

1. Introduction

Skype for Business (previous known as Microsoft Lync) is a cloud-based instant messaging, voice/video conferencing service available to all staffs at Hong Kong Baptist University.

- Run on PC (Windows/Mac) and mobile (iOS/Android/Windows)
- Support PC desktop sharing
- Support meeting with non-BU Skype for Business account, or guest without a Skype for Business account

2. Open the “Skype for Business”

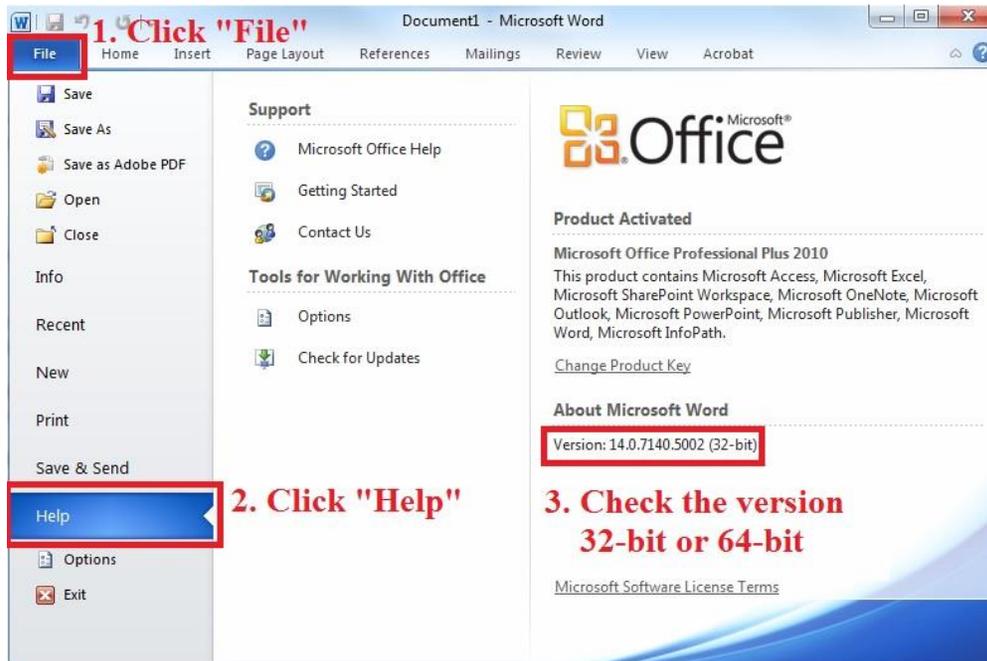
Basically, it comes with the Microsoft Office installed in your PC in campus. To open the application, please go to “Start”



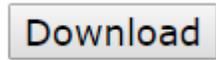
and open “Skype for Business”  **Skype for Business**. Sign in with your SSOid + “@link.hkbu.edu.hk”.

Otherwise, download and setup “Skype for Business”

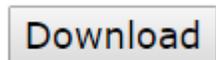
To determine your office application version, open any office application such as Word and follow the steps shown in the below screen capture. Download the “Skype for Business” accordingly.



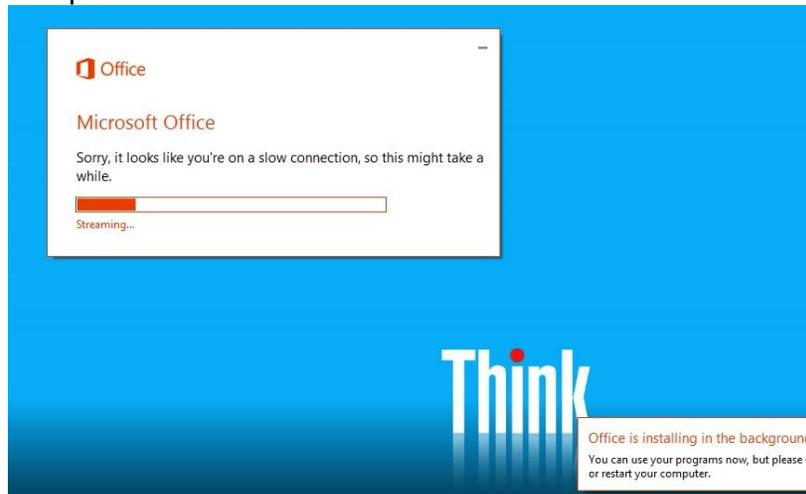
For Office 32-bit version



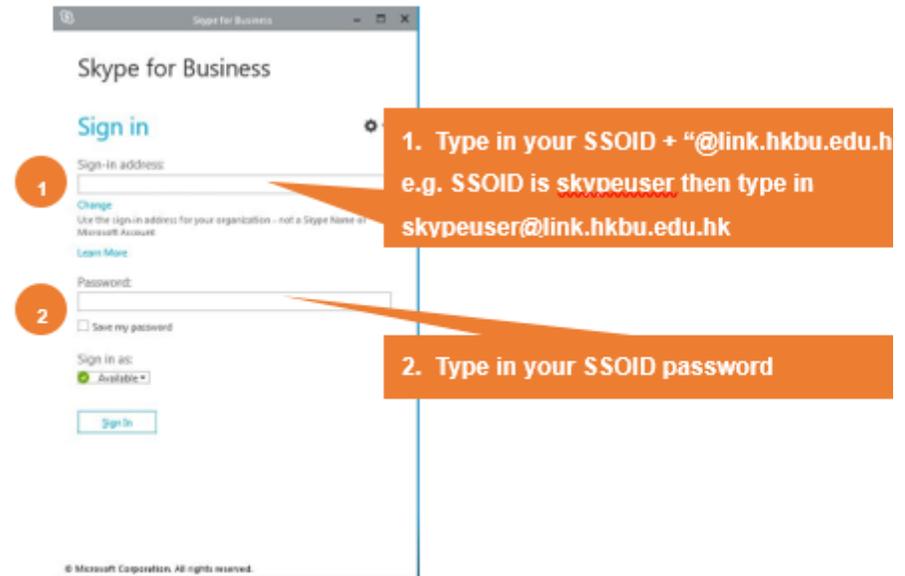
For Office 64-bit version



Run the set up file and wait for the installation to complete.



Launch Skype for Business & Log in



Quick Reference

3. Set up your video device

You need a camera to share video of yourself. To set up your camera:

- From the main screen, click **Tools** then **Video Device Settings**.
- If you see you, you're set! If not, make adjustments. Click **Camera Settings**.



4. Set up your audio device

Set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



5. Find someone

1. Type a name in the Search box. As soon as you do, the tabs below the Search field change from this:

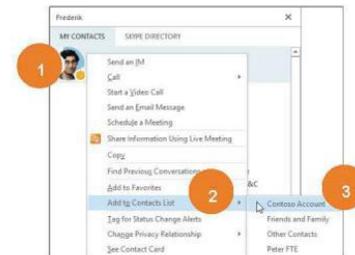


2. If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype user name.

6. Add a contact

Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.
2. Click Add to Contact List.
3. Pick a group to add your new contact to.



7. Set or change your presence

Let's other see whether you are currently available.

If your presence is:	It means you are:
Available *	Online and available
Be Right Back **	Away from your computer briefly
Away *, **	Logged on, but have been away from computer for a period of time.
Off Work **	Not working or not available
Busy *, **	Hard at work and shouldn't be interrupted
In a call *	In a Skype for Business call (two-party call)
In a meeting *	In a meeting (using Skype for Business or Outlook)
In a conference call *	In a Skype for Business conference call (Skype meeting with audio)
Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
Presenting *	Giving a presentation
Out of the office	Set to OOF in your Outlook calendar
Offline *	Not signed in
Unknown	Presence can't be detected



8. Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

1. In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the **Ctrl** key and click each contact name.
2. Click the IM button.
3. Type your message and press the **Enter** key on your keyboard.



9. Start a video call

1. Tap a contact's picture.
2. Tap the **Video** button.

A message pops up on the other person's screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

TIP During an IM or Skype for Business audio call, click the **Video** button to make it a video call.



10. Choose your view

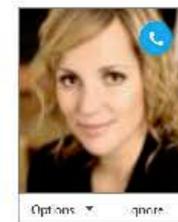
1. In the conversation window, click the **Pop out video gallery** arrow.
2. Click the **Pick a layout** button and choose a view:
 - **Gallery View** to show all the participants' video streams.
 - **Speaker View** to show only the presenter's.
 - **Content View** to show only the meeting content.
 - **Compact View** to show pics of the participants in a compact window.
3. Click **Full Screen View** for a large view of the video streams.
4. Click **Pop in the video gallery** to show the gallery in the conversation window again.



11. Answer a video call

When someone calls you, you'll get an alert in the lower right of your desktop. Make sure you aren't wearing pajamas and that you don't have lettuce in your teeth!

- To answer, click their pic.
- To ignore, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**. To reject the call and other calls, until you change your status, click **Options**, and then **Set to Do not Disturb**.



12. Start a video meeting

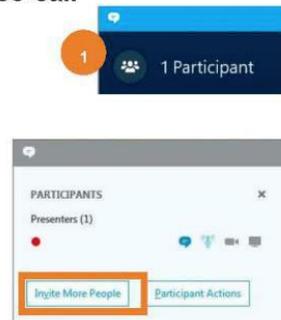
You can start an ad-hoc video meeting any time. If people are available you can bring them into a meeting now instead of scheduling one for later.

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key and clicking their pics.
2. Right-click one of the selected names, and click **Start a Video Call**. When you start a video call, you automatically use Skype for Business computer audio.



13. Invite other people to a video call

1. In the conversation window, click on the people button, and click **Invite More People**.
2. Select the invitees from the **Add People** window, and click **Add**.
3. Your new invitees receive a request to join your call.



14. Share your desktop or a program

Need to show everyone what you're talking about?

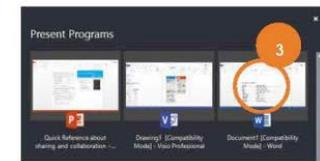
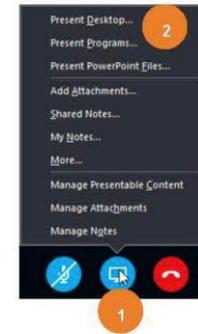
1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop...

or...

Click **Present Programs** and double-click the program you want to share.

3. Double-click the program you want to share.
4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.

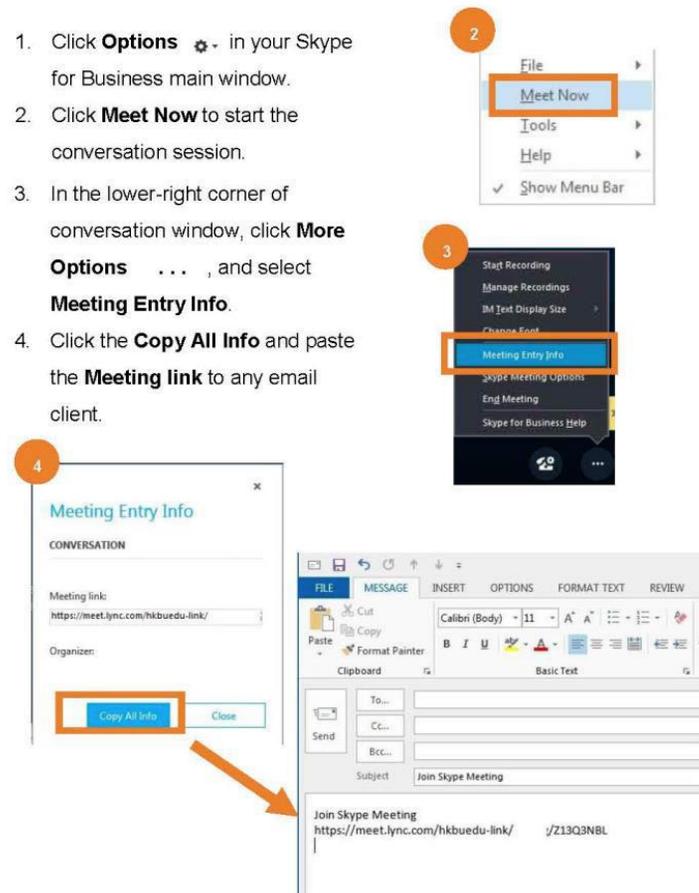
5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.



15. Invite third party to join the Meeting

If outsider don't have Skype for Business account, they can join the meeting by clicking the meeting link from your invitation email and follow the instructions on the page.

1. Click **Options**  in your Skype for Business main window.
2. Click **Meet Now** to start the conversation session.
3. In the lower-right corner of conversation window, click **More Options** , and select **Meeting Entry Info**.
4. Click the **Copy All Info** and paste the **Meeting link** to any email client.



16. Join the Meeting (without Skype for Business account)

1. In your invitation email, click the **Meeting Link**.
2. When **Skype for Business Web App** opens, do the following:
 - Type **your name** in the text box
 - Select **Join the meeting**.



3. Make sure to save and run to **Skype for Business Web App plug-in**, which is required for video and computer audio. It also lets you share your screen if you're a presenter.

3 Skype for Business Web App

Hi guest!

- 1 Follow your browser's prompt to save the plug-in.
- 2 Run the file that you saved and install the plug-in.

If the plug-in doesn't start downloading in 30 seconds, [click here](#).
Still having trouble installing the plug-in?

Finish installing the plug-in as instructed...