## 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** shows everyone's video streams
   - **Speaker View** shows only the presenter's.
   - **Content View** shows only the meeting content.
   - **Compact View** shows 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.

Pam McCullough

Conversation 3 (Participants)
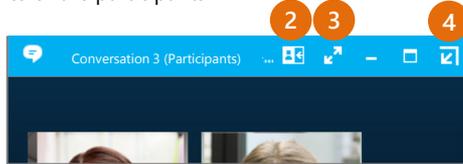
Join a Skype Meeting—There are so many ways!

In the main window, click the Meetings tab, then double-click the meeting you want to join.

TODAY
7:30 PM   Review Product Packaging Plan
Ends 8:00 PM   (Skype Meeting)
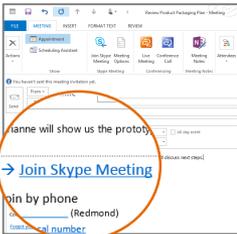
In the meeting request, click Join Skype Meeting.

→ Join Skype Meeting
Join by phone
(Redmond)
Forgot your dial-in number

In a meeting reminder, click Join Online.

1 Reminder(s)
Review Product Packaging Plan
8:00 PM Thursday, March 19, 2015
Skype Meeting

Review Product Packaging Plan   4 minutes

Click Snooze to be reminded in:
0 hours before start   Snooze   Dismiss All

Join Online   Dismiss
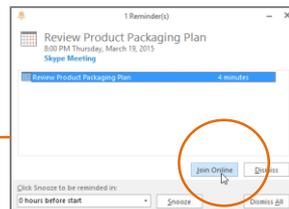
Which Skype should I use?

Skype for Business is for connecting with a co-worker or business associate.

Skype is for connecting with your grandma, or chatting with friends while gaming.

Meetings

Schedule a Skype for Business meeting

(This is an Outlook task.)

New Skype Meeting

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**. (If you are in Skype for Business (Lync) mode, this button still says **New Skype meeting**.)

2. Complete the meeting request just like you normally would.

Review Product Packaging Plan - Meeting
FILE   MEETING   INSERT   FORMAT TEXT   REVIEW

Add your attendees

From ▾   sarany@contoso.com
To...
Subject   Review Product Packaging Plan
Location   Skype Meeting
Start time   Thu 3/19/2015   2:00 PM   All day event
End time   Thu 3/19/2015   2:30 PM

Arianne will show us the prototypes and the customer feedback, and we'll discuss next steps.

→ Join Skype Meeting
Join by phone
1+(425) 555-1212   (Redmond)
Find a local number

Conference ID: 191

Forgot your dial-in PIN? | Help

Add your agenda or meeting info

This is added automatically. Attendees will click the Join Skype Meeting link to join the meeting.

Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.

Join Skype Meeting   Meeting Options
Skype Meeting
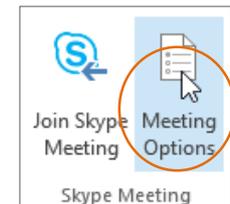
Share your desktop or a program

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.
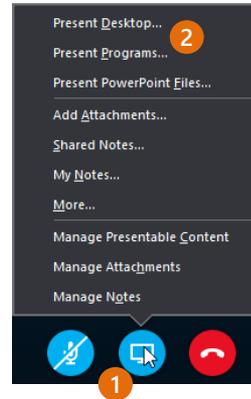
Share a PowerPoint presentation
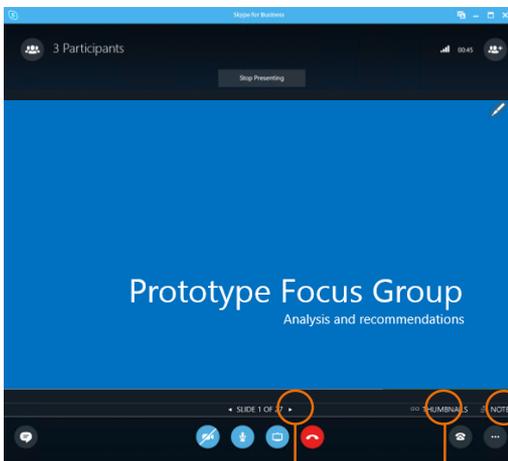
1. In the meeting window, click the **Present** button.

2. Click **Present PowerPoint Files**.

3. Browse to the file you want to present and click **OK**.

See the presenter's notes (just you—no one else can see them)

Advance to the next slide

Show thumbnails of the slides, and select the next one to present

Done presenting?

Click this: **Stop Presenting**

Record and play back a meeting

It's easy to capture audio, video, IM, and what's being presented.

1. In the meeting window, click the **More Options** button.

2. Click **Start Recording**.

3. After the meeting, go to **Manage Recordings** to publish, play, rename, or delete the recording.
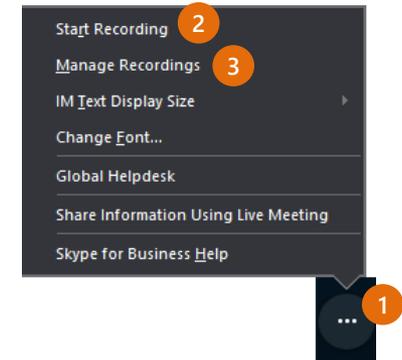
Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.

2. Click the **Participant Actions** button.

3. Click one or multiple buttons to apply these settings to all attendees.
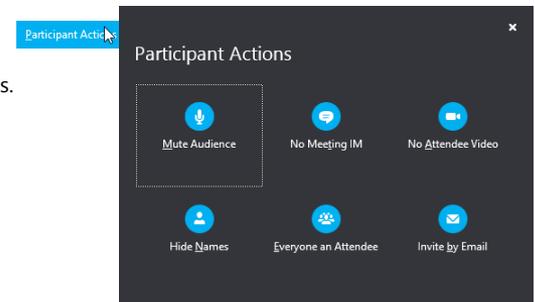
Need to invite more people?

Click this: **Invite More People**