



# Skype for Business Web App Online Meetings for Presenters



If you meet any of these conditions, you will use the Skype for Business Web App to join the meeting:

- You are a KU faculty, staff, or student and use a Mac.
- You are a KU faculty, staff, or student and use a PC, but you don't have Skype for Business installed.
- You are a non-KU or a KUMC meeting invitee. **Note: If you are not from KU and would like to start a meeting, you'll need someone from KU to schedule the meeting and to change the default option so that "everyone" is a presenter. See [technology.ku.edu/using-skype-for-business](http://technology.ku.edu/using-skype-for-business) for instructions.**

## Tips:

1. Use Internet Explorer or Firefox.
2. Use a wired internet connection if possible. If you are on the KU campus and are using Wi-Fi, make sure you are connected to the Jayhawk network.
3. If you are in the same room with others joining the online meeting, you will want to have everyone mute their microphones and speakers. Then, either use a conference phone as the room's audio by dialing the conference number and entering the meeting ID or use a compatible audio device. See <http://goo.gl/plh3KU> for a list of recommended devices.


**How to join the meeting:** (See the other side of this handout for more tips.)

1. Go to the meeting request and select → **Join Skype Meeting**.
2. Your default web browser will launch. **TIP: For best results, use Internet Explorer or Firefox.**
3. Sign in by doing one of the following:
  - KU presenters: Sign in using **home\KU Online ID** and **password**.
  - Non-KU presenters: Sign in as a guest by selecting **Sign in as a guest to the meeting**. Type a **guest name** and select **Join the meeting**.
4. Install the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing. You only need to install it once. **IMPORTANT: Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.**
  1. The plug in will automatically download. You will then need to open the downloaded file and follow your computer's instructions for installing the plug in.
  2. Once the file is installed, switch back to your browser. When prompted, select to **Trust, Allow, and Allow and Remember** the plug-in file.
  3. You should now be connected to the meeting. If you are signed in as a Guest, you may have to wait in the virtual lobby for a presenter to admit you to the meeting.

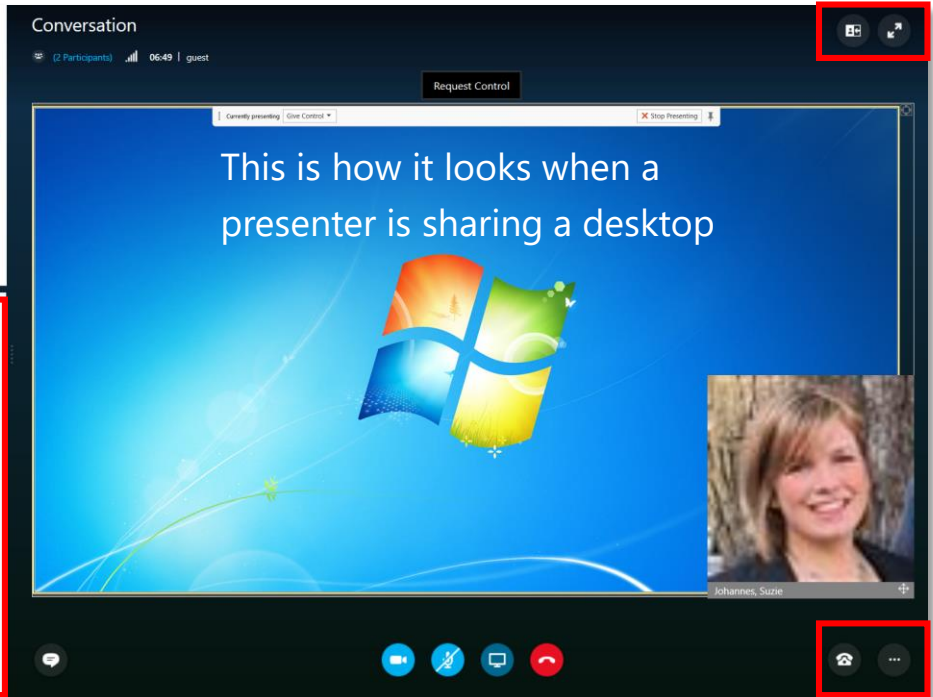
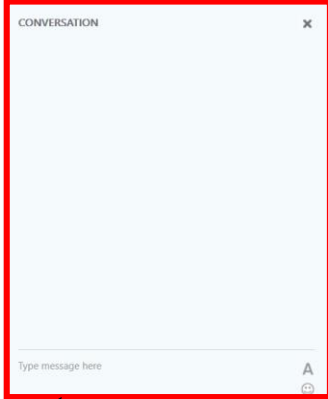
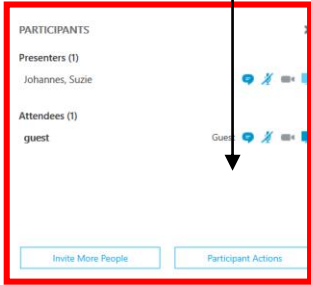
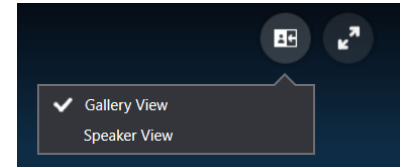
If you have trouble downloading and installing the plug-in file:

- Try closing the browser and rejoining the meeting.
- Talk to your local support staff. You can also contact the IT Customer Service Center at [itcsc@ku.edu](mailto:itcsc@ku.edu) or 785-864-8080.

## How to see participants and control participation:

- Click on the **participants icon** to show the participants list. 
- Presenters can right click on a person's name in the participants list to mute/unmute, make presenter/attendee, or remove the person from the meeting. The person who scheduled the meeting cannot be removed or made an attendee.
- Presenters can also click on the **Participant Actions button** to see options for controlling the meeting audience-wide.



## How to change the meeting layout:




## How to view the instant message window:

- Click on the **IM icon** to show the chat area. 

## How to mute yourself:

- Click on the **voice icon** to mute your own audio. 
- When muted, the icon will appear with a red slash. 

## How to add your own video:

- Click on the **camera icon** to see a preview of your own video. Then, click start video. 

## How to add presentation/collaboration:

- Click on the **screen icon** and choose one of the options. 

Note: It's easier to share your desktop with your PowerPoint loaded than to choose PowerPoint.

## How to exit the meeting:

- Click on **ellipses button**. 
- Choose **Exit Meeting**.

## How to change volume:

