

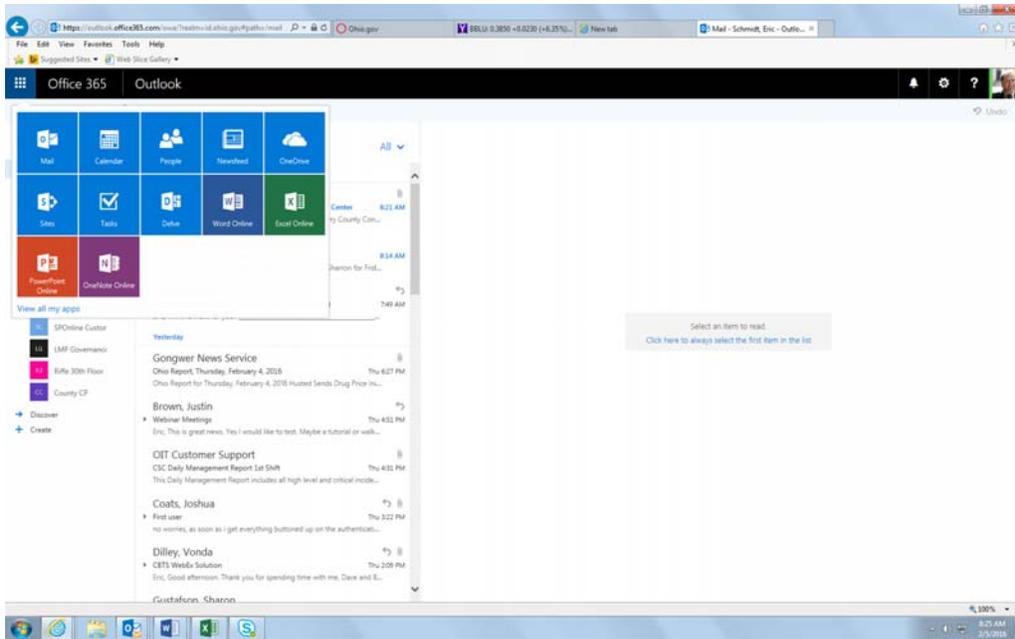
## How to Setup a Skype for Business Web Collaboration Meeting in the Cloud

Skype for Business is an instant messaging and online meeting and collaboration tool. The Skype for Business feature is available to users that have been migrated to Ohio's Office 365 cloud-based solution. If you are interested in taking advantage of this technology, just follow a few simple steps as outlined below. (Please note that the instructions below are only for cloud-based implementations of Office 365.)

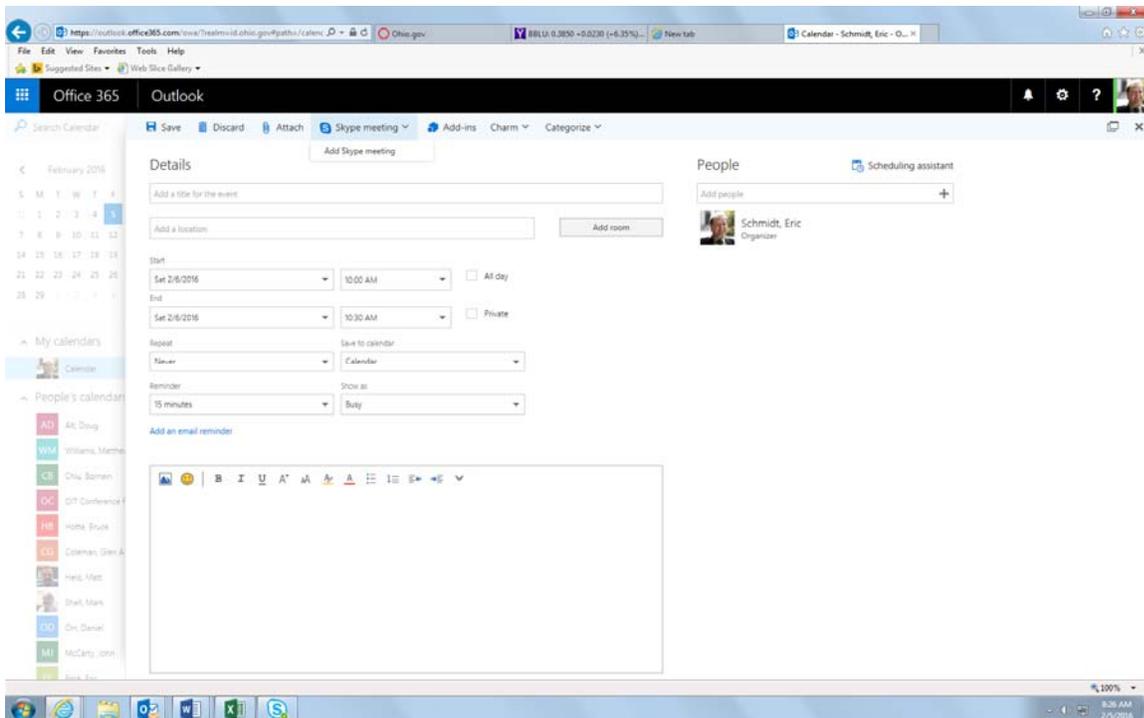
**Step One:** Login to your Office 365 Outlook Web App. (Please note that an alternative way to login is by selecting a button in Outlook to Add a Skype meeting. However, since options may vary, using Outlook Web App is an easy way to setup a Skype for Business meeting.)



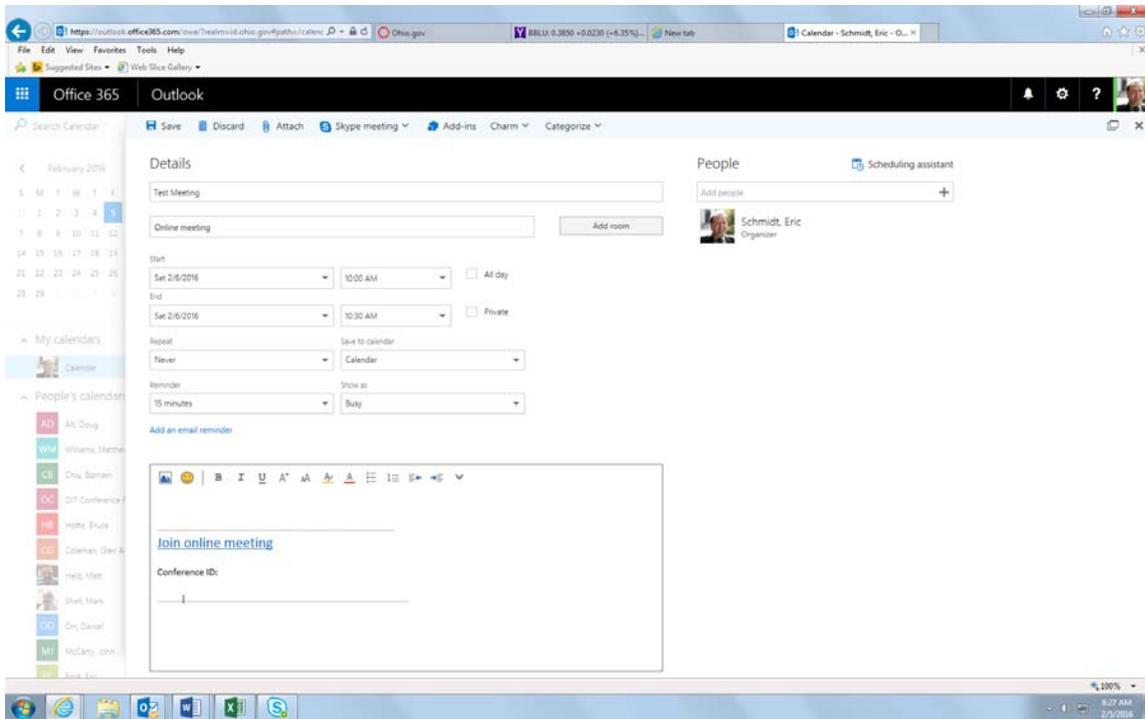
**Step Two:** Once logged in to Outlook Web App, you will see the email screen. Using the selector in the upper left corner, switch to Calendar to setup the meeting.



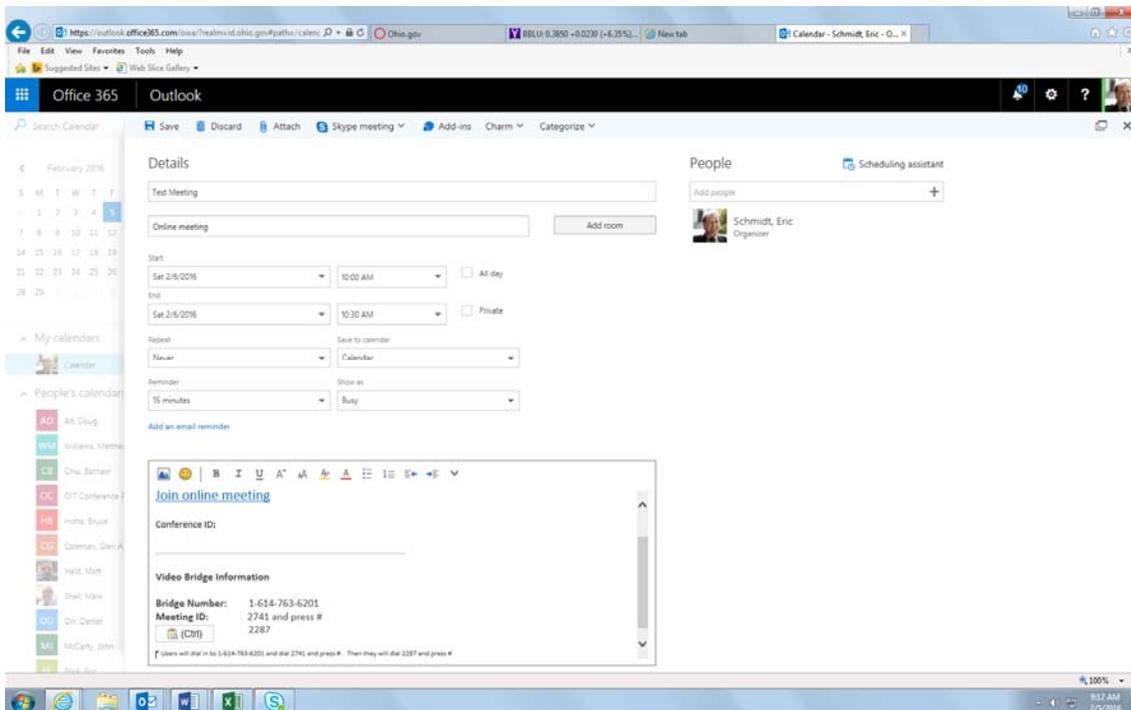
**Step Three:** Select a time for the meeting and you will see “Skype meeting” in the menu bar.



**Step Four:** Select “Skype meeting” and then click on “Add Skype meeting”. This will add a link and Skype for Business Meeting information into your meeting invite.



**Step Five:** You can then add audio or video bridge information into the invite to support either audio calling or audio and video calling during your session.

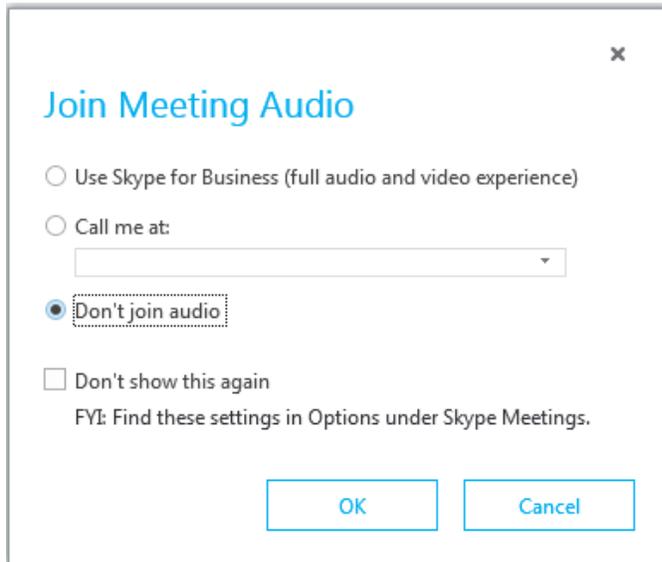


**Step Six:** Finish by adding meeting attendees and any other desired information into your invite.

**Step Seven:** Click “Save” and hit “Send” when ready. The meeting is now setup.

**Step Eight:** When it is time for your meeting, you are the moderator and the meeting will not start until you open it by clicking on the link in the meeting invite.

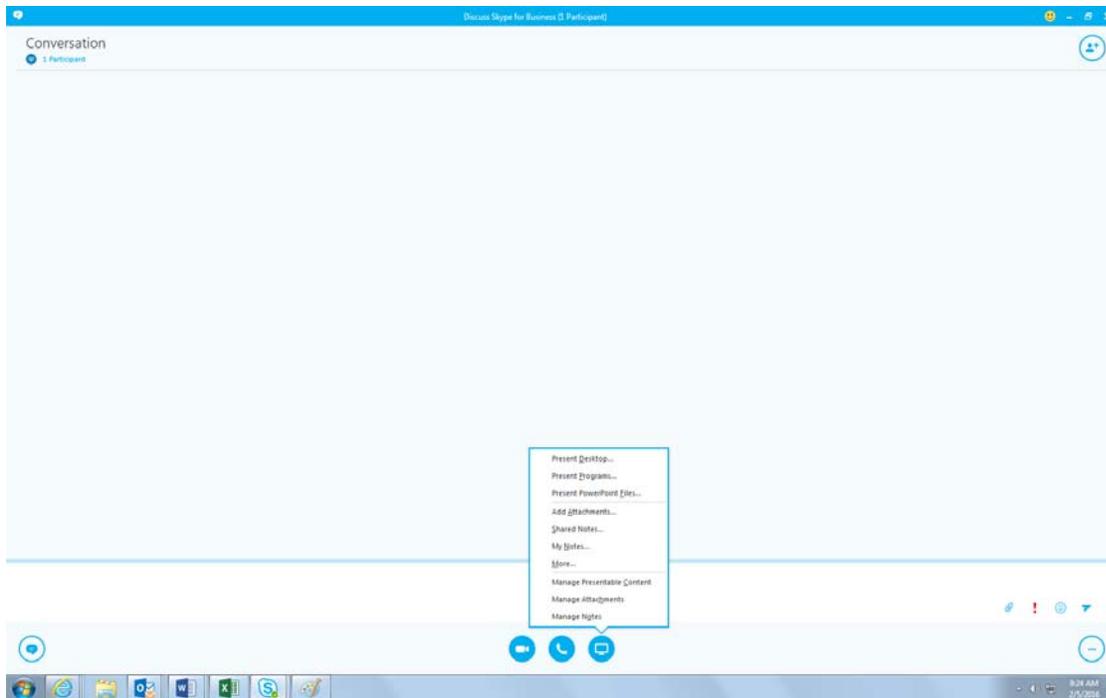
**Step Nine:** If the participants have Skype for Business installed, they will be prompted with a dialog box about whether or not to join audio and/or video. All meeting attendees, including the moderator, should select “Do Not Join Audio” and click “OK”.



**\*If all participant in the meeting have a web cam, speakers and a microphone, you can instruct all users to use the Use Skype for Business (full audio and video experience)**

**Step Ten:** Once step nine is completed, you will have joined the Skype for Business meeting where you can present documents, applications or your desktop, depending upon your needs.

**Step Eleven:** To join the audio/video portion, open the bridge using your audio or video bridge account that you have on our VoIP system using your VoIP phone. This will allow you to talk to the participants via your phone while you present to them using Skype for Business on your computer.



### Additional Skype for Business Resources/Information:

For more on how to present, give control and other Skype for Business features, visit the Microsoft Website:

<https://docs.com/OfficeTraining/4139/skype-for-business-quick-start-guide-sharing-and?c=nPwVig>

DAS OIT is currently working with Microsoft to fully integrate Ohio's hosted VoIP system with Skype for Business to eliminate the need for additional audio or video bridge information. In the interim, this guide details an easy way to take advantage of Skype for Business web collaboration while using the CBTS audio and video bridge. For further information on the audio and video bridges, please refer to [https://soh.sp.ohio.gov/sites/ngts/SitePages/NGTS\\_Users.aspx](https://soh.sp.ohio.gov/sites/ngts/SitePages/NGTS_Users.aspx).