Join a Skype for Business meeting

Most of the time, joining a Skype for Business meeting is as simple as clicking the meeting link. And you can join from anywhere, such as an airport, a coffee shop, your hotel, or your mobile device when you're on the road.

Windows

Join a Skype for Business meeting on your Windows PC

1. In your meeting request, click **Join Skype Meeting**.

Tips: The **Meetings** view lets you quickly check your upcoming meetings for the day, without having to go to your calendar. You can even join a Skype Meeting right from the **Meetings** tab, if the meeting was set up by an organizer inside your company.

In the Skype for Business main window, click the **Meetings** tab, and then right click a Skype meeting to join.
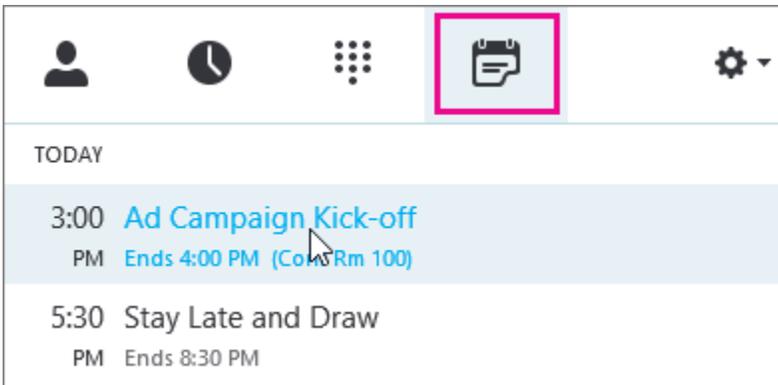
2. Your mic is automatically muted. To unmute your mic, find the mic button, and click it. When it looks like this , people in the meeting can hear you.

   Note: Make sure you unmute your speakers too!

3. If you need to switch to a different audio device, click the Call Controls button , then click Devices.
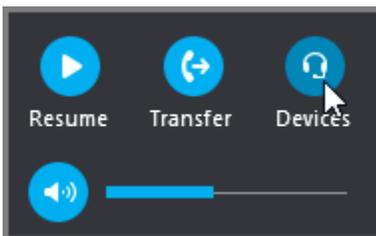
4. The Switch Devices box shows your available audio devices, with the current one selected. Choose a different one if you'd like.
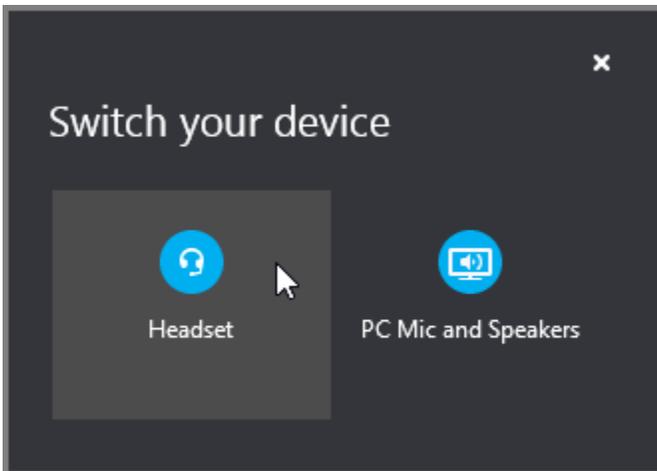
What'd they say?

Audio quality depends on the network and the device you use. Use a wired network connection and switch off wireless on your computer. If you have to use wireless connection, make sure you have a strong signal. Also use a high quality headset for better audio. For more information, see Phones and Devices Qualified for Microsoft Lync.

Join with the Web App

Lync Web App (Skype for Business Web App coming soon) is an alternative way to join the meeting if you don't have Skype for Business installed. It opens automatically to connect you to the meeting. For more information see What is Lync Web App?

Join with phone only

If you're on the road, or if you don't have access to a computer, you can just call into the meeting with a phone. Make sure you grab the conference numbers and IDs from the meeting request

before the meeting. See Call into a Skype for Business meeting on your mobile or desk phone.

If you prefer to call in with a phone, instead of using computer audio, you can find the conference numbers and ID in the meeting request. You can also click **Find a local number** in the meeting request if you're traveling.

What about the PIN? You only need a PIN if you are calling into the meeting as the presenter from a public or cell phone, or if the meeting is set with high security. Otherwise you don't need a PIN, just dial in and wait to get connected.

If you need a PIN and don't remember what it is, click **Forgot your Dial-in PIN?** in the meeting request, and follow the instructions on the page to reset.

Share your screen in Skype for Business

You can show your entire desktop or just a program to everyone in a Skype for Business meeting, call, or instant messaging (IM) conversation.

Note: In the video, the **Present Desktop** preview shows what you would see if you use multiple monitors. If you use a single monitor, you will not see this preview.

Keep in mind that you need to be a presenter in a Skype for Business meeting to share your screen. If the option is grayed out, ask one of the presenters to give you presenter access.

- **Present Desktop** when you need to switch between multiple programs, or work on files from different programs.
- **Present Programs** when you need to present specific programs or files and don't want people to see anything else on your computer.

Share your screen or program

1. At the bottom of the conversation window, click the **Present** (monitor) button.
2. Choose one of the following:

   To share the content on your desktop, click **Present Desktop**.

   Important: When sharing your desktop, everyone in the meeting can see your programs, files, and notifications. If you have confidential information or files that you don't want people to see, close them or use **Present Programs** instead.

   To share one or more programs or files, click **Present Programs**, and then select the specific program or file.

3. On the sharing toolbar, on top of the screen, use any of these options:

Click **Stop Presenting** when you are done sharing your screen.

Click **Give Control** to share control of your desktop or program with the participants.

Click the pin to hide the toolbar and have more space. To un-hide the toolbar, move your mouse to the top of the screen. When the sharing toolbar appears, use any of the controls you need or click the pin again to keep the toolbar visible.

Note: While you are presenting, your Skype for Business status changes to **Presenting** (⊖), and you won't receive instant messages or calls. You can change this setting in the Status options window.

If you want a meeting attendee to share their screen, give them presenter access, so they can use the controls. If they don't use Skype for Business, they can still use **Skype for Business Web App** to present.

Share primary, secondary or all monitors

If you have more than one monitor, they all display on the **Present Desktop** tab, and you can choose which one to share. When you share **All Monitors**, the sharing toolbar opens on your

primary monitor. If you use only one monitor, you will not see the **Present Desktop** tab.

Presenting a PowerPoint slide show in a multiple monitors scenario

You can present a PowerPoint slide show like a pro when you take advantage of multiple monitors.

If you are in a conference room, and you want to display the slide show using a projector or large screen device, then present to the secondary monitor. Your PowerPoint slide show will appear on the big screen for the people in the room and on the presentation stage for the people on Skype for Business. And on your laptop, you'll see the presenter view that shows the current slide, your presenter notes, and a preview of the next slide-- visible to only you.

If you are presenting a PowerPoint slide show from your office, and you have multiple monitors, you can present to your secondary monitor and still see your presenter notes view on your primary monitor.

Either way, the instructions are the same:

1. Outside of Skype for Business, open your PowerPoint deck on your primary monitor (or laptop if you are in a conference room).
2. Choose the Slideshow tab, then click **From Beginning**. The attendee view of your deck will appear on your secondary monitor (or on the projector if you are in a conference

room). Your presenter view will appear on your primary monitor

3. From Skype for Business, click the **Present** icon, then choose **Present Desktop**.
4. In the Present Desktop dialog, click the secondary monitor— or whichever monitor is displaying the attendee view of your PowerPoint deck.

Give and take control of a sharing session

If you want another meeting participant to change a file, help you present, or demonstrate something, you can grant control to that person. You will both be in control of the sharing, and you can take back control anytime.

1. On the sharing toolbar, click **Give Control**.
2. Select the name of the person you want to give control to.

   Skype for Business sends a notification to that person to let them know you're sharing control.

3. To take control back, click **Give Control** again, and then click **Take Back Control.**

   Tip: You can allow people to automatically take control of your sharing session at any time, by clicking **Give Control Automatically** on the sharing toolbar. We recommend you choose this option only in small and casual meetings. To

take back automatic permission, click **Give Control**, and clear the **Give Control Automatically** check box.