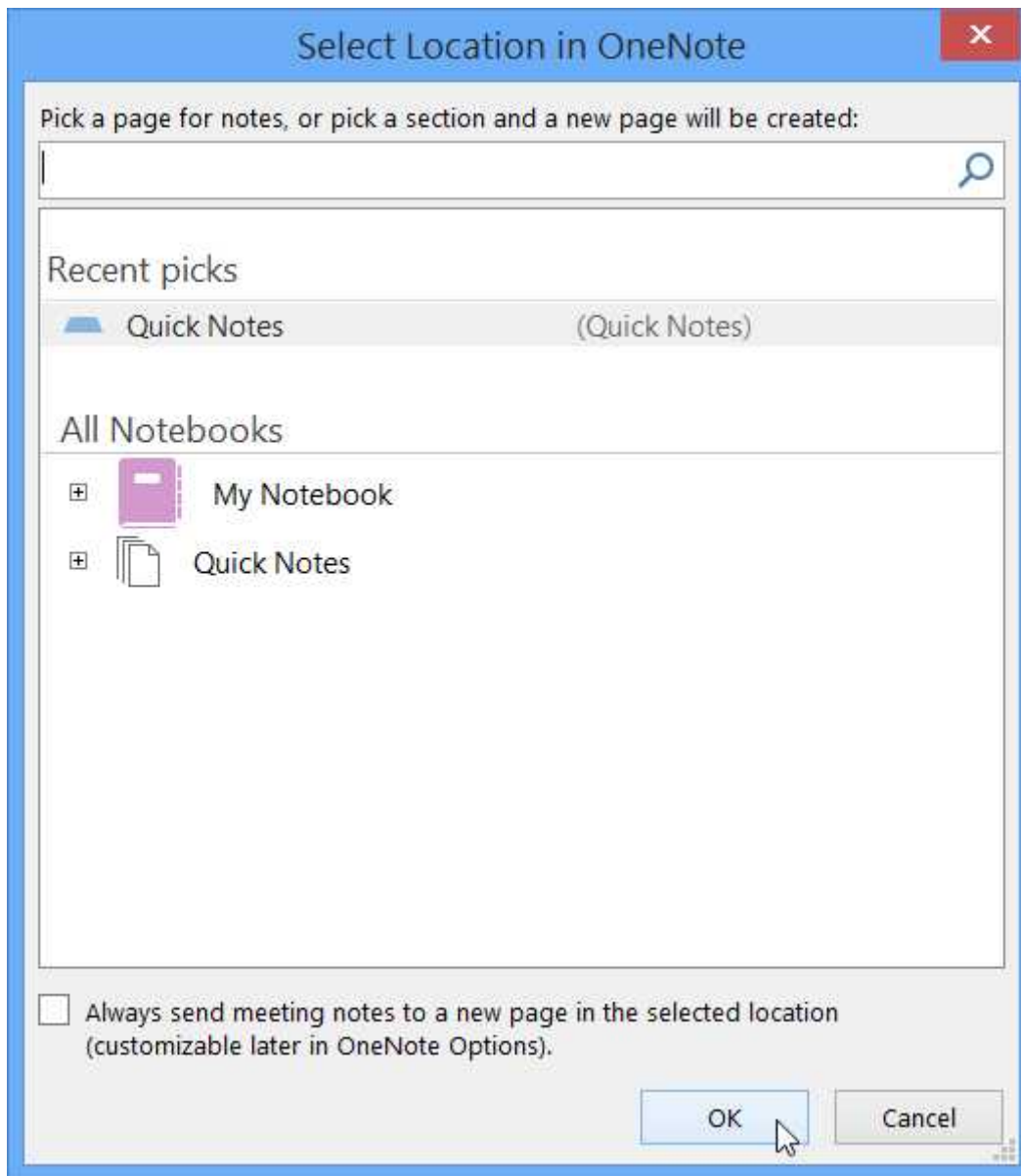
To begin, open and sign into Skype for Business. Pair up with a partner. One of you should create a new meeting for the current date and time. Then, you should both join that meeting.

Skype for Business offers a quick way for you to take notes with Microsoft OneNote during a meeting. Near the bottom of the conversation window, click the Present button (🖥️). On the menu that appears, click My Notes:

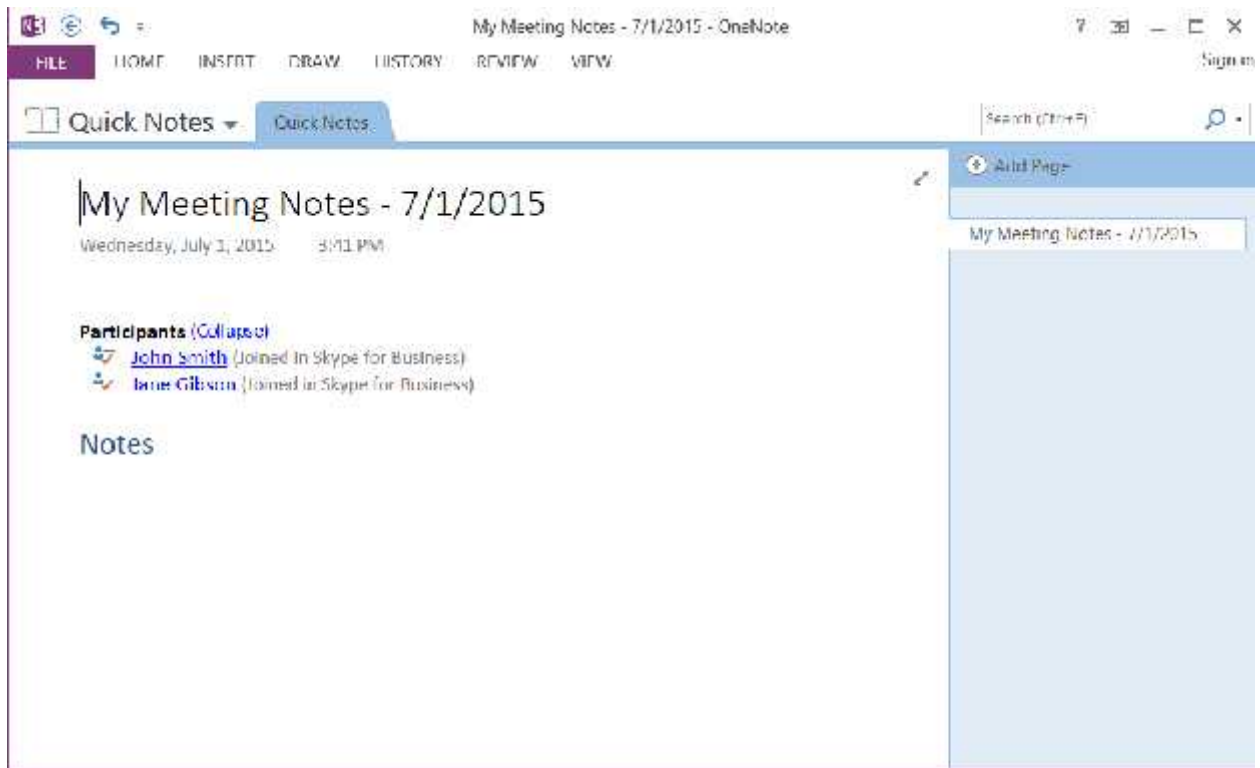


Instructor Tip: OneNote must have been opened previously at least once before you can use this feature.

The Select Location in OneNote dialog will displayed. Here, you need to choose a page or section in which you want the notes for this meeting stored. For this example, ensure that Quick Notes is selected and then 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 header area has been provided:



When you're done, close Microsoft OneNote and then close the open conversation window.