

User guide for Skype for Business on Windows

Schedule VC meeting on Windows

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:

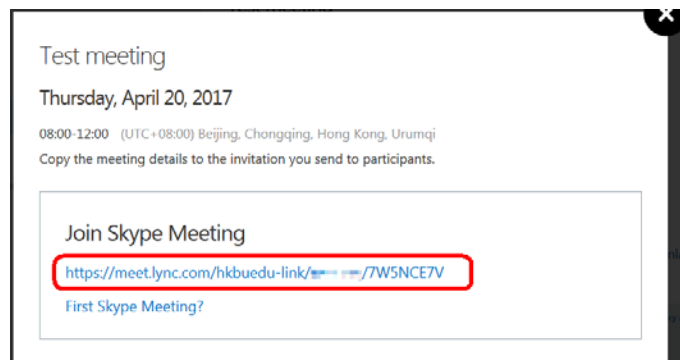
- Time zone is the Hong Kong Standard time instead of the remote party's time zone
- Start date should be few days before the actual start date
- End date should be few days after the actual end date
e.g. Actual meeting date 2018-09-01
The start date should be 2018-08-29
(For testing with remote party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

1. Open the link from the mail
(Note: this is a one-time only link when the meeting room closes that link will become invalid)
2. Click **Install and join with Skype Meetings App (web)** to download and install the web plug-in

How would you like to join your meeting?

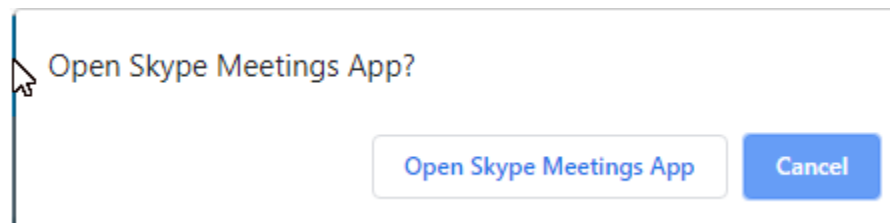
Install and join with Skype Meetings App (web)

Already installed? Click here to join with Skype Meetings App (web)

Join with Skype for Business (desktop)

[Click here for more help.](#)

3. Click **Open Skype Meetings App**



4. Enter the display name and click **Join**
5. Check **Remember my choice for all links of this type**

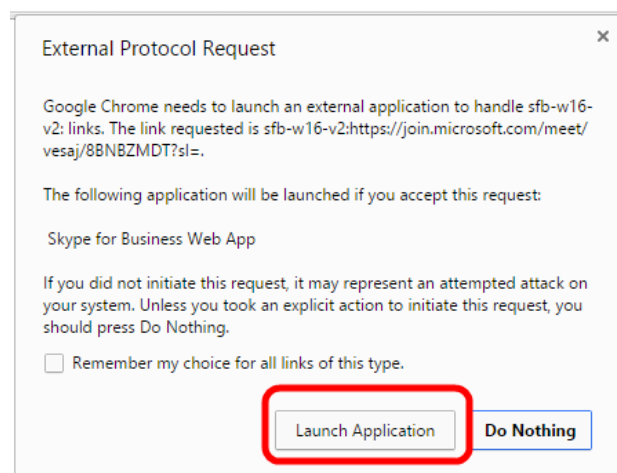
Join the meeting

Enter your name to join

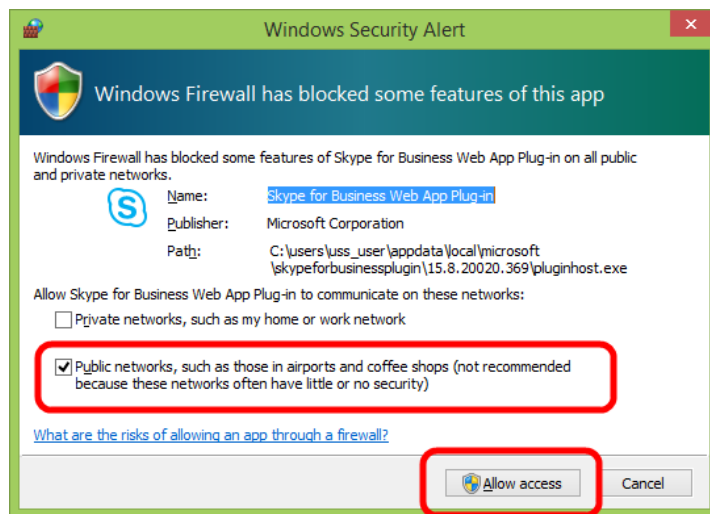
User03

Join

6. Click **Launch Applications**



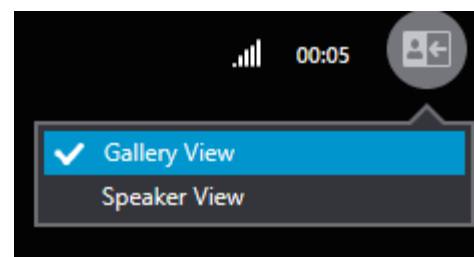
7. Check the “**Public networks, such as those in airports and coffee shops...**” and click **Allow access**



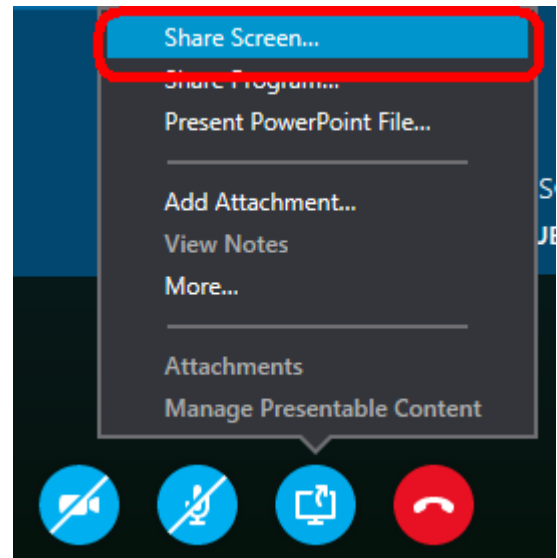
8. Ensure the cam and mic are **on**



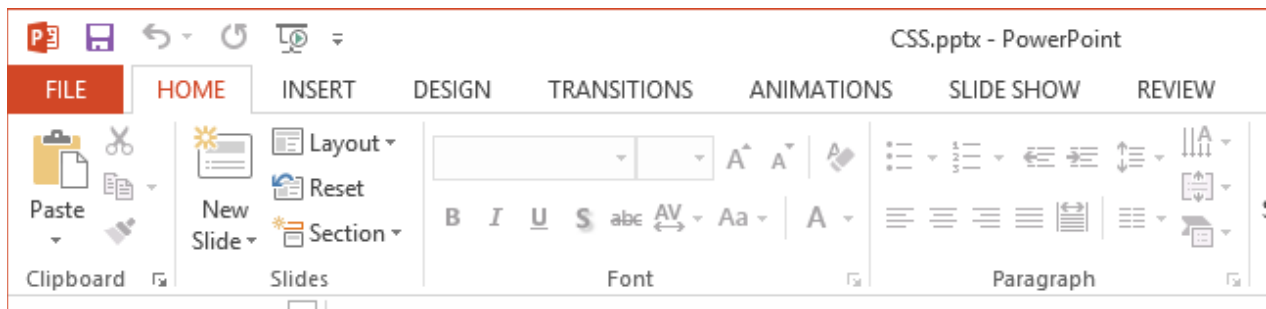
9. Switch the view to Speaker View



10. Click , click **Share Screen**



11. Switch to PowerPoint and start the presentation as usual



12. Click **Stop Presenting** when presentation ends



13. 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

A. For Chrome user

1. Open the link from the mail
(Note: this is a one-time only link when the meeting room closes that link will become invalid)
2. Click **Install and join with Skype Meetings App (web)** to download and install the web plug-in

How would you like to join your meeting?

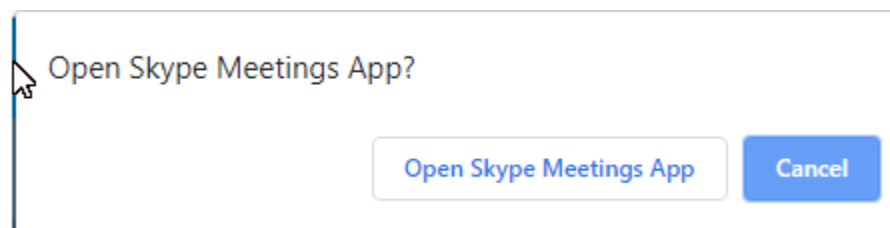
Install and join with Skype Meetings App (web)

Already installed? Click here to join with Skype Meetings App (web)

Join with Skype for Business (desktop)

[Click here for more help.](#)

3. Click **Open Skype Meetings App**



4. Enter the display name and click **Join**
5. Check **Remember my choice for all links of this type**

Join the meeting

Enter your name to join

User03

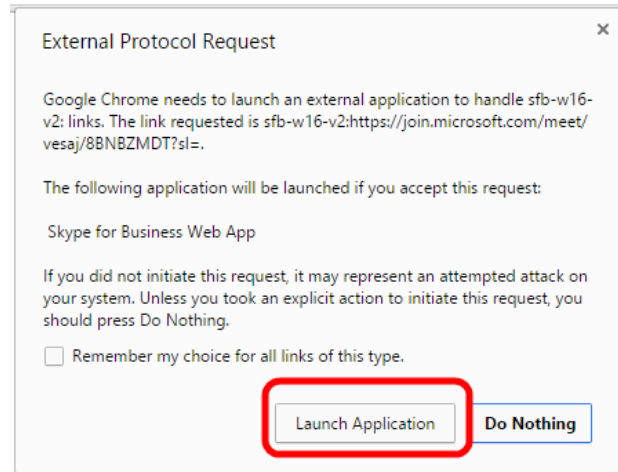


Join

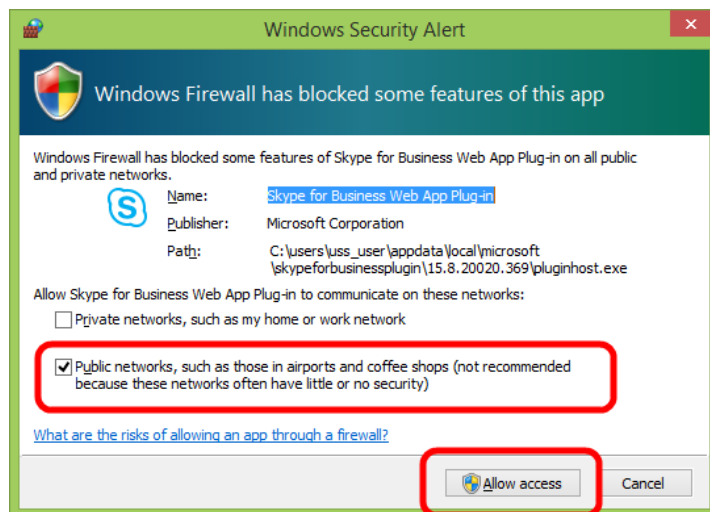
[Sign in if you have an Office 365 account](#)

[Join the meeting with my Skype for Business desktop client](#)

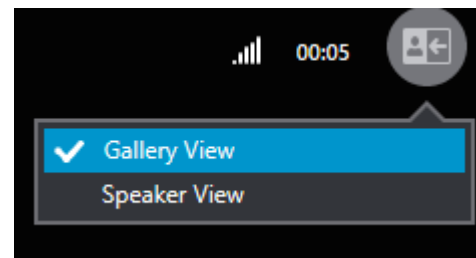
6. Click **Launch Applications**



7. Check the **"Public networks, such as those in airports and coffee shops..."** and click **Allow access**



8. Ensure the cam and mic are **off**
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10. Click  to leave the meeting