**Skype for Business information at-a-glance**

Skype for Business (S4B) is a web conferencing service available to the WUSTL community. There is no cost to use the service. The service is enabled for all WUSTL faculty, staff and students who have been migrated to the Office 365 service. This service is separate from the Skype account one might already have created for personal or business use. Follow the instructions below to download and install the Skype for Business application on your computer.
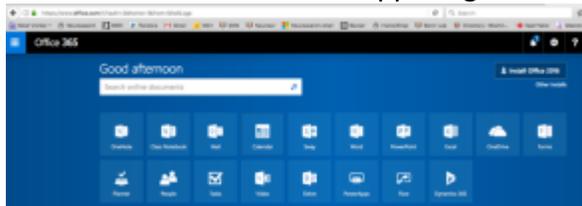
1. Go to email.wustl.edu and login to Office 365 using your WUSTL Key;
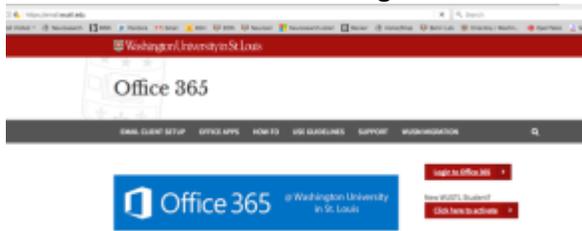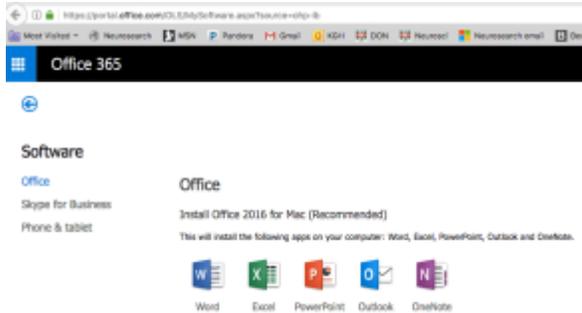

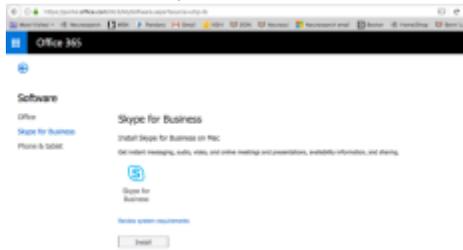2. Click "Office 365" in the upper left of the screen;
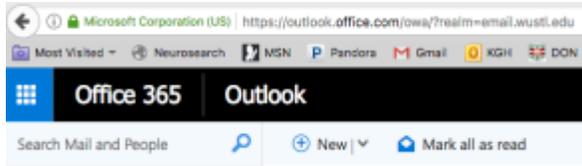
3. Click "Other installs" in the upper right of the screen;

4. Select "Skype for Business" from the menu at the left;

5. Click "Install"; and follow the onscreen instructions to complete the installation.

Once installed, follow the instructions below to login to Skype for Business:
1. Open the Skype for Business Application and accept the software license agreement.
2. In the sign-in address (or e-mail address) field, enter your email@wustl.edu.
3. If your email and WUSTL Key ID match, skip to step 5. If your WUSTL Key ID and the first part of your email DO NOT match, go to step 4.
4. In the username field, enter yourwustlkey@email.wustl.edu.
5. Click "Sign In".
6. Once prompted to enter a password, enter your WUSTL Key password, and click "Sign In" again.
7. If prompted, select if you would like the Skype for Business client to automatically sign you in in the future.

Disable S4B from automatically starting up by following these steps:

1. With Skype for Business open, click the Gear Icon on the right-hand side to automatically open the Options dialog box or click and select Tools then Options
2. Click Personal from the left-hand panel. Note: The Microsoft Lync Options dialog box for Personal displays on the right-hand side.
3. **Deselect Automatically start Skype for Business when I log on to Windows** and Show Skype for Business in foreground when it starts under the My account section
4. Click OK.

Note: Under the section titled Personal information manager, you have the option to make changes to your presence status (which by default is based on your Outlook calendar) and how you want to save your message conversations. Make any desired changes and click OK.

S4B Meetings

Notes for presenting & participating in S4B meetings
1. You do not need a webcam to view / participate in the meeting
2. You do not need a microphone if you do not plan on contributing to the meeting. There is an instant message option to ask questions and make comments
3. You must be signed in to schedule a S4B meeting.

Create a meeting group
If you have standing meetings (i.e. Monthly, bi-weekly, etc.) it would be helpful to set up a group for those meetings. To do this:
1. Go to the S4B main window and on your Contacts list, right-click any group name (for example, Other Contacts)
2. Click Create New Group
   OR
1. Click the Add a Contact button 👤⁺
2. Click to Create a New Group.

3. In the space that now opens up at bottom of the window, type over the phrase New Group to give your group a descriptive name.

To add contacts to your group:
1. Click the Add a Contact button 👤⁺
2. From the dropdown menu, click Add a Contact in my Organization.
3. In the search box, type the person's name, email alias, or phone number. As you type, a list of people who match the search terms is displayed.
4. Scroll through the search returns list until you come to the person you want to add to your Contacts list.
5. Right-click the person's search listing, and then click Add to Contacts List.
6. Select a group from the list to add your new contact to.
7. If contacts are outside your organization and they do not have a S4B account, choose Other
8. Type in the email address
9. Add to contact group: (choose your group from the dropdown menu)
10. Click OK

Setting up a meeting (2 options)
From your Skype for Business (S4B) client:
1. Right click on your meeting group
2. Choose Schedule a Meeting (an outlook meeting invitation in a new window with your group's emails populated in the To: field). You can also add additional people in this field if you need [Up to 250 people can attend the S4B meeting at one time.]

3. Click Skype Meeting and it populates the text box with a link to the meeting.

4. Click Meeting Options . You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.
5. Add Subject/title of the Meeting
6. Add any notes/Agenda in the text box above the Join the Meeting link.
7. Click Send.

From your Outlook:
1. Choose the date and time for your meeting and open the appointment.

2. Click Skype Meeting and it populates the text box with a link to the meeting. NOTE: if you are not logged into your S4B account, you will be prompted to do so, click OK. Log in or go back to the Skype Meeting button and click again to set up the S4B meeting.
3. Add attendees in the TO field. [Up to 250 people can attend the S4B meeting at one time.]
4. Add Subject/title of the Meeting
5. Add any notes/Agenda in the text box above the Join the Meeting link.
6. Click Send.

Record and play back a meeting

It's easy to capture audio, video, IM, and what's being presented.

1. In the meeting window, click the **More Options** button.

2. Click **Start Recording**.

3. After the meeting, go to **Manage Recordings** to publish, play, rename, or delete the recording.

Start Recording   **2**

Manage Recordings   **3**

IM Text Display Size   ▶

Change Font...

Global Helpdesk

Share Information Using Live Meeting

Skype for Business Help

1

Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.

2. Click the **Participant Actions** button.

3. Click one or multiple buttons to apply these settings to all attendees.

Participant Actions

Participant Actions   ✕

Mute Audience   No Meeting IM   No Attendee Video

Hide Names   Everyone an Attendee   Invite by Email

Need to invite more people?

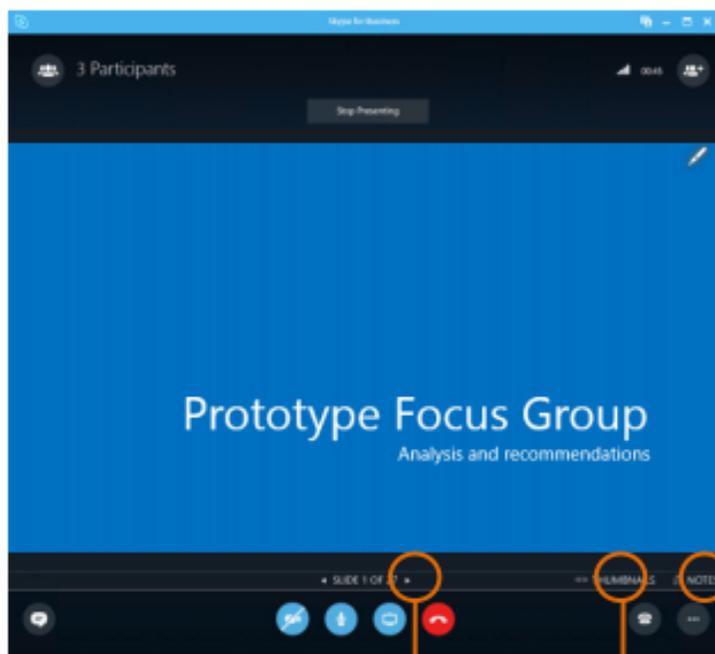Click this: **Invite More People**

Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.

2. Click **Present Desktop** to show the entire contents of your desktop, or click **Present Programs** and double-click the program you want to share.
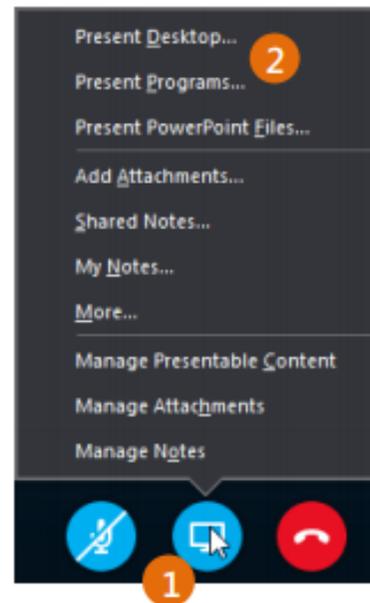
Share a PowerPoint presentation

1. In the meeting window, click the **Present** button.

2. Click **Present PowerPoint Files**.

3. Browse to the file you want to present and click **OK**.

See the presenter's notes (just you—no one else can see them)

Advance to the next slide

Show thumbnails of the slides, and select the next one to present
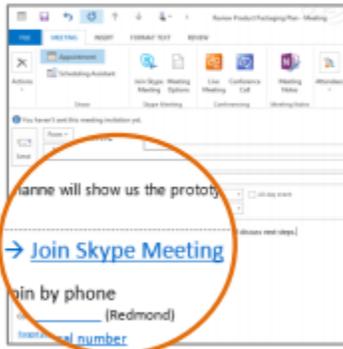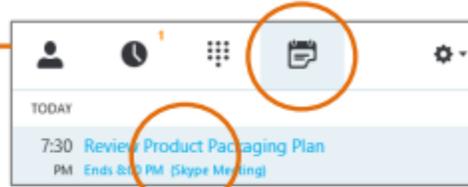
Done presenting?

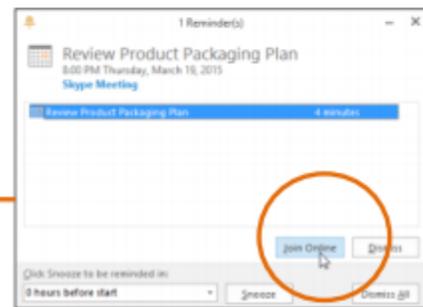Click this: **Stop Presenting**

Meeting Attendees

Join a Skype Meeting—There are so many ways!

In the main window, click the Meetings tab, then double-click the meeting you want to join.

In the meeting request, click Join Skype Meeting.

→ Join Skype Meeting

In a meeting reminder, click Join Online.

Additional Skype for Business resources

See Skype for Business FAQs at https://email.wustl.edu/how-to/skype-for-business-faqs/.

See Skype for Business Training resources at https://email.wustl.edu/office-apps/skype-for-business/.