**Getting started with dial-in conferencing**

Using dial-on conferencing for Skype for Business couldn’t be easier. Instead of having to visit several sites to schedule the meeting, audio bridge and/or other elements, you simply:

1. Open your calendar in Outlook
2. Click on ‘New Skype Meeting’

**That’s it!** Your meeting is schedule and your audio bridge is ready to go

**Configuring dial-in conferencing Options**

From either your Outlook calendar, or within the meeting, you can open your meeting options menu. From that menu, you can:

1. Enable/Disable entry and exit announcements
2. Lock and unlock the meeting, managing the type of user that is:
   - Granted entry directly into the meeting
   - Placed in the lobby (these users will need to be admitted by an organizer)

![Meeting Options Menu](image)

**Adding a phone user to your conference**

1. From within the conference/meeting, select ‘Invite More People’
2. Enter the person’s phone number and select ‘OK’
3. The meeting will then call out the person and adding them to the meeting

**IMPORTANT!** Remember to dial the full phone number of the person that you want to reach – including the **country code** and the ‘+’ symbol (e.g. +1 425 555-1234)

**Dialing into a Skype Meeting using your cell phone**

1. From your mobile device, simply dial the phone number in the invite
2. When prompted, enter the Conference ID from the invitation

![Dialing into Meeting](image)

**Start a meeting using your telephone**

Depending on how your tenant admin has configured your service, you might need your Organizer dial-in conferencing PIN. This PIN is/was sent via email, when you are/were enabled for the dial-in conferencing service

If you are unable to remember your PIN, please contact your tenant admin
Add colleagues to your contacts list

1. Search for colleagues by name
2. Right click to add them to your contacts list

Note: if enabled by your Administrator, you can also search for and add external contacts, including Skype contacts

Check availability

View the presence indicator and status to know when someone is available.

Note: Your presence will automatically update based on your Outlook calendar, but you can manually override using the drop down under your name

Initiate an instant chat

Double-click on someone’s name to start an instant chat. Add others to your chat with the People+ icon

Note. Add emoticons to keep the conversation friendly.

Best Practices

- Pin Skype for Business to your taskbar so that you never miss an instant message
- Even if someone is Available, start your IM by confirming they have time to chat
- Set up Groups to easily reach contacts you communicate with frequently
- Use your Skype for Business Options wheel to
  - choose where your IM messages (alerts) pop-up appear on your screen
  - enable tabbed conversations, to easily manage multiple IMs
Using Skype for Business: Meetings

Schedule and Join a Skype for Business Meeting

1. From the calendar view in Outlook, click the New Skype Meeting button. Invite people, confirm date/time, and send.
   a. If your organization uses integrated dial-in conferencing, you will see the phone numbers auto-populate in your invite.
2. Use the Meetings within the Skype for Business client, or the link in the Outlook invitation to join the meeting from your PC or mobile device.
Note: The Skype for Business web app enables users to join your meeting even if they don't have Skype for Business installed. Encourage them to install the web app plug in for an optimal experience.

Share Meeting Content

Click the monitor icon and select the type of file you’d like to share.

1. Present PowerPoint when simply needing to show a presentation
2. Present Programs to share a live application, make changes on-the-fly
3. Present Desktop to toggle between applications, make real-time changes

Best Practices

✓ Utilize qualified phones and devices as well as a wired connection for optimal audio and video quality.
✓ Use Present PowerPoint Files to upload your presentation to the meeting, offering the best presentation experience and reducing bandwidth consumption.
✓ Protect confidential information: share only selected applications or close applications not needed for the meeting if you share your desktop. In order to protect sensitive information Skype for Business will not share anything that has been protected with DRM.
✓ When live sharing, ask participants to choose “Fit to Screen” view for an optimal experience.
✓ If enabled, you can dial-out to a participant to connect them into your meeting.

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Using Skype for Business: Voice

Set up your phone in Skype for Business
Click the gear from the main client to access your voice options. Use the
a. Phones menu to enter relevant phone numbers
b. Audio Devices menu to set/check your device and audio quality
c. Call Forwarding menu to enable forwarding and simultaneous ring options. You can also add Delegates here to receive/manage calls on your behalf.

Set up your voicemail
From your Skype for Business client, click the recorder icon on the dial pad menu to configure your voice mail, record a greeting and listen to your messages.

Make and receive calls
Locate a contact and right click or use the phone icon to call with just one click, OR
Select the dial pad icon to direct dial an outside phone number

Respond to an incoming call by accepting the invite, ignoring the call, transferring to another number or sending to voice mail.

Best Practices
✓ Pin Skype for Business your taskbar to easily access your dial pad and voice mail controls.
✓ Utilize qualified phones and devices as well as a wired connection for optimal audio and video quality.
✓ Make and receive a test call to ensure your device is working properly.
✓ Use a device with a noise-cancelling microphone to reduce background noise.
✓ Use a wired connection whenever possible, for best audio quality.
✓ Easily forward your phone to your mobile device or use simultaneous ring to never miss another call.
✓ When dialing into a conference bridge with others sitting in the same room, use only one PC to prevent audio feedback. Mute all other lines.