

User guide for Skype for Business on Mac

Schedule VC meeting on Mac

Important: Use the Google Chrome to download, Install and run the plug-in

1. Go to <https://sched.lync.com/>
2. Enter your SSOid@link.hkbu.edu.hk
3. Click **Next**
4. Enter your SSOid and password
5. Click **Sign In**
6. Click **Yes** to continue
7. Enter the event title, date, time and time zone of the meeting

Note:

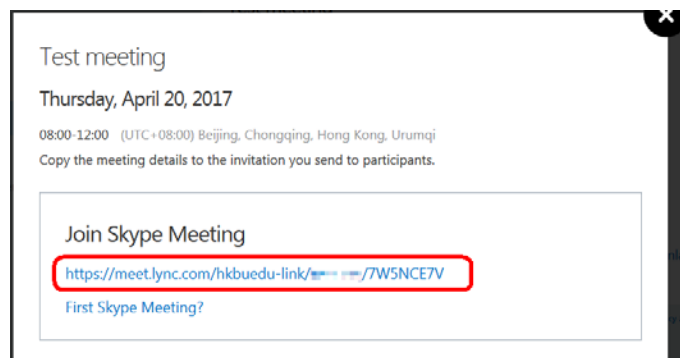
- Time zone is the Hong Kong Standard time instead of the remote party's time zone
- Start date should be few days before the actual start date
- End date should be few days after the actual end date
e.g. Actual meeting date 2018-09-01
The start date should be 2018-08-29
(For testing with remote party before the actual meeting starts)
The end date should be 2018-09-03

8. Change the Who is a presenter to Everyone including people outside my company

Who is a presenter?

Everyone including people outside my company

9. Click **Save** to generate the meeting link
10. Copy the link generated and paste to the invitation mail



11. Paste the invitation link in the invitation mail

Start VC meeting and PowerPoint presentation via invitation link

Important: Use the Google Chrome to start the meeting

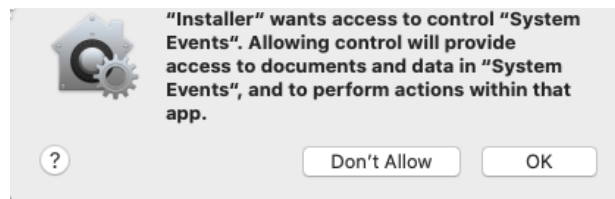
1. Open the invitation link by Chrome
2. Click **Download and install Skype for Business** to download the web plug-in

How would you like to join your meeting?

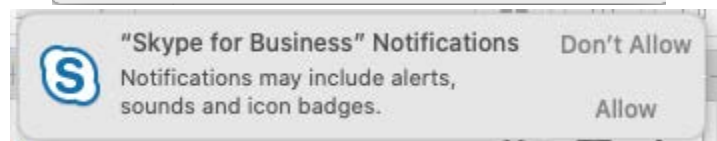
Download and install Skype for Business.

Already installed? Click [here](#) to join with Skype for Business

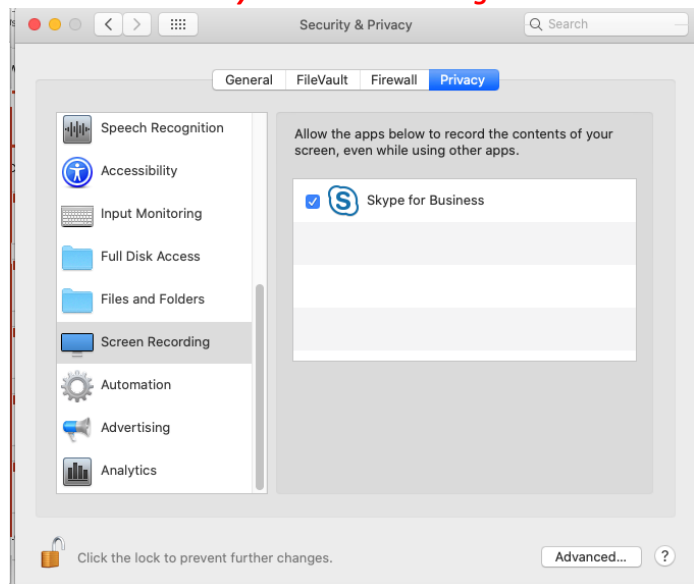
3. Click **OK**



4. Click **Allow**

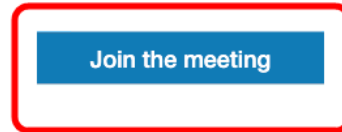


5. Go to **System Preferences** → **Privacy and Security** → **Privacy** → **Screen recording**
Check **Skype for Business**

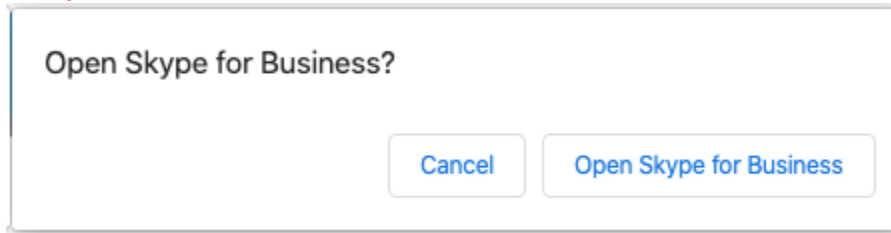


6. Click **Join the meeting**

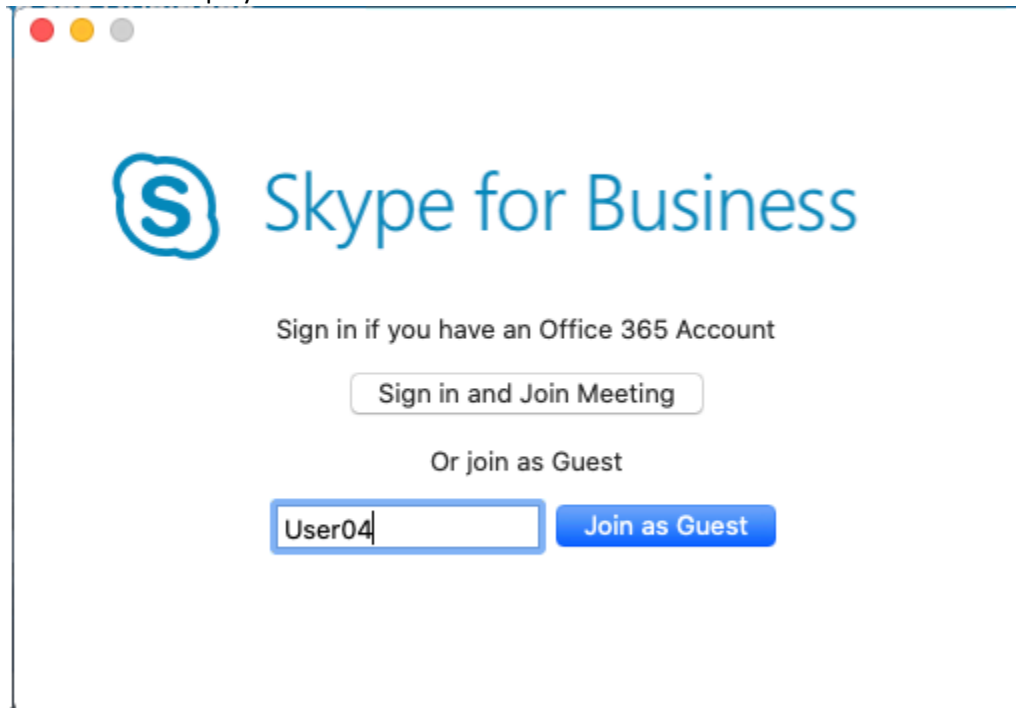
Have you finished installing the app?



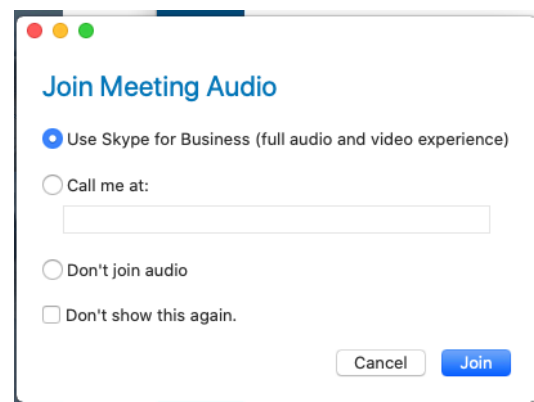
7. Go back to Chrome and click **Open Skype for Business**



8. Enter the display name and click **Join as Guest**



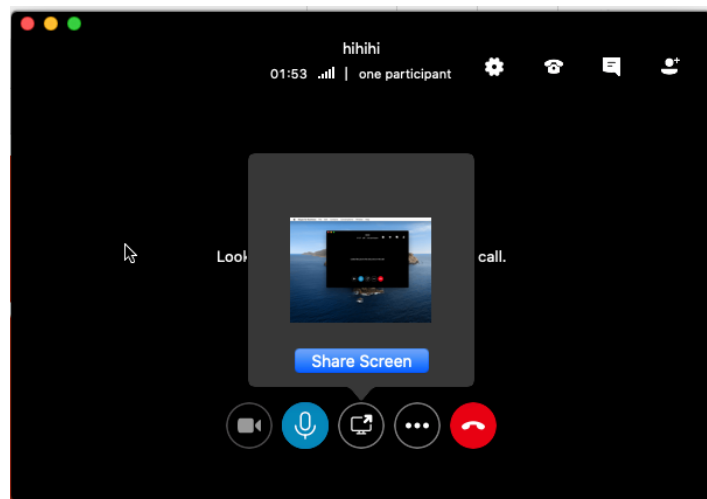
9. Click **Join**



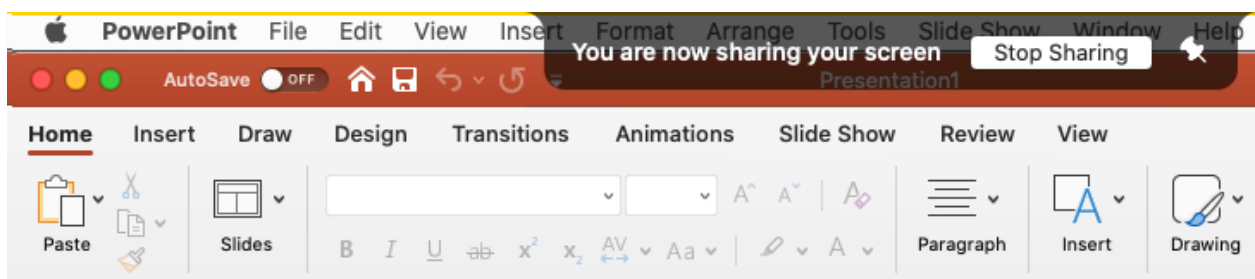
10. Ensure the Cam and Mic are on



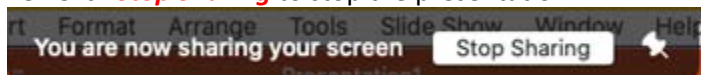
11. Click  and click **Share Screen**



12. Switch to PowerPoint and start the presentation as usual



13. Click **Stop Sharing** to stop the presentation



14. Click  to leave the meeting

Join the VC meeting via invitation link

Important: Use the Google Chrome to download, Install, run the plug-in and join the meeting room

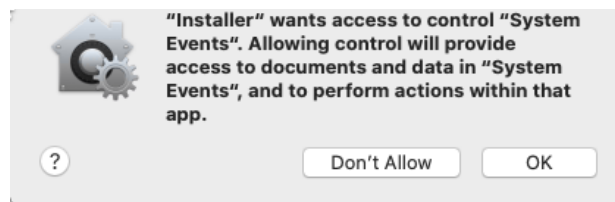
1. Open the invitation link by Chrome
2. Click **Download and install Skype for Business** to download the web plug-in

How would you like to join your meeting?

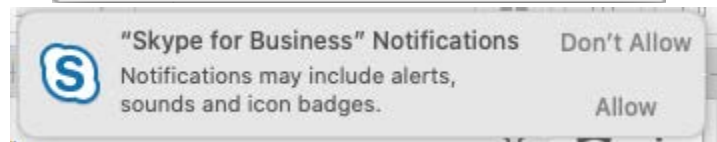
Download and install Skype for Business.

Already Installed? Click [here](#) to join with Skype for Business

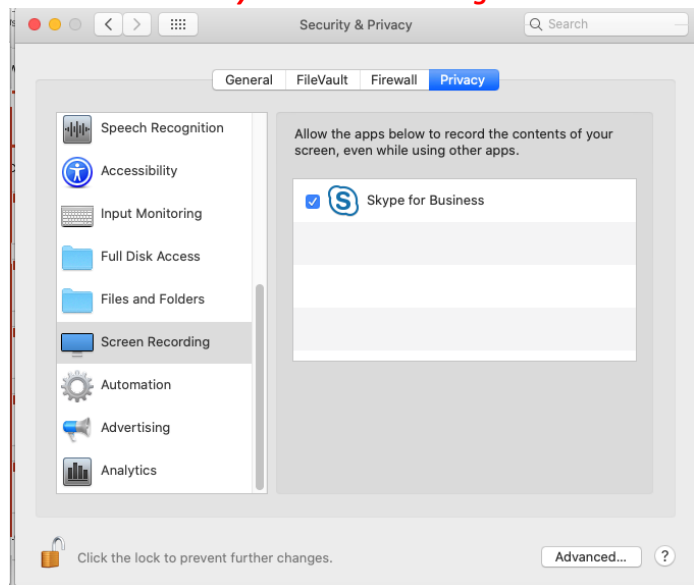
3. Click **OK**



4. Click **Allow**



5. Go to **System Preferences** → **Privacy and Security** → **Privacy** → **Screen recording**
6. Check **Skype for Business**

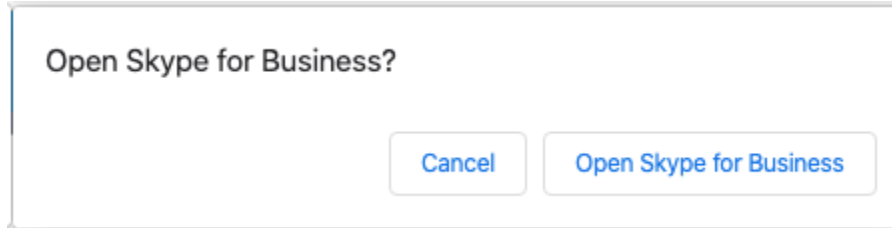


7. Click **Join the meeting**

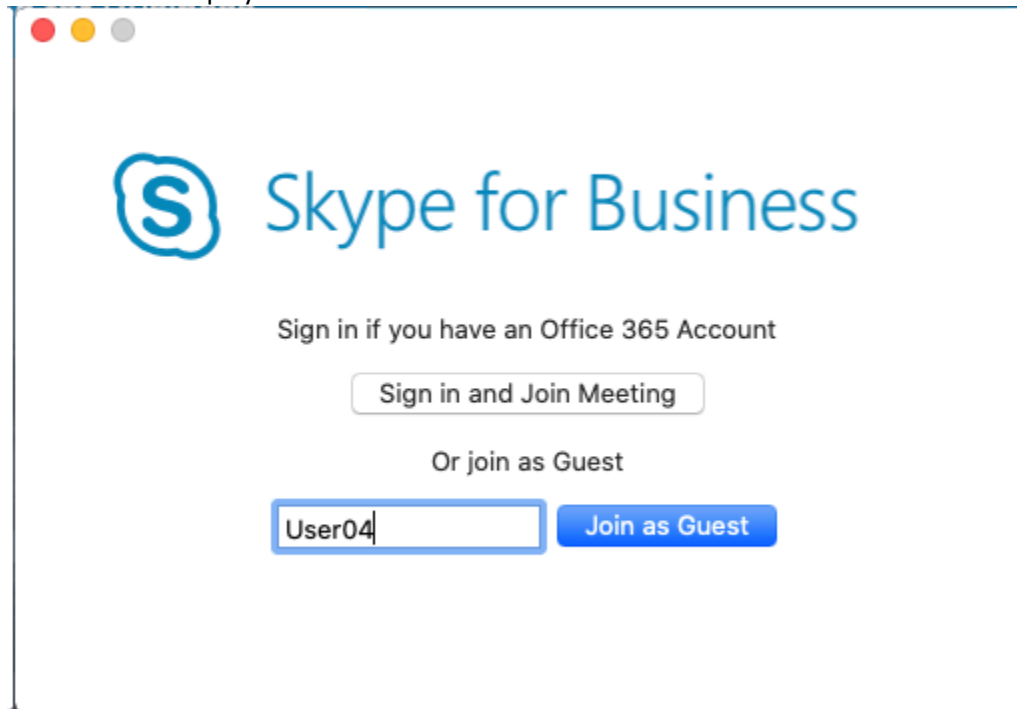
Have you finished installing the app?

Join the meeting

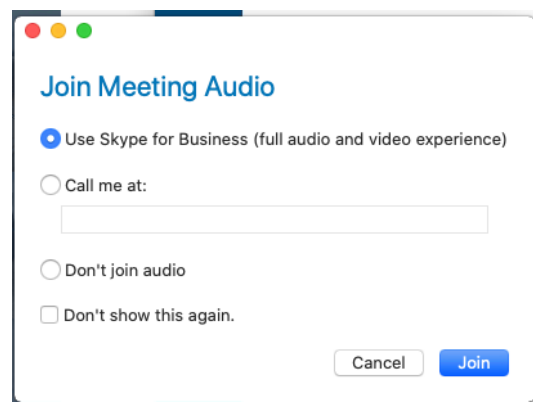
8. Go back to Chrome and click **Open Skype for Business**



9. Enter the display name and click **Join as Guest**




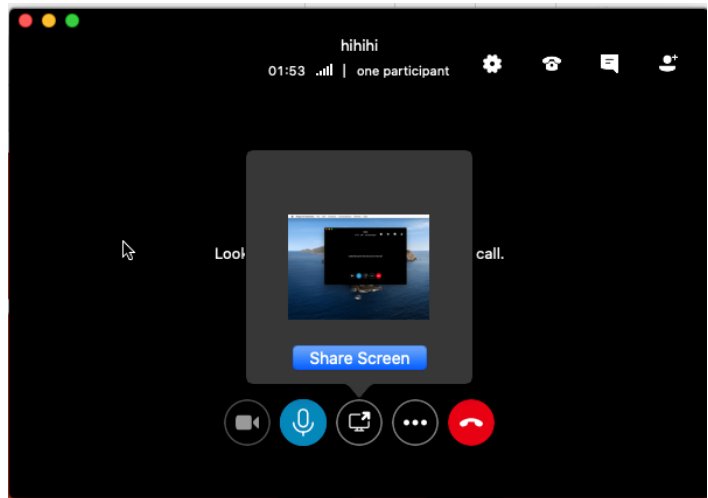
10. Click **Join**



11. Ensure the cam and mic are *off*



12. Click  and click *Share Screen*



13. Click  to leave the meeting