

Need to Collaborate Across Campuses? Skype for Business is Your Friend!


WashU IT offers several options to meet your video conferencing needs and preferences. This page can help you select the best method to facilitate your next meeting.


Most of our video conferencing options utilize Skype for Business. Follow the links below to review quick start guides for managing your Skype for Business video and meeting.

Video: email.wustl.edu/wp-content/uploads/SFB-Video.pdf

Meeting: email.wustl.edu/wp-content/uploads/SFB-Meetings.pdf

Please Note: The Outlook for Mac application cannot create Skype for Business calendar invitations. Outlook for Mac users must use Office 365 online instead. Visit email.wustl.edu and login with WUSTL key.

 Video Chat on Laptop or Desktop Computer			
Room Specifications	Hardware	Software	Cost
Chat with one person or a small group from your desk	Laptop/desktop with camera & microphone (built-in, or USB webcam & headset)	Skype for Business App	None
TIPS: Try USB Jabra 510 speakerphone if you experience proximity issues with built-in microphone. Try Ethernet connection if you experience a decrease in video picture quality with wireless.			

 Video Chat Using Web-Conferencing Kit			
Room Specifications	Hardware	Software	Cost
Room has projector/monitor, but no built-in camera or microphone	Laptop with web-conferencing kit (USB webcam, tripod, Jabra 510 speakerphone, extended USB cable)	Skype for Business (with the app or Microsoft Outlook calendar invitation)	\$300



Small Room Video Conference

Room Specifications	Hardware	Software	Cost
Room has projector/monitor AND built-in camera, microphone & computer	In-room computer connected to room system	Skype for Business (with the app or Microsoft Outlook calendar invitation)	~\$5,000
TIPS: WashU IT Media Services can provide tailored estimate upon request.			



Large Room Video Conference

Room Specifications	Hardware	Software	Cost
Room has projector/monitor, built-in camera, <i>multiple</i> microphones & computer	In-room computer connected to room system	Skype for Business (with the app or Microsoft Outlook calendar invitation)	~\$20,000
TIPS: WashU IT Media Services can provide tailored estimate upon request.			



Webinar

Room Specifications	Hardware	Software	Cost
One speaker to many listeners	Compatible with each of the above four scenarios	Skype for Business	Varies
TIPS: Use Skype for Business to establish a single presenter, muting all other users' audio & video. Can record webinar for future use. WashU IT Media services can provide on-site assistance upon request.			



Non Skype for Business Option

Room Specifications	Hardware	Software	Cost
None	Hardware codec, e.g. Polycom HDX	Zoom	Request
TIPS: Media Services can expand its Zoom license for a department's regular use upon request.			