

IHU DISTANCE LEARNING

Skype for Business Guide

DISTANCE LEARNING



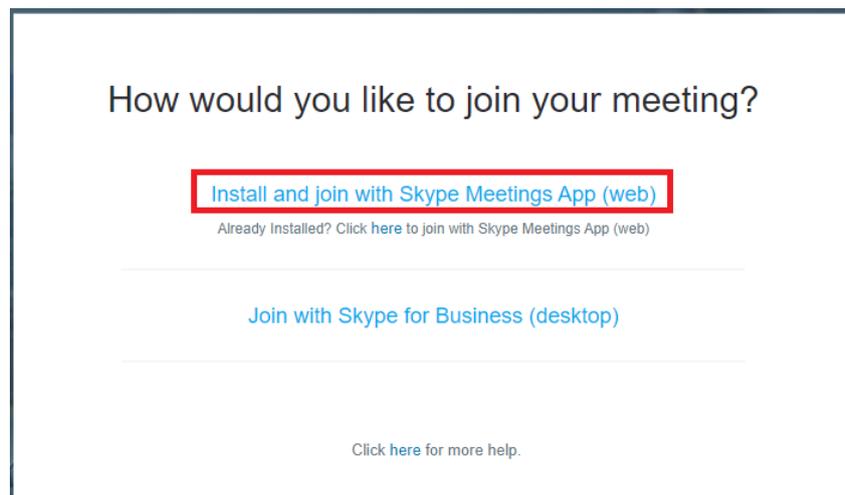
Dept. of Information &
Telecommunication Systems & Services, IHU

1. Connection to the course meeting

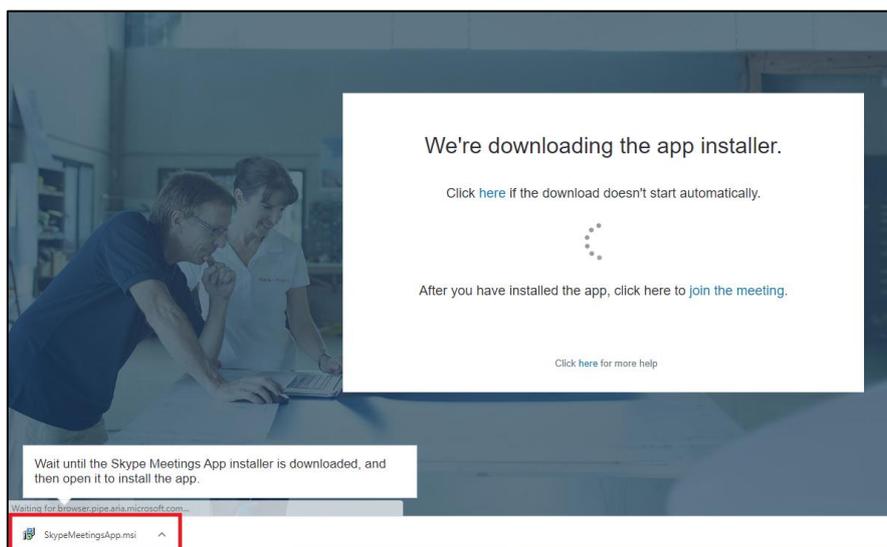
Click on the Skype for Business Meeting address (URL) for the course that you attend. The URL will have been sent to you by the Course Office and it is in following form (This is not your real course meeting URL):

<https://meet.lync.com/ihuedu-ihu/...../.....>

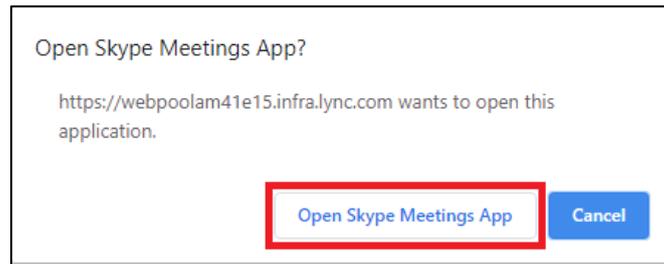
You will be asked to select between joining with **Skype Meetings App (web)** or **Skype for Business (Desktop)**. We suggest that you connect with the first option, therefore click on **Install and Join with Skype Meetings App (web)**.



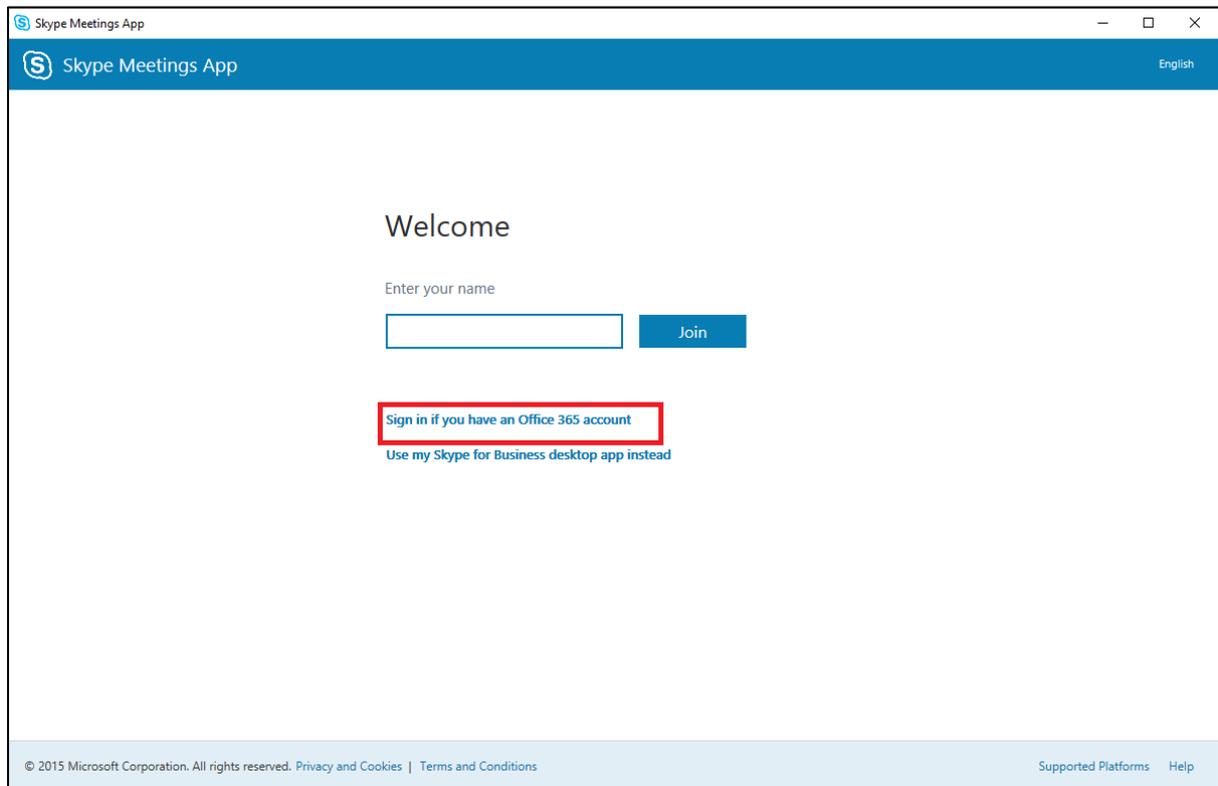
If you install the Skype Meetings app for the first time, wait until it is downloaded and then open it to install the app.



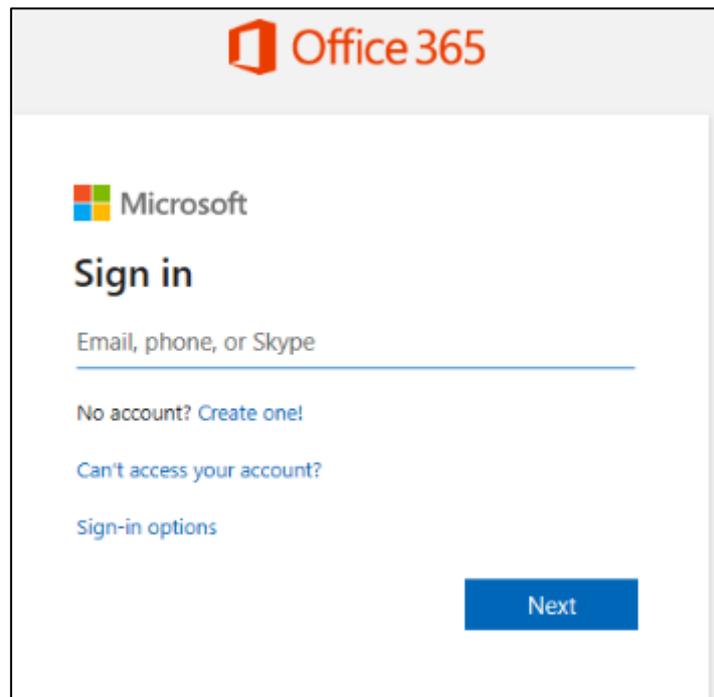
If the app was already installed, a pop-up window will show up, asking you to open the it. Click on **Open Skype Meetings App**



In any case, you will be redirected to the following page. **You could just enter your full name and join as a guest.** Please prefer the option **“Sign in if you have an Office 365 account”** and log in using your **IHU e-mail credentials** in case you have an **active IHU e-mail account**.



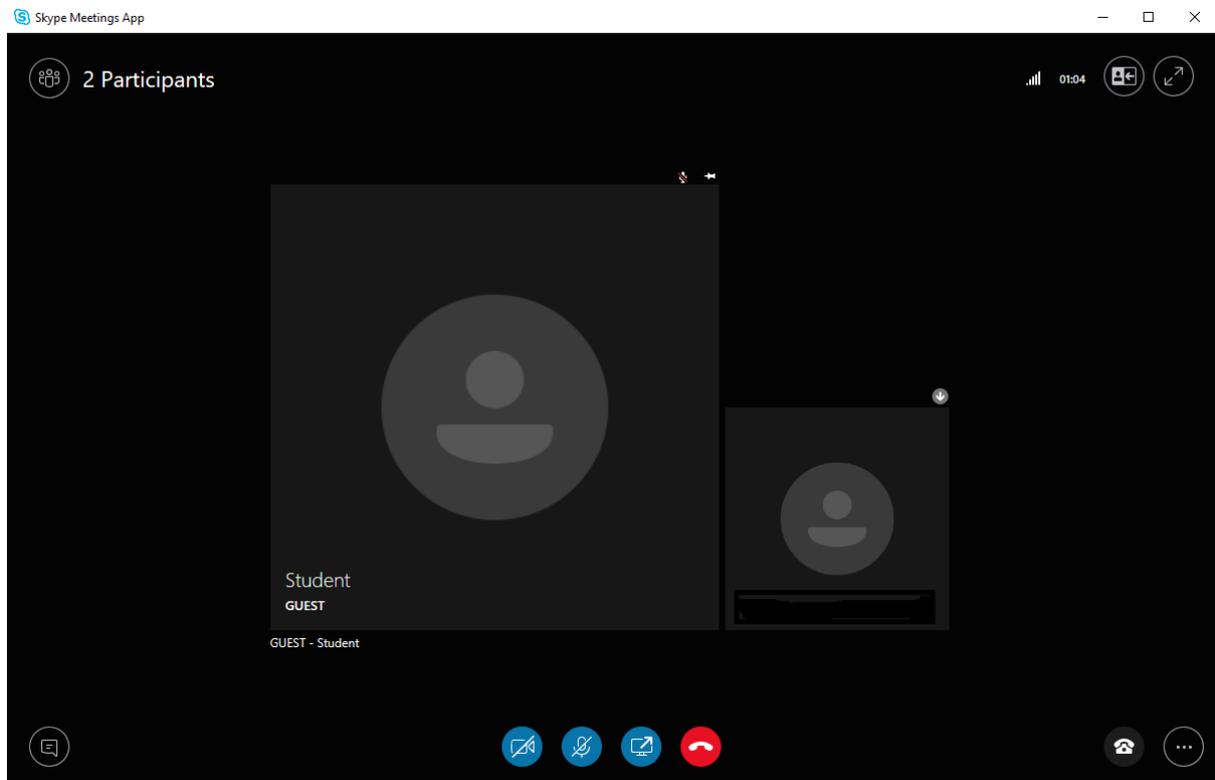
Enter your IHU email account credentials (username, password). There is a possibility, that you will be asked to choose between your work/school or personal account. If so, choose the first option.



The image shows a screenshot of the Office 365 sign-in interface. At the top, the Office 365 logo is displayed in orange. Below it, the Microsoft logo is shown in its characteristic four-colored squares. The main heading is "Sign in" in a large, bold, black font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are three links: "No account? Create one!" in blue, "Can't access your account?" in blue, and "Sign-in options" in blue. At the bottom right, there is a blue button with the text "Next" in white.

2. Skype Meetings App interface

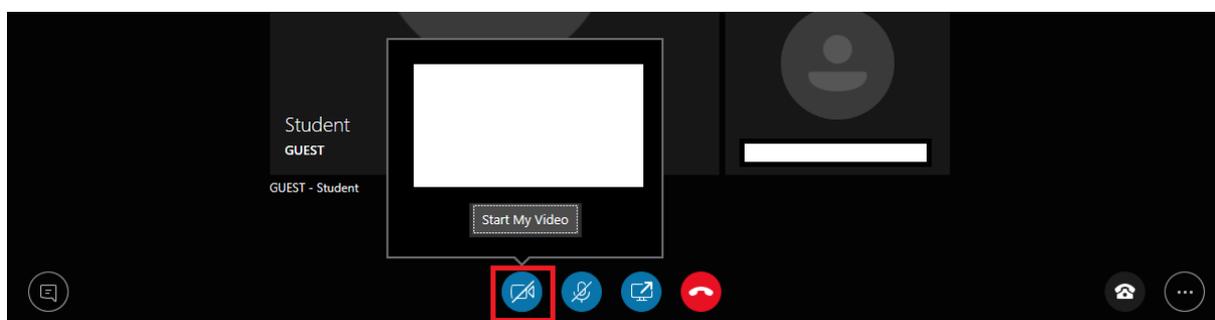
After signing in successfully, the Skype Meetings App interface will show up.



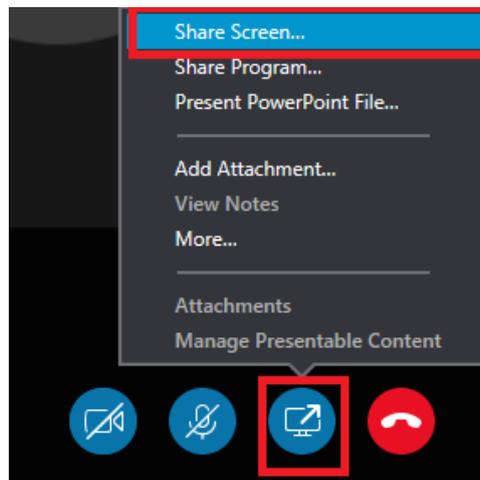
Click on the microphone icon (located at the menu bar) to mute/unmute your mic.



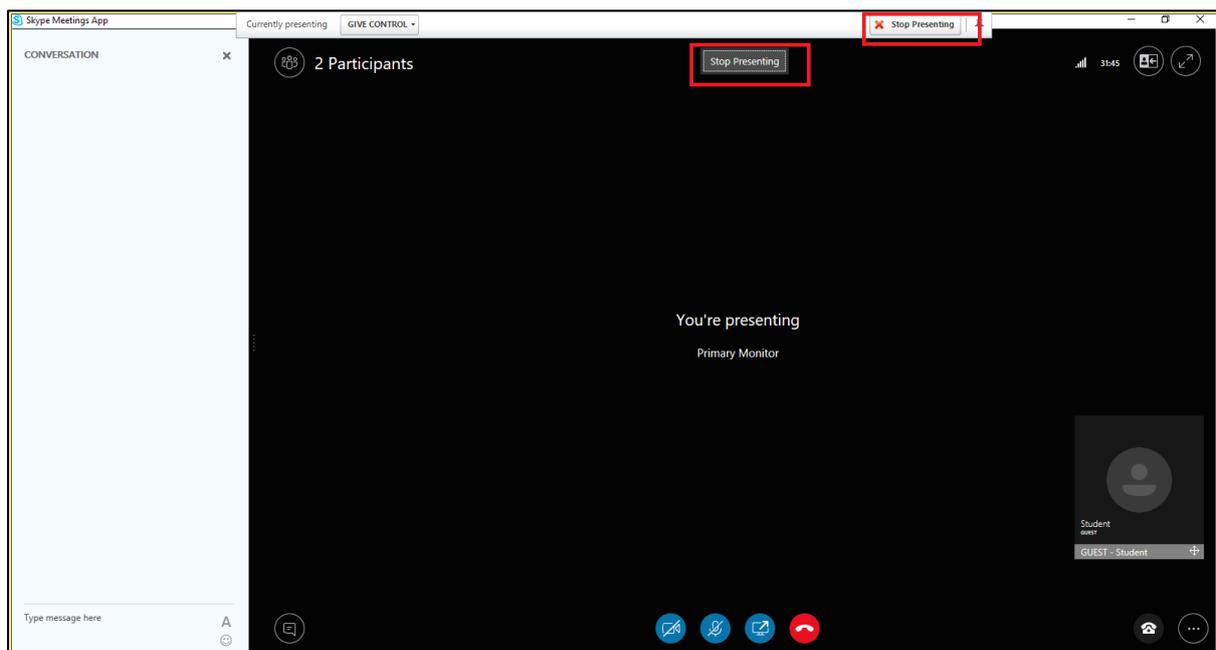
Click on the camera icon and then on **Start my video** to turn on your camera.



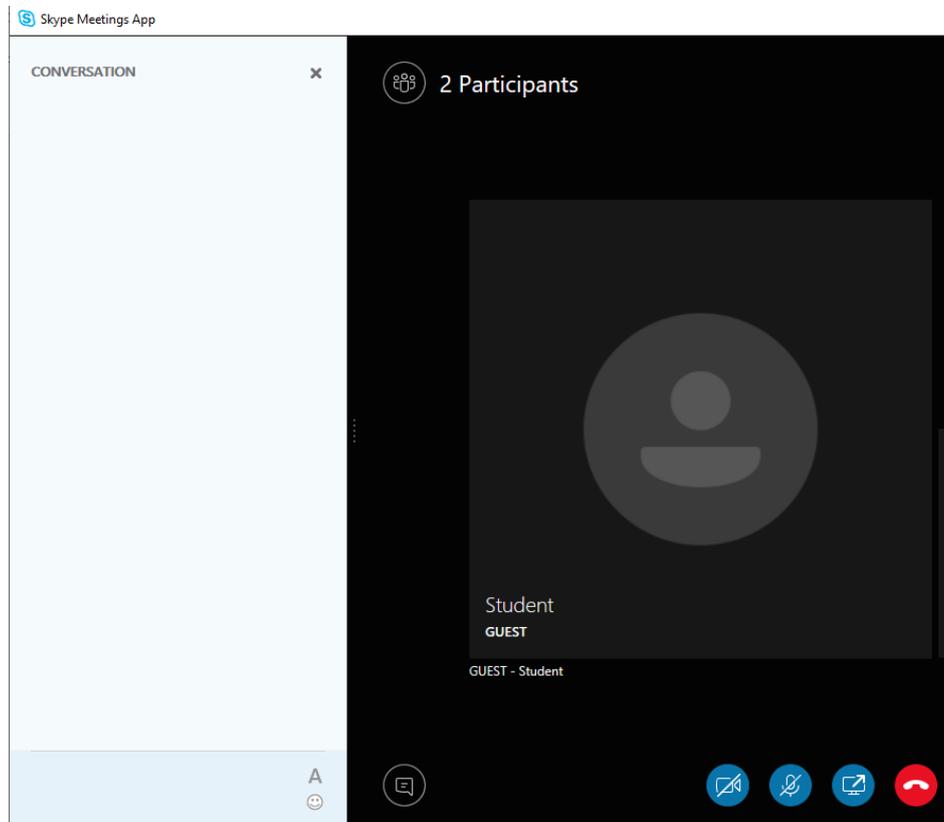
The teacher can present the screen by clicking on the screen icon at the menu bar and then on **Share screen**.



To stop sharing your screen, click on **Stop presenting**.



You can exchange messages with the other participants, by clicking on the IM icon at the left lower side of the interface.



When the course ends, click on the **More options** button to exit the meeting.

