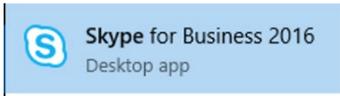
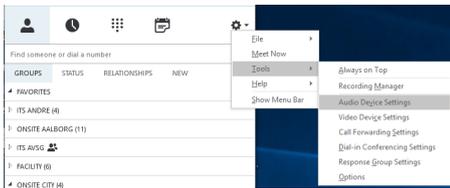
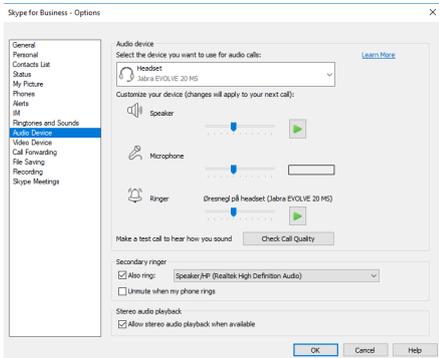
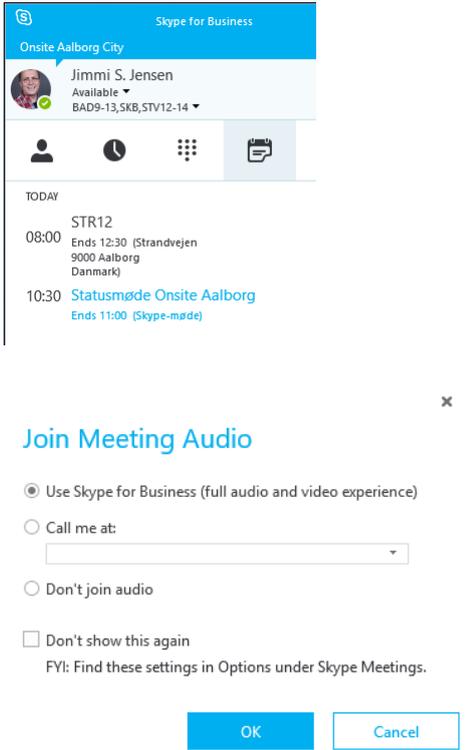
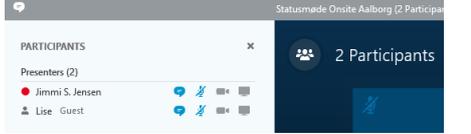




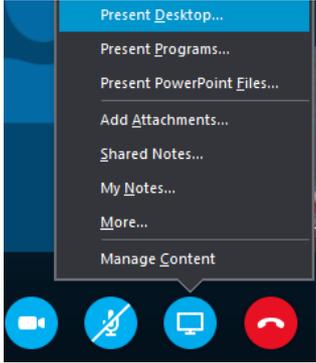
Participate in a Skype for Business meeting/exam if you have a Skype for Business account for Windows

Steps	Description	Activity
Open Skype for Business	If your Skype for Business application is not already opened, you need to open it.	
Select and test your audio device	<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 'Speaker' and 'Microphone', you can adjust the sound by dragging the blue bars.</p>	 



<p>Log in to the meeting/exam</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 'OK' in the dialog box that opens, and you will enter the meeting. It is recommended to choose the 'Use Skype for Business (full audio and video experience)' option</p>	 <p>The screenshot shows the Skype for Business interface. At the top, it says 'Skype for Business' and 'Onsite Aalborg City'. Below that, there's a profile for 'Jimmi S. Jensen' with status 'Available' and a meeting ID 'BAD9-13,5KB,STV12-14'. There are icons for people, a clock, a grid, and a meeting icon. Under 'TODAY', there are two meetings listed: 'STR12' from 08:00 to 12:30 (Strandvejen, 9000 Aalborg, Denmark) and 'Statusmøde Onsite Aalborg' from 10:30 to 11:00 (Skype-møde). Below this is a 'Join Meeting Audio' dialog box with the following options: 'Use Skype for Business (full audio and video experience)' (selected), 'Call me at:' (with a dropdown menu), 'Don't join audio', and 'Don't show this again' (checkbox). A note says 'FYI: Find these settings in Options under Skype Meetings.' There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>Who participates</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>The screenshot shows the 'PARTICIPANTS' window. It has a title bar 'Statusmøde Onsite Aalborg (2 Participants)'. Below the title bar, it says 'PARTICIPANTS' and 'Presenters (2)'. There are two participants listed: 'Jimmi S. Jensen' (with a red dot) and 'Lise Guest'. Each participant has icons for video, audio, and a small square icon.</p>
<p>Turn your camera on or off</p>	<p>To turn your camera on or off, tap the camera icon. </p>	 <p>The screenshot shows a meeting control bar with several icons: a video camera (blue), a microphone (blue), a screen (blue), a red phone (red), a blue microphone (blue), a blue microphone (blue), a screen (blue), and a red phone (red).</p>
<p>Turn your microphone on or off</p>	<p>To turn your camera on or off, tap the microphone icon. </p>	 <p>The screenshot shows a meeting control bar with several icons: a blue microphone (blue), a blue microphone (blue), a screen (blue), a red phone (red), a video camera (blue), a blue microphone (blue), a screen (blue), and a red phone (red).</p>



Share content from your computer with Skype for Business	You can share content from your computer during the meeting by tapping this icon 	
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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.