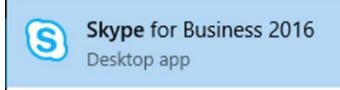
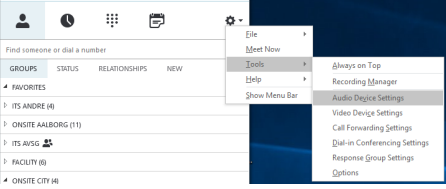
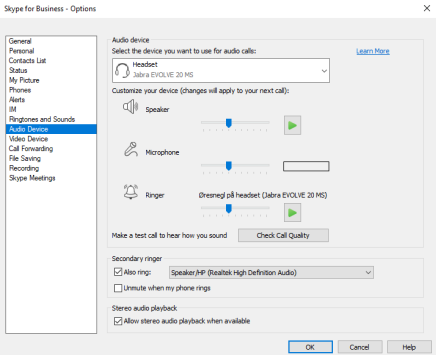
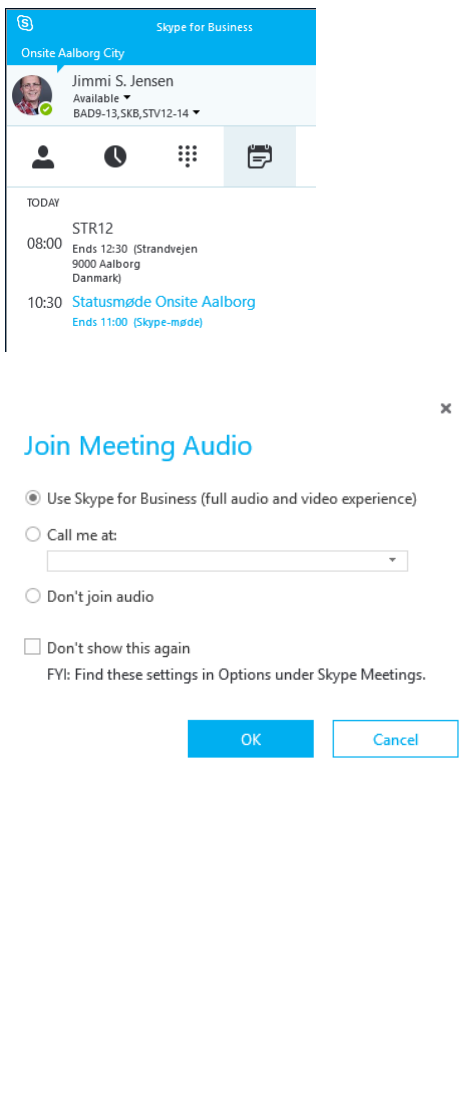

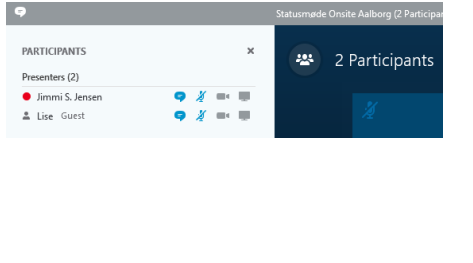




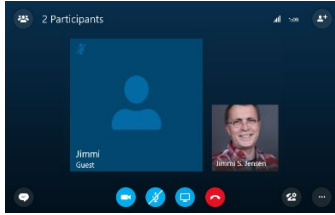
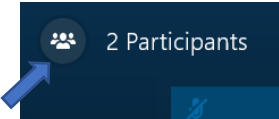
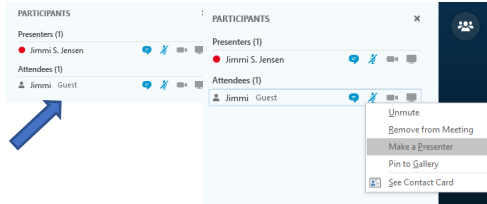

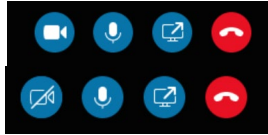

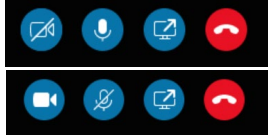

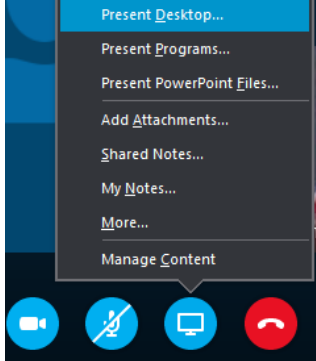
## Participate in a Skype for Business meeting/exam if you have a Skype for Business account for Windows

Steps	Description	Activity
<b>Open Skype for Business</b>	If your Skype for Business application is not already opened, you need to open it.	
<b>Select and test your audio device</b>	<p>Under features, select settings for audio devices.</p> <p>Select your audio device. This could be a headset (recommended if you are sitting alone at your computer), a desk microphone with a built-in speaker (recommended if multiple people are sitting by the same computer), or the built-in speaker and microphone on your computer, in case the other options are unavailable (as the built-in speaker and microphone provide poor sound quality).</p> <p>Under <b>'Speaker'</b> and <b>'Microphone'</b>, you can adjust the sound by dragging the blue bars.</p>	 



<p><b>Log in to the meeting/exam</b></p>	<p>By clicking the Meeting icon in Skype for Business, you will get an overview of that day's meeting. Skype for Business meetings are indicated by a blue text. Double-click on the meeting you are joining.</p> <p>Click <b>'OK'</b> in the dialog box that opens, and you will enter the meeting. It is recommended to choose the <b>'Use Skype for Business (full audio and video experience)'</b> option</p>	
<p><b>Who participants</b></p>	<p>Click on the icon in the upper-left corner </p> <p>This opens an additional window with an overview of the participants.</p>	
<p><b>Show your presentation with the Web App</b></p>	<p>To show presentations through the web-app, the participants must be listed as a presentation host. This can only be done by the one who host the meeting, after the meeting has begun.</p>	



<b>Allow a participant to present</b>	The person who host the meeting will access the meeting by using the link in Outlook. This person must have a Skype for Business client installed on his/her computer	
	Tap the participants icon.	
	Right-click on the participant (or participants) who will be presenting through web and make the participant a presentation host.	
<b>Turn your camera on or off</b>	To turn your camera on or off, tap the camera icon. 	
<b>Turn your microphone on or off</b>	To turn your camera on or off, tap the microphone icon. 	
<b>Share content from your computer with Skype for Business</b>	You can share content from your computer during the meeting by tapping this icon 	



## Tips and Tricks to get the best meeting-experience

- As far as possible, make sure you are connected a cable instead of wireless internet connection. This provides a more stable connection. It is recommended to have a connection with a minimum of 4MB bandwidth.
- If available, use a headset of high quality so that the audience avoids echo-sounds. Mute your microphone if you are only participating to listen.
- Consider the size of your elements in your presentation. Make sure that text and graphical elements are clear.