

# Skype for Business

Get Started

# First step: Sign into Skype for Business (S4B)

Users logged into EAD domain on their computer are already signed into Skype.

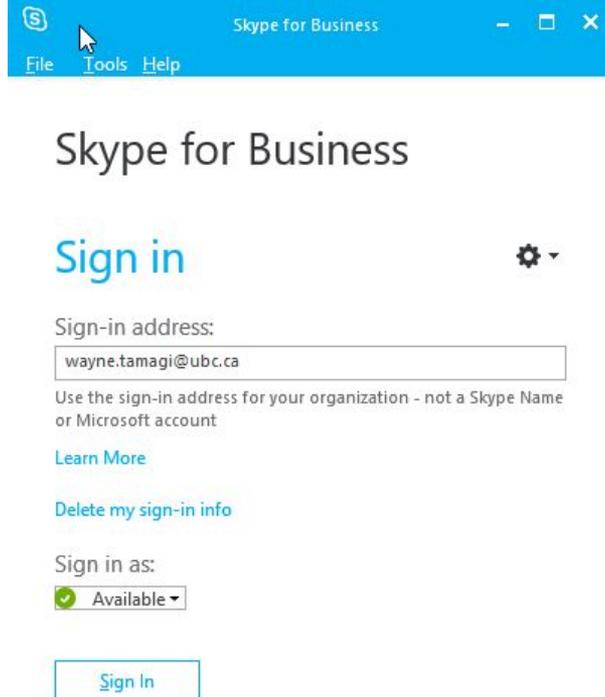
MS Office 2013 or newer, Office 365 includes S4B.

# Non EAD users

Launch Skype for Business.

Type in your ubc.ca email address name.

Press Sign in. And you will be prompted to enter your CWL password.



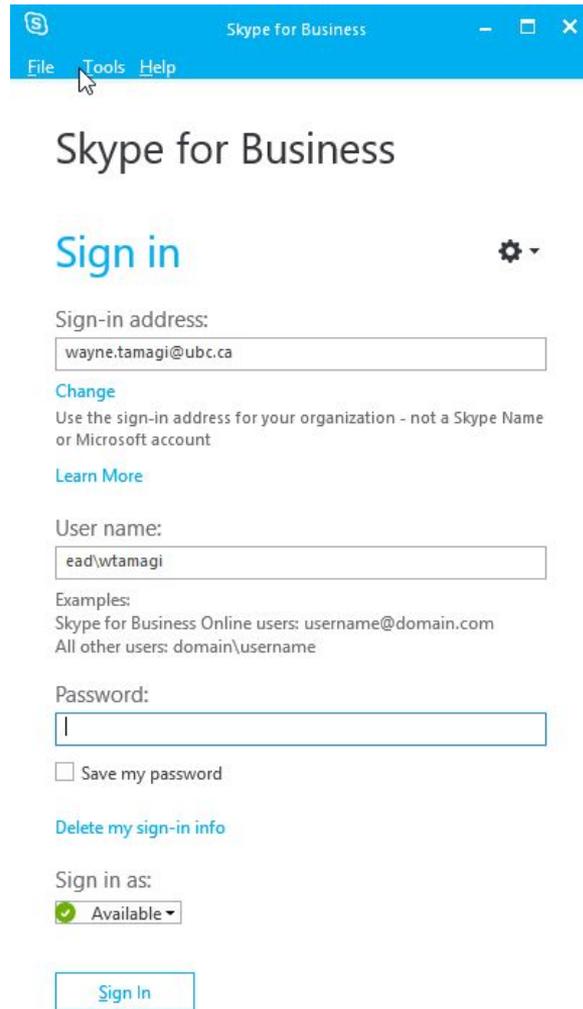
This message will appear. Click OK.



Fill in your  
User name: ead\cwl-name

Password: cwl password

Press Sign In.



The screenshot shows the Skype for Business sign-in window. The title bar is blue with the Skype logo and the text "Skype for Business". Below the title bar is a menu bar with "File", "Tools", and "Help". The main content area has a blue header "Skype for Business" and a "Sign in" button. Below the button is a "Sign-in address:" label and a text input field containing "wayne.tamagi@ubc.ca". There is a "Change" link and a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". Below that is a "Learn More" link. The "User name:" label is followed by a text input field containing "ead\wtamagi". Below this are "Examples:" and two lines of text: "Skype for Business Online users: username@domain.com" and "All other users: domain\username". The "Password:" label is followed by a text input field containing a single character. Below the password field is a checkbox labeled "Save my password". There is a "Delete my sign-in info" link. The "Sign in as:" label is followed by a dropdown menu showing "Available" with a green checkmark. At the bottom is a "Sign In" button.

Skype for Business

File Tools Help

## Skype for Business

[Sign in](#) 

Sign-in address:

[Change](#)  
Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

User name:

Examples:  
Skype for Business Online users: username@domain.com  
All other users: domain\username

Password:

Save my password

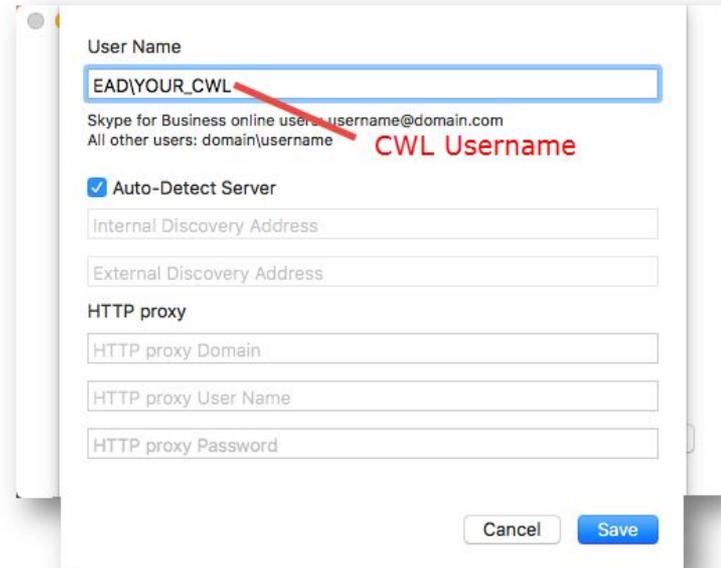
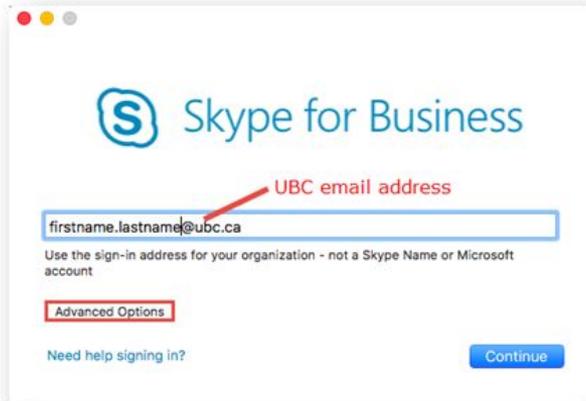
[Delete my sign-in info](#)

Sign in as:  
 Available ▾

[Sign In](#)

# Signing-In

## On a Mac



# Where can I download Skype for Business Basic?

**For users with earlier versions of MS Office or no installation of Office.**

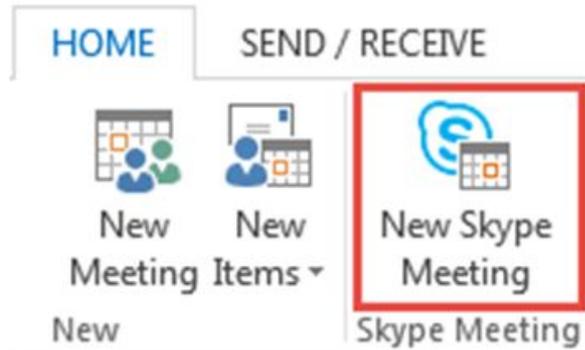
<https://www.microsoft.com/en-us/download/details.aspx?id=49440>

# How to schedule a Skype Meeting?

In Outlook, tab to your Calendar.

From the menu ribbon, click New Skype Meeting.

This opens a calendar invite. Add your To invites, subject, location, and date/times.



# Message body contains Skype meeting info:

**You may add any additional text to the invite!**

## [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

### Join by phone

Vancouver B.C. : +1 (604) 822-3636 (Canada)

English (United States)

Kelowna B.C. : +1 (778) 484-8613 (Canada)

English (United States)

[Find a local number](#)

Conference ID: 550822

[Forgot your dial-in PIN?](#) | [Help](#)

**This is your skype meeting info, for attendees to meet with in your virtual meeting.**

Hit Send. Emails your invitation to recipients.

Need to make a change? Sure!

Make sure to Send again ensuring meeting attendees are updated.

# How to join a meeting online? What is required?

Windows or Mac device, iphone, android phone.

Skype for Business Client installed. Web app plugin available.

Two way video conference?

Requires a WEBCAM device with microphone

Viewing only?

Requires video (screen) and audio (speakers)

Voice only conference?

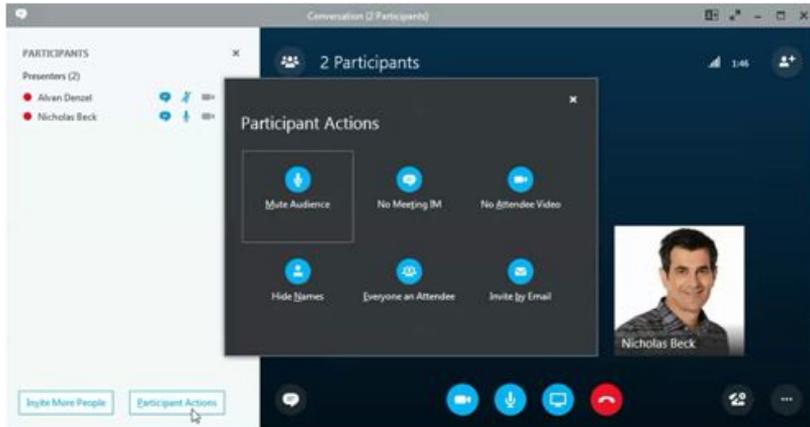
Requires a microphone

# How to join a meeting online?

Office 2016/19 users will already have the Skype for Business Client installed.

Outlook meeting popup will appear on screen. **Click Join Online.**

You should see a windows like this:



OR this:



# Don't have Skype for Business Client?

Clicking Join Skype Meeting will open your web browser and install the web app plugin.

**Join Skype Meeting - > <https://meet.ubc.ca/wayne.tamagi/90JHJT77>**

# Don't have Skype for Business Account? Outside of UBC?

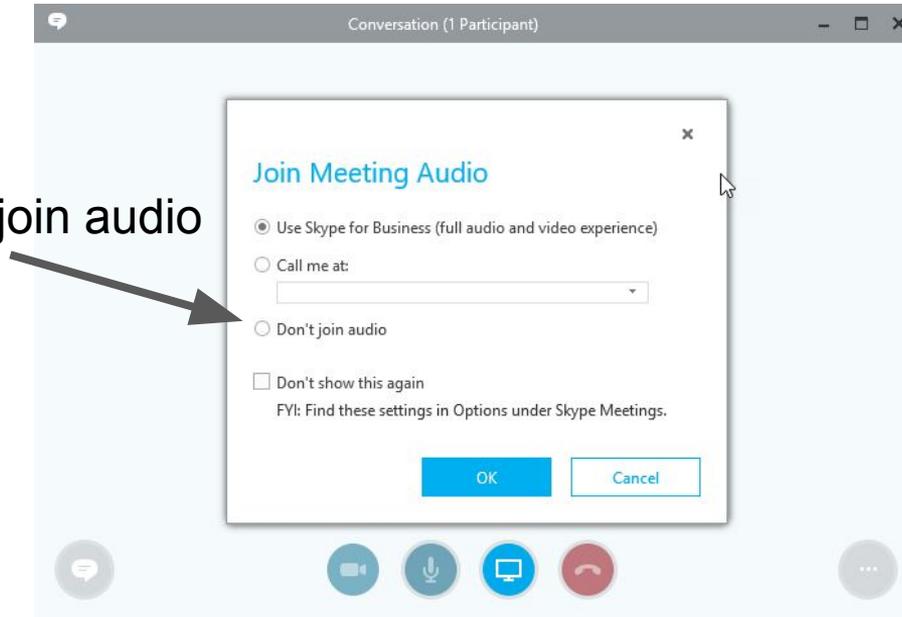
Clicking Join Skype Meeting will open your web browser and install the web app plugin.

**Join Skype Meeting - > <https://meet.ubc.ca/wayne.tamagi/90JHJT77>**

**Login as Guest. Wait in Lobby to Join Meeting.**

# Don't have a microphone for your computer?

Click don't join audio



## Join by phone

**Vancouver B.C. : +1 (604) 822-3636 (Canada)**

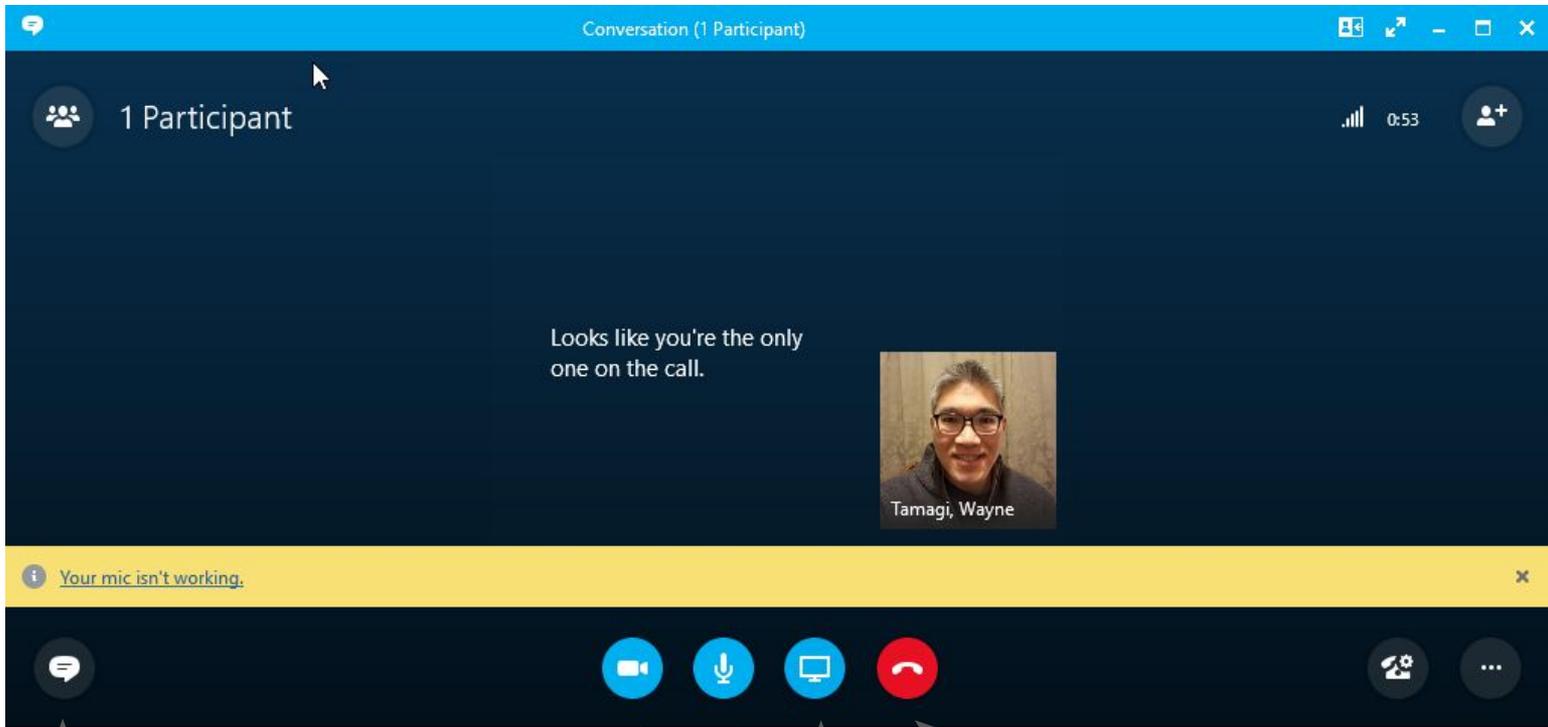
**Kelowna B.C. : +1 (778) 484-8613 (Canada)**

[Find a local number](#)

**Conference ID: 550822**

**English (United States)**

**English (United States)**



Instant Messaging

Video

Mic

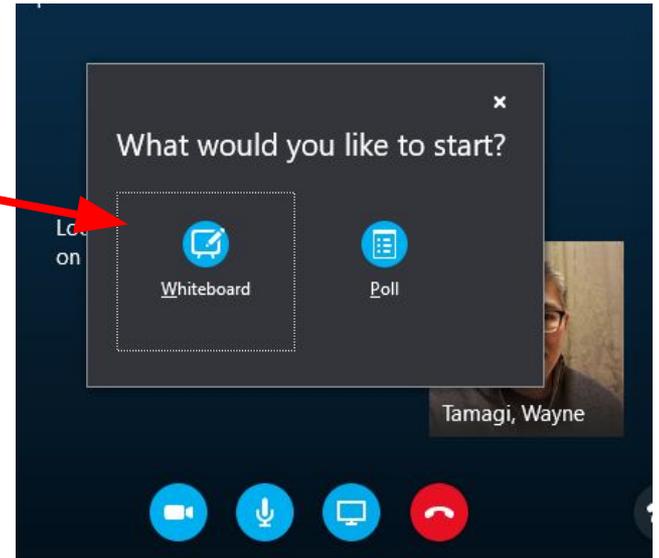
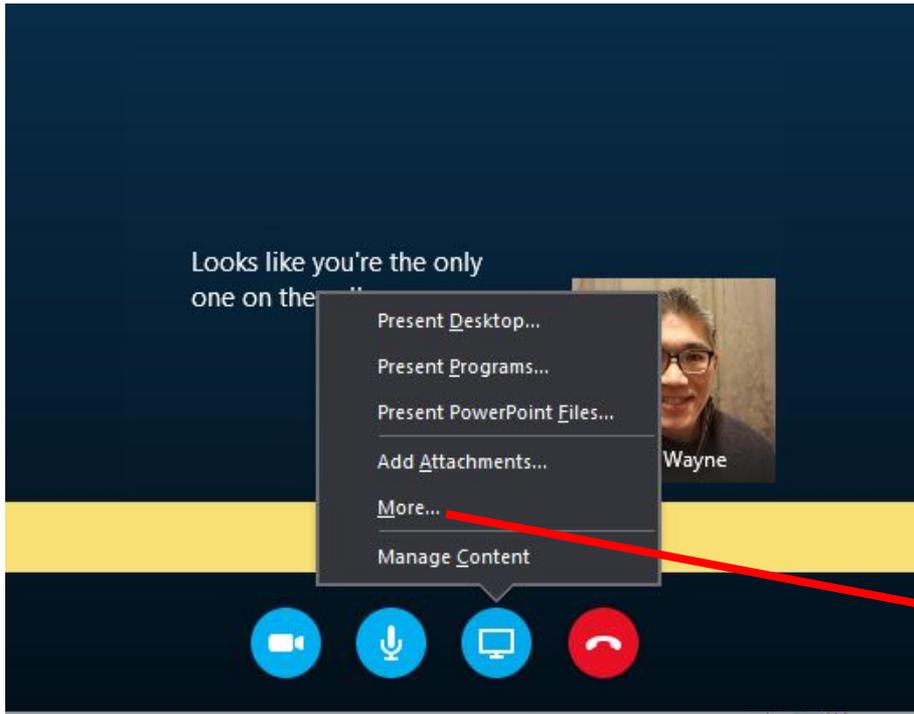
Share Display

Hang up

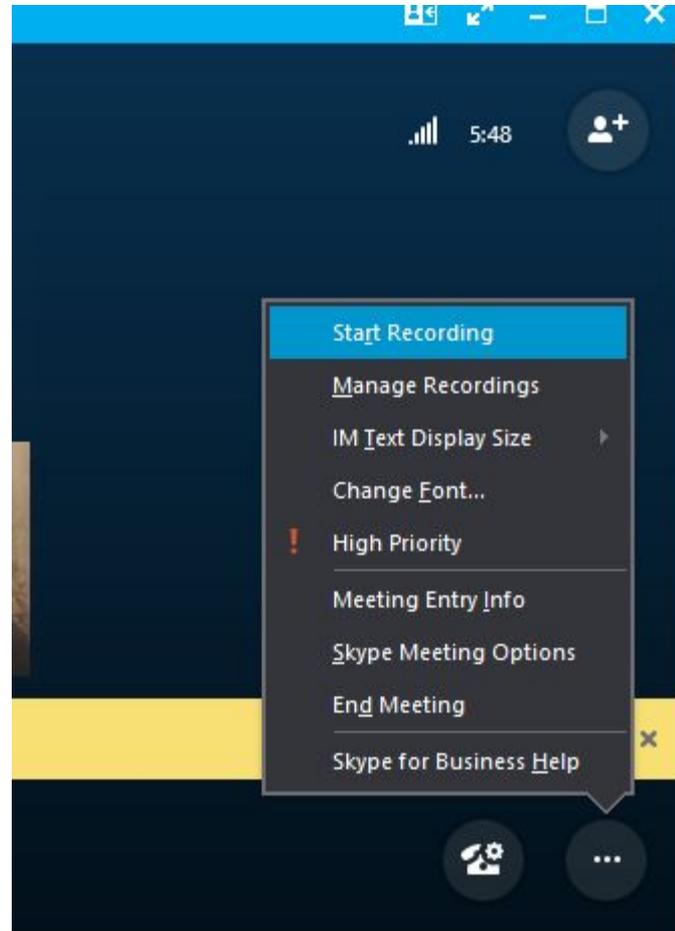
Share screen, give remote control

Share content

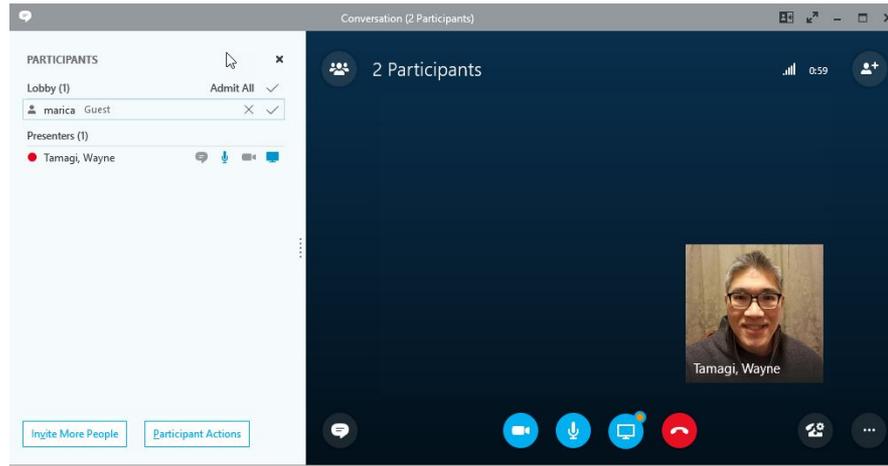
Webinar tools



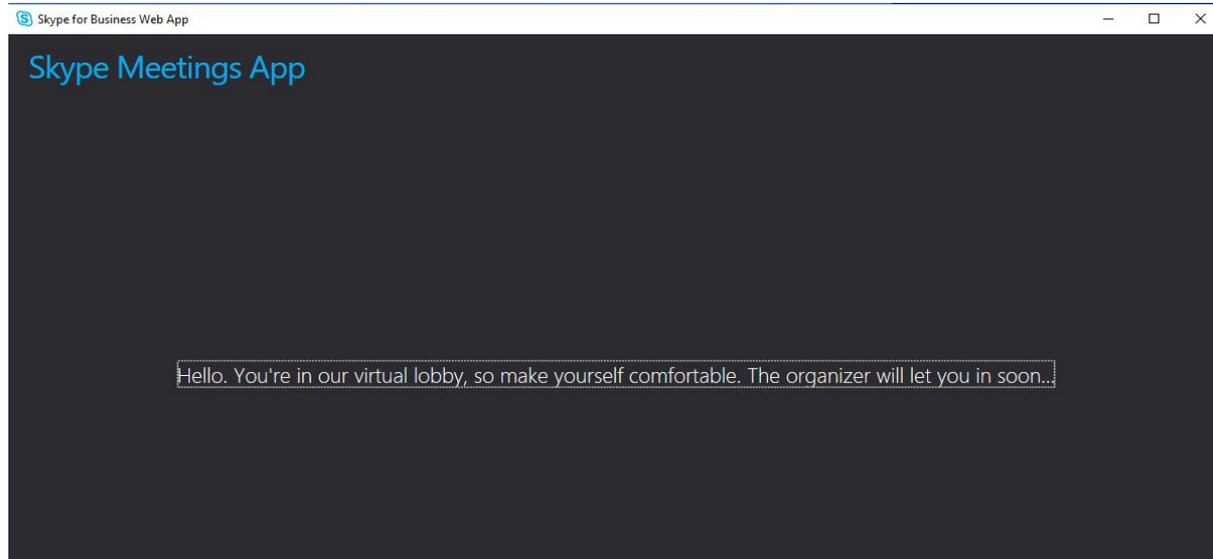
Record meeting session as wmv video.



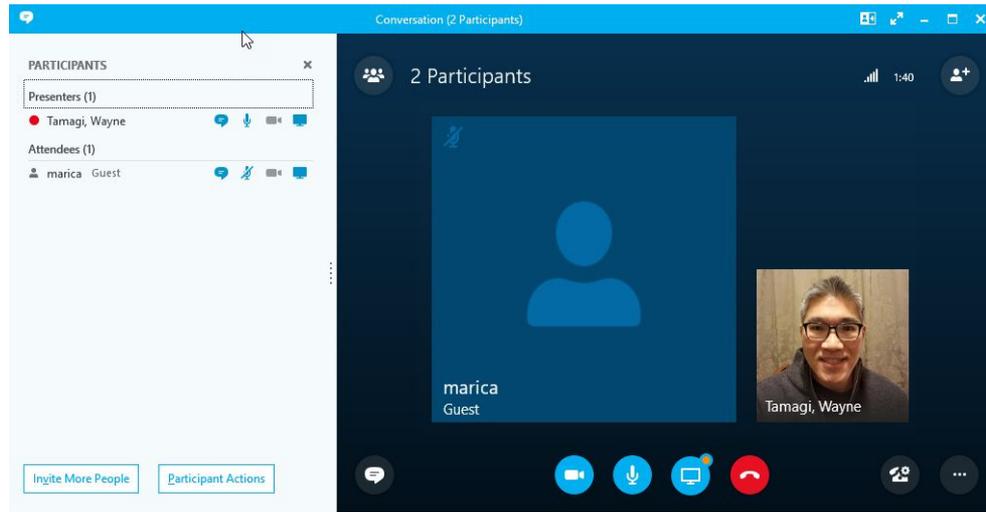
# Presenter



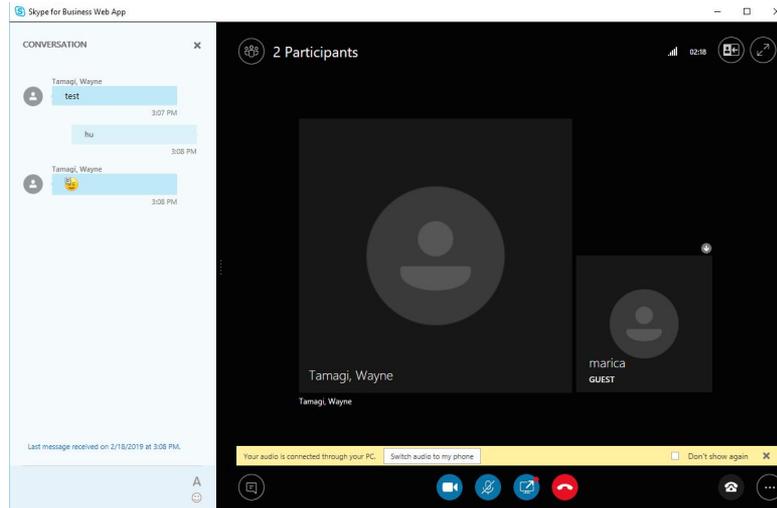
# Guest



# Presenter



# Guest



# Presenter's window with IM

The image shows a Microsoft Teams window titled "Conversation (2 Participants)". The interface is split into three main sections:

- Participants Panel (Left):** Shows "Presenters (1)" with Tamagi, Wayne and "Attendees (1)". It includes buttons for "Invite More People" and "Participant Actions".
- Conversation Panel (Bottom Left):** Displays a message history with a timestamp of 01:21 PM and a system message: "Your connection to the IM conversation has been restored. Messages sent by other contacts while you were not in the conversation will not appear." Below this, there are messages from "marica" with the text "test", "hu", and a smiley face emoji. A footer note states "Last message received on 2/18/19 at 03:08 PM." A text input field is at the bottom.
- Video Call Area (Center and Right):** The main area shows a large blue placeholder for a video feed labeled "marica Guest". A smaller video feed in the bottom right shows Tamagi, Wayne. The bottom of the window features a control bar with icons for chat, video, microphone, screen sharing, end call, and settings.

# Attendee (Guest) window with IM

The image shows a screenshot of the Skype for Business Web App interface. The window title is "Skype for Business Web App". The interface is split into two main sections: a chat window on the left and a video call window on the right.

**Chat Window (Left):**

- Header: "CONVERSATION" with a close button (X).
- Participant: "Tamagi, Wayne" (profile icon).
- Message 1: "test" (blue bubble), timestamp "3:07 PM".
- Message 2: "hu" (light blue bubble), timestamp "3:08 PM".
- Message 3: "😄" (light blue bubble), timestamp "3:08 PM".
- Footer: "Last message received on 2/18/2019 at 3:08 PM." and a text input area with a microphone icon.

**Video Call Window (Right):**

- Header: "2 Participants" with a group icon, signal strength, and time "02:18".
- Participants: Two video thumbnails. The larger one is for "Tamagi, Wayne" (profile icon). The smaller one is for "marica GUEST" (profile icon).
- Footer: A yellow notification bar: "Your audio is connected through your PC. Switch audio to my phone" with a checkbox "Don't show again" and a close button (X). Below the bar are icons for chat, video, mute, screen share, call, home, and more options.

# Sharing Program

Currently presenting Give Control Stop Presenting

## KEY TERMS (cont'd)



- **Stopwatches** – An approved timing device that is started and stopped by the Timekeeper and is used to time the swimmer to the nearest 1/100th of a second.
- **Dolphin** - A wireless stopwatch system used in some pools in Canada.
- **Scoreboard** - Large Electronic display of results of each race for spectators, coaches, officials, etc.
- **Starting Device** - An electronic device which signals the start of the race with both sound and light.



Skype for Business Web App

2 Participants

Request Control Actual size 13:47

### KEY TERMS (cont'd)

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Participants: Presenters (1) Tamagi, Wayne; Attendees (1) marica

Conversation: Tamagi, Wayne: test (3:07 PM); hu (3:08 PM); Tamagi, Wayne: 🤔 (3:08 PM)

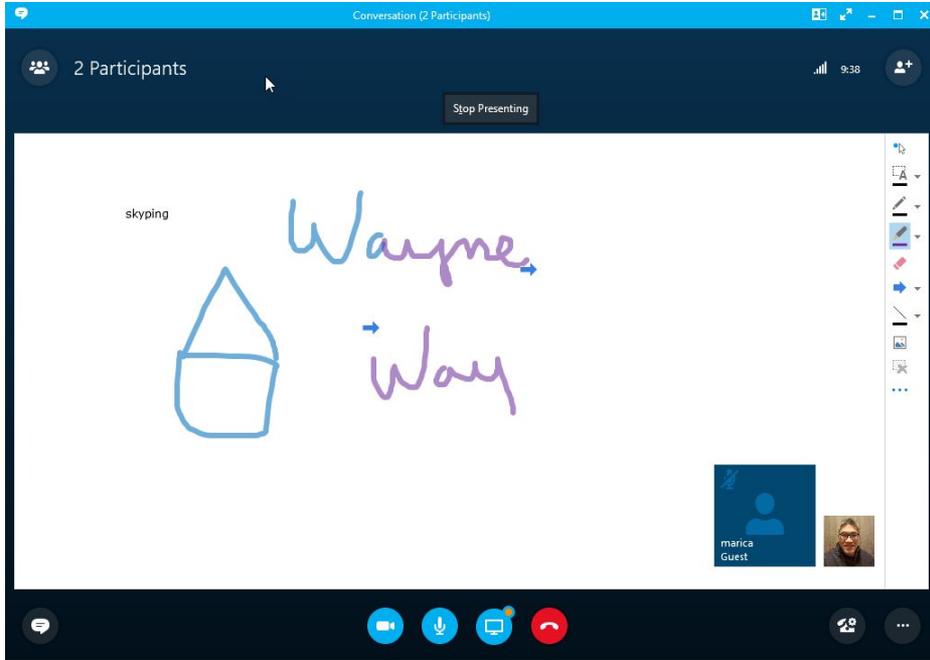
Your audio is connected through your PC. Switch audio to my phone Don't show again

Presenter

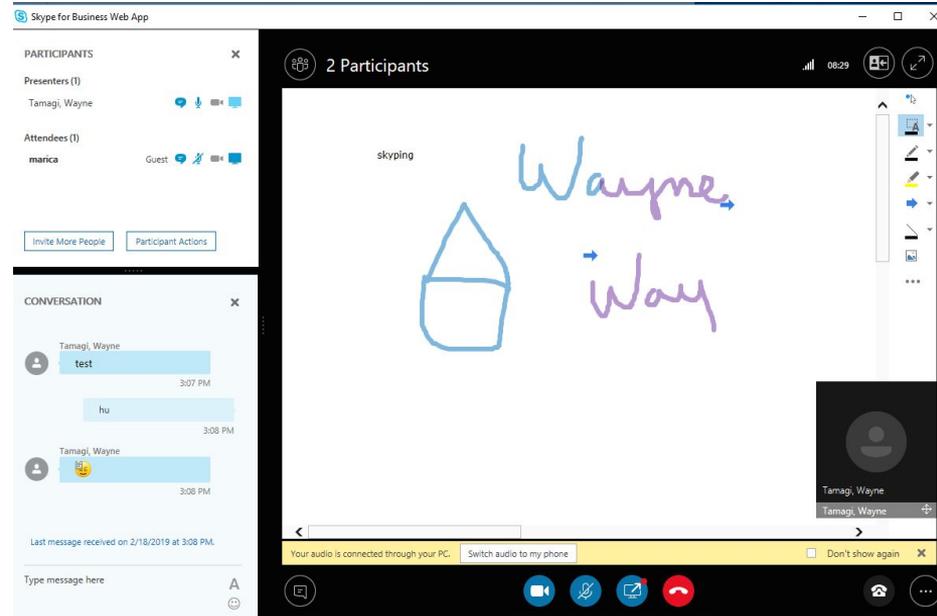
Attendee

Attendee can request control.

# Whiteboard

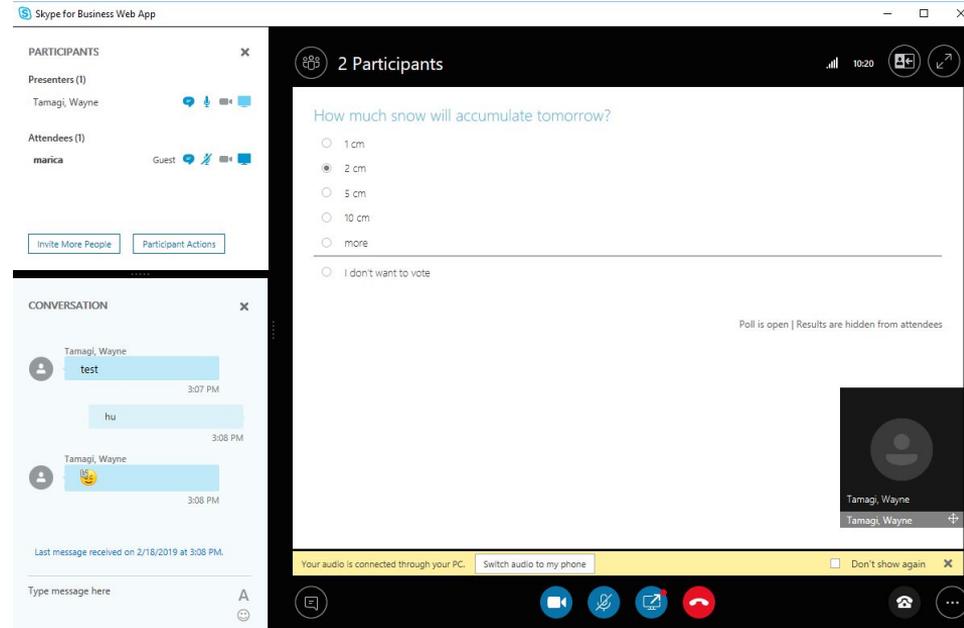
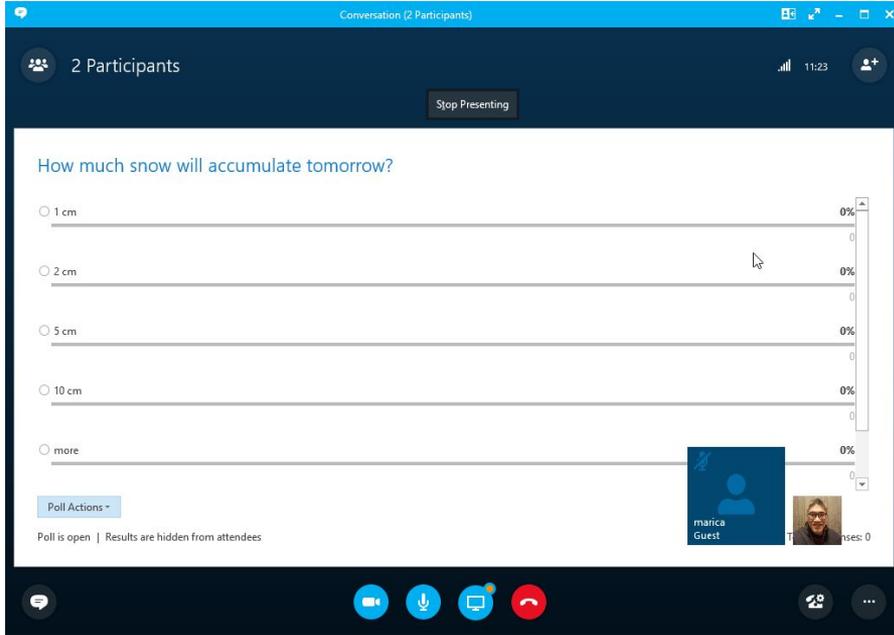


Presenter



Attendee

# Poll



Presenter

Attendee

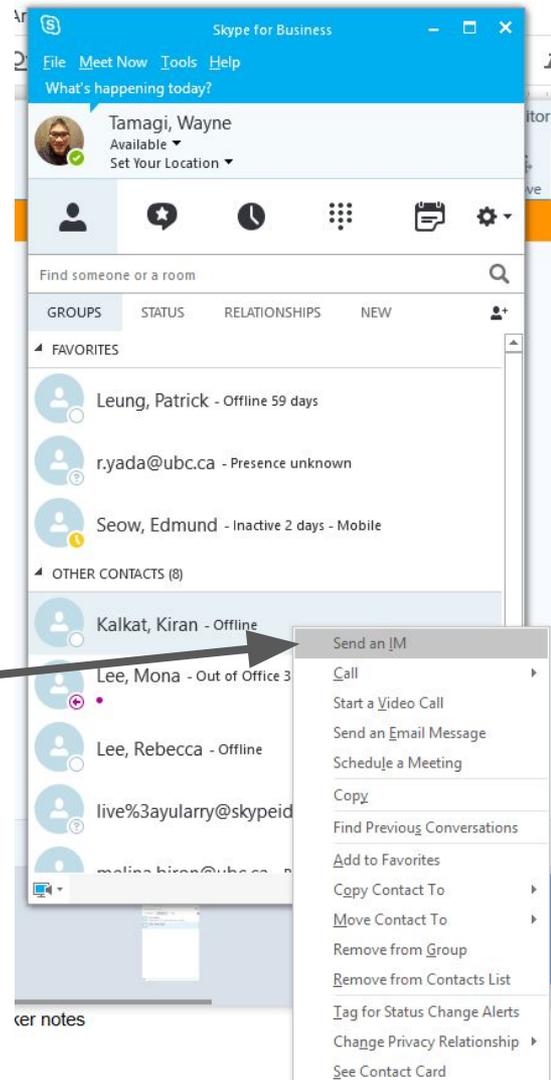
Results can be released to everyone and saved as png.

# How to add/search for contacts?

Search by @ubc.ca email address.

E.g. r.yada@ubc.ca

Right click gives you this menu.



# Topics Feeds

Create a topic feed to monitor keywords posted in rooms.

### Edit Topic Feed

Your topic feeds apply to the rooms that you follow.

OPTIONS NOTIFICATIONS

What would you like to name your topic feed?

Tell me when these people post:

Anyone except me

Anyone

Specific people

Tell me when posts occur here:

Any room

Specific rooms

Tell me when someone posts about this:

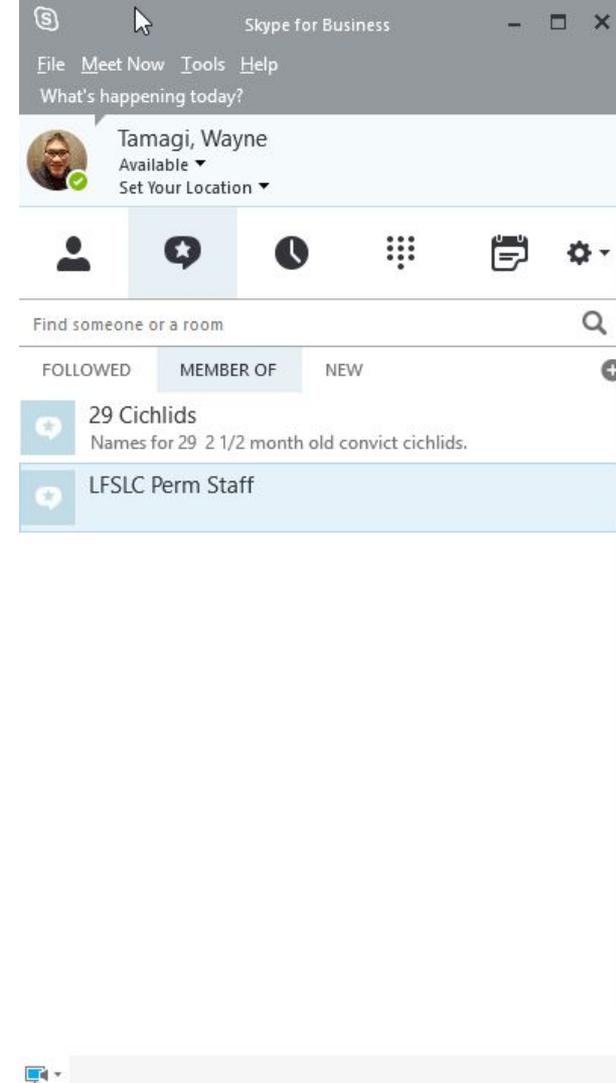
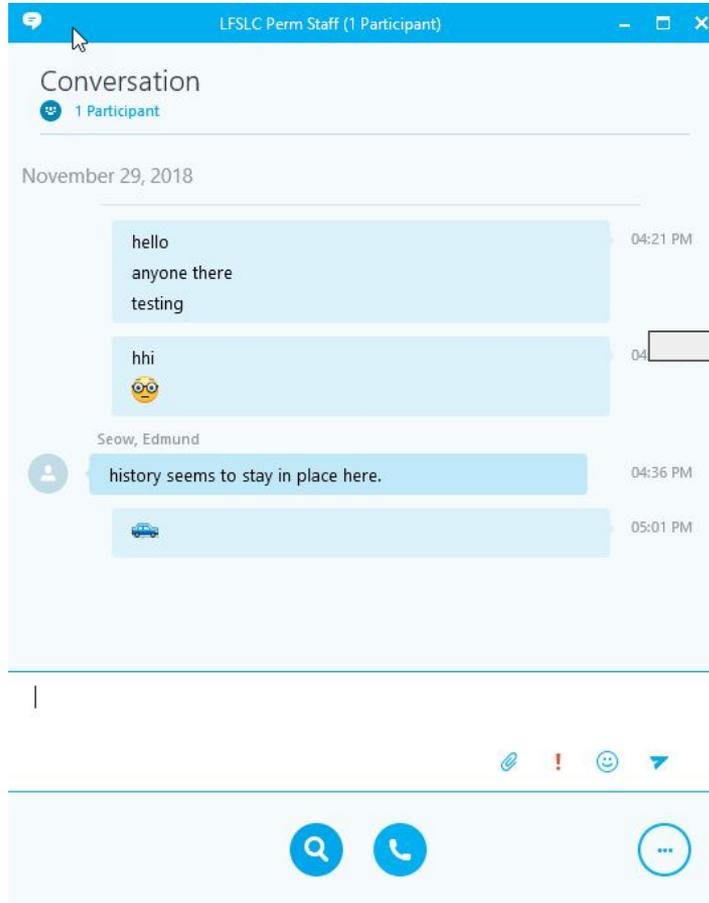
Use spaces to separate keywords

OK Cancel

The screenshot shows the Skype for Business interface. At the top, the title bar reads "Skype for Business" with standard window controls. Below the title bar is a menu bar with "File", "Meet Now", "Tools", and "Help". A search bar contains the text "What's happening today?". The main area displays the profile of "Tamagi, Wayne", who is "Available" and has a "Set Your Location" dropdown. Below the profile is a navigation bar with icons for a person, a chat bubble, a clock, a grid, a calendar, and a gear. A search bar below the navigation bar contains the text "Find someone or a room". Below the search bar are three tabs: "FOLLOWED", "MEMBER OF", and "NEW". The "FOLLOWED" tab is selected, and it shows a list of rooms: "LFS IT" and "Running". A large grey arrow points from the "Running" room in the list to the "Edit Topic Feed" dialog box on the left.

# Persistent Chat

Create a room for ongoing IM chatting, similar to Skype Personal.



# Create a persistent chat room

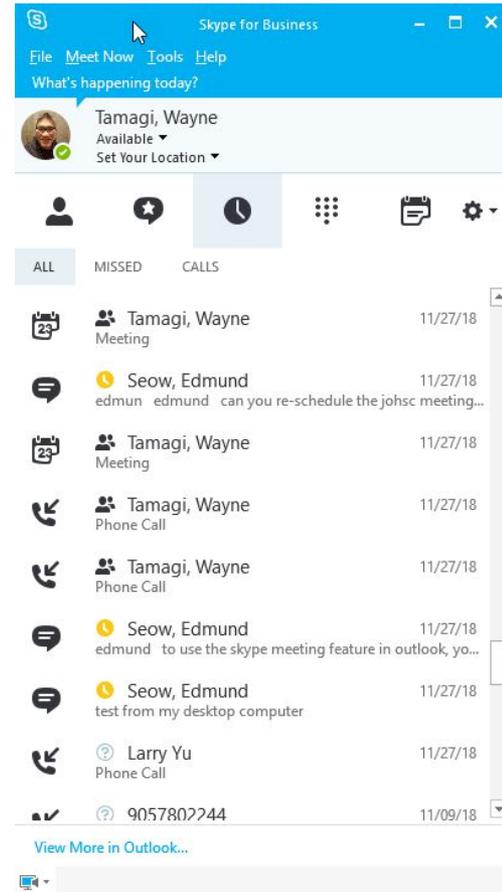
<https://ubcfepoolwsext.meetme.ubc.ca/PersistentChat/RM/?clientlang=en-US>

Login: ead\cwl-username

Password: cwl-password

# Conversation Log

When you close your meeting session, the session is logged maintaining a history of your calls, meetings, and IM dialogue.



Allows up to 250 attendees in virtual room

25 phone attendees

50 mb file size

Option to save conversations in fasmil mailbox

FIPPA compliant. Recordings store in Canada

Default dedicated virtual meeting room for all meetings or option to create new meeting room.

S4B and other IMs are blocked in particular in China and United Arab Emirates UAE. wechat is used in China. Paid IM in UAE.

Equipment:

Logitech C920 webcam

Logitech H340 headset

Shared notes for sharing a notebook. Create notebook and save on local drive. Easy option.

Or save to **teamshare** or **share point**. Requires access and setting permissions. Advanced option.

Meeting id links recycled after 3 months.

# Recording?

For recording a S4B session, ask for consent from student.

For Skype Personal, ask student prior to online conversation or ask for email consent during Skype conversation.

# Tips and Tricks

How to keep a copy of your meeting invitation in your inbox?

Answer: Create a **rule** for incoming meeting invites, making a copy in a subfolder.

How do I ask for **consent** to record a meeting?

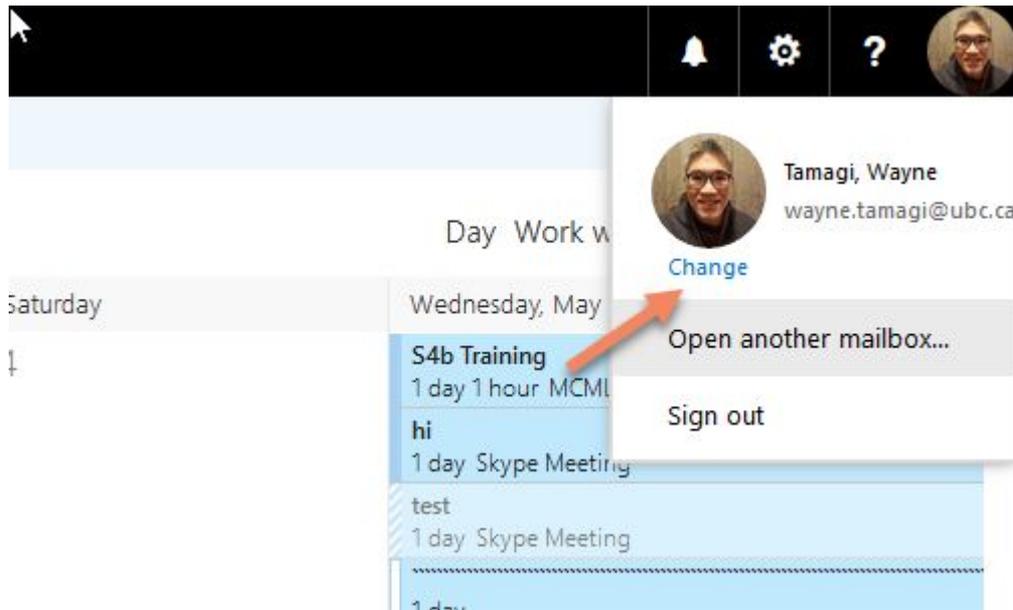
Answer: Send a S4B text to attendees before session begins. Or make request in meeting invite.

# Add Your Picture to Emails

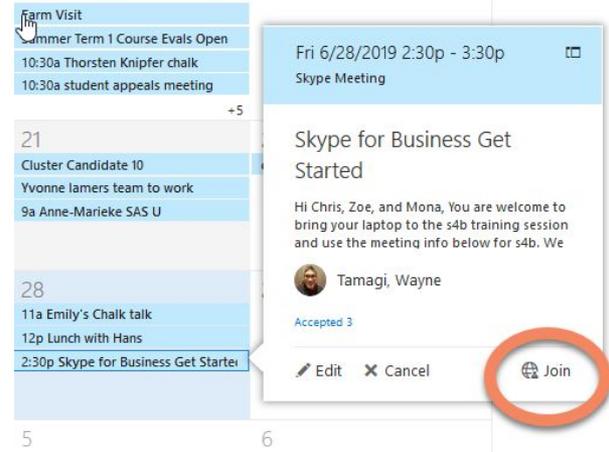
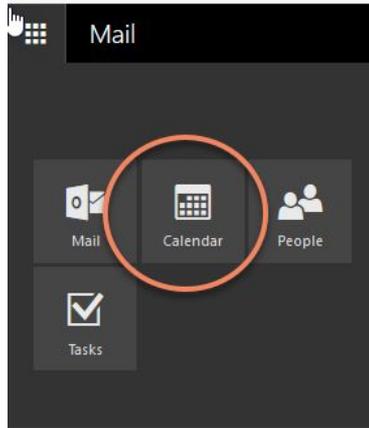
Open webmail Outlook for the Web.

Top right click the **circle** and press **Change**.

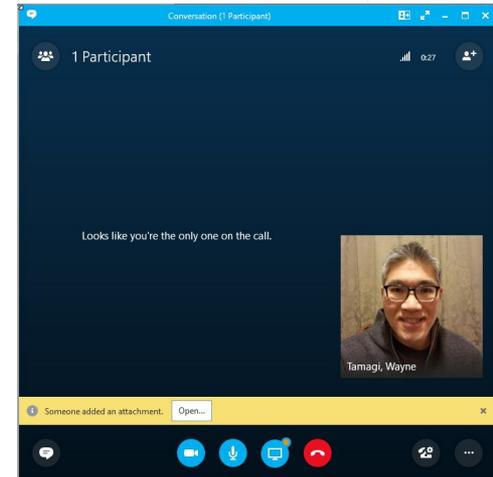
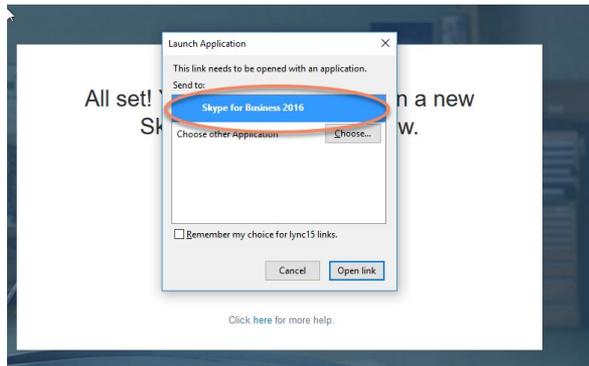
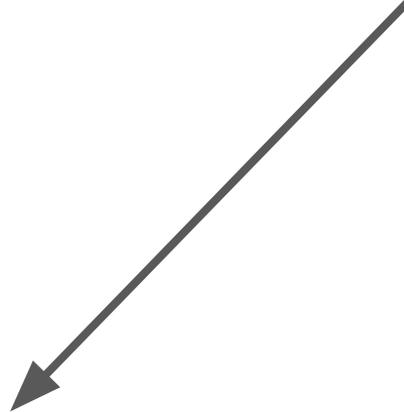
Upload a photo of yourself, preferably a head shot identifying yourself to colleagues, friends, family, etc.



# How to Join a meeting from Webmail

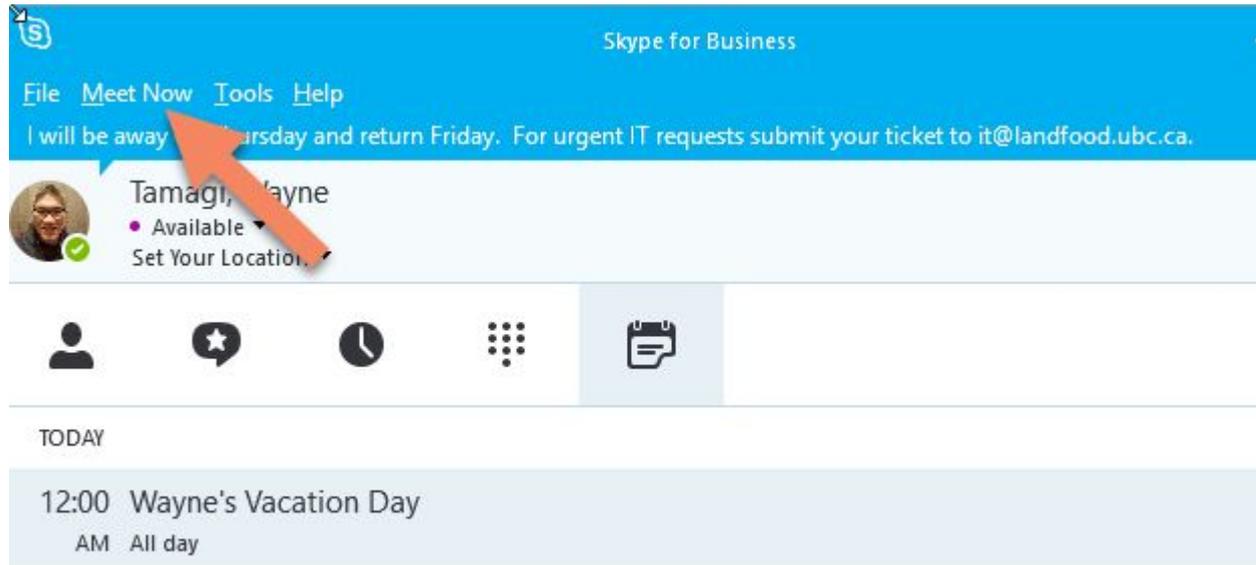


3



# How to Meet Now?

**Open S4B Client**



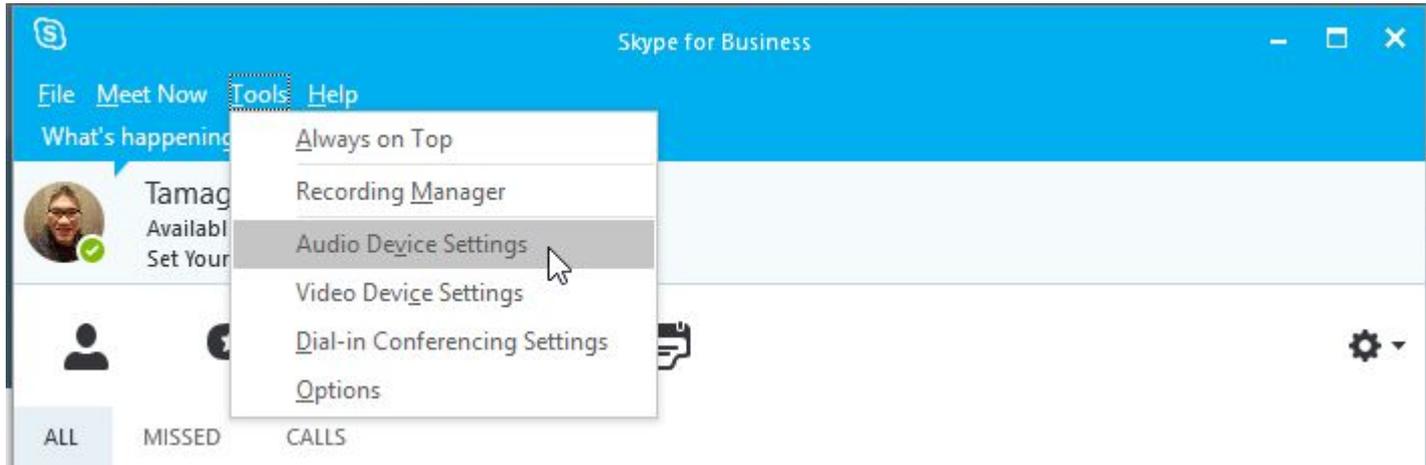
**Click Meet Now**

# Click Invite More People



Search and select the person(s) you would like to call.

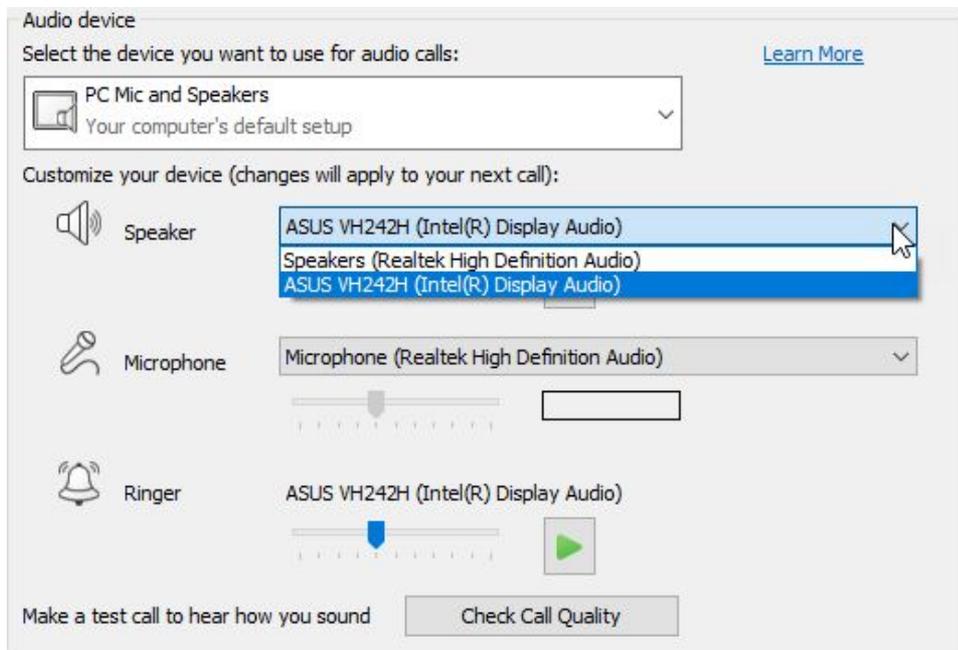
# No Sound?



In S4B client, click Tools >> Audio Device Settings

# Next workshop, Outlook for the Web

# No Sound?



Click Speaker dropdown and select device output.  
Note: **Speakers** is your computer audio plug.