

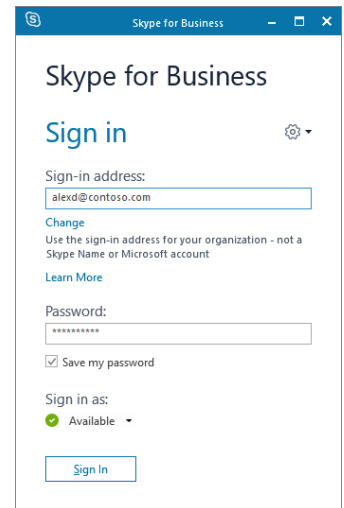
Skype for Business

Sign in to Skype for Business – you can use skype for business on your computer or download it on your phone.

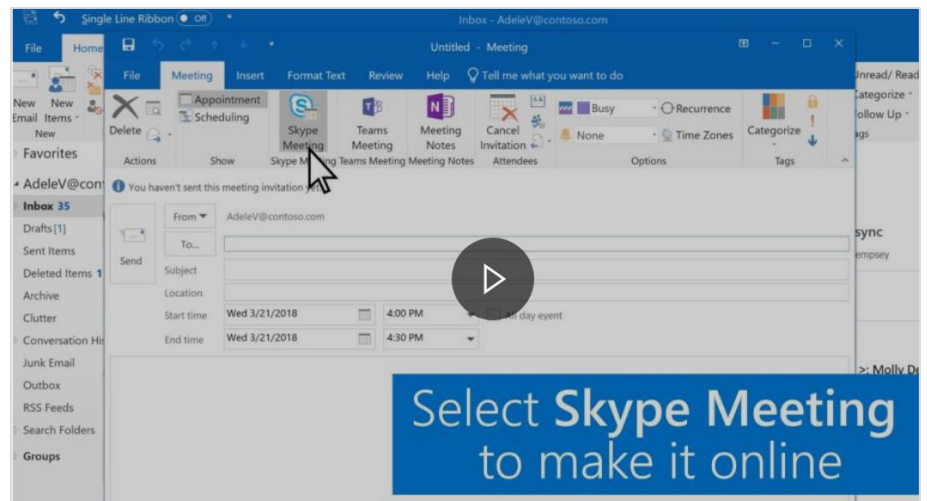
1. Enter your work email.
2. Enter your computer password.
3. Select the **Save my password** check box if you'd like Skype for Business to save your password, so you don't have to enter it each time you sign in.
4. Select **Sign In**

Set up an online meeting

1. Open your Outlook calendar and click **New Skype Meeting**.
2. Add your invitees, type in a subject and agenda, and choose a date and time.
3. Click **Scheduling Assistant** to check everyone's availability.
4. Preload attachments to a Skype for Business meeting:
 - o Click **Insert** tab.
 - o Select **Attach File**.
 - o Browse to the file you want to include.
5. Click **Send** once the meeting invite is ready to go.

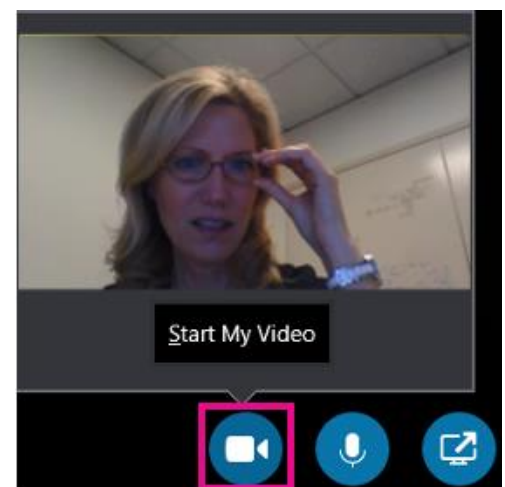


The screenshot shows the 'Skype for Business' sign-in window. It includes a 'Sign in' header, a 'Sign-in address' field with 'alex@contoso.com' entered, a 'Change' link, and a note: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. Below is a 'Password' field with a masked password, a checked 'Save my password' checkbox, and a 'Sign in as:' dropdown menu set to 'Available'. A 'Sign In' button is at the bottom.



Tips:

- The easiest way to utilize skype for business video conferencing is by using the audio/microphone straight from your computer – by doing this you do not need to worry about dial-in information.
- Once you are in the meeting, you can choose to allow the camera to see you by clicking the icon highlighted to the right.
- Also seen in the photo below is the microphone icon, if clicked this will mute you from your computer/phone
- The icon with a computer with an arrow, will allow you to share other windows on your computer screen.



RingCentral on your Mobile Device

If you are already using RingCentral on your mobile device, you can also schedule video conferences from there.

1. Click on the meet icon, if you have not done so already, it will prompt you to connect to your outlook calendar
2. On the top of your screen, you will see an option to start a meeting right now or schedule it for the future
 - To schedule a meeting in the future it will ask for a Title, Time, Duration, and if you would like to use video
3. Click Next – You can add you invitees and if you would like an alert prior to the meeting starting
4. When all the information is entered, hit Add in the top right corner

To Join a meeting:

1. Click Join for the meeting you would like to attend, choose how you would like to participate
 - Suggestion: use internet audio when prompted
2. Once you have successfully joined the meeting, you will see icons on the bottom allowing you to mute yourself, share your video, share content, or see the participants that have joined the meeting.

