
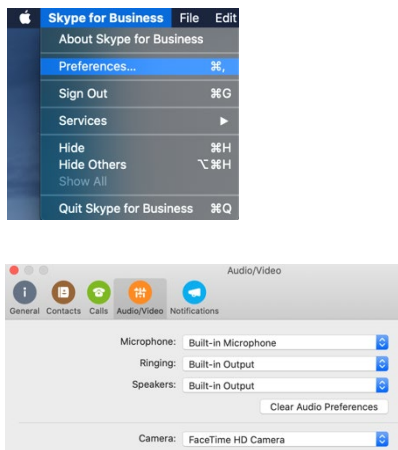
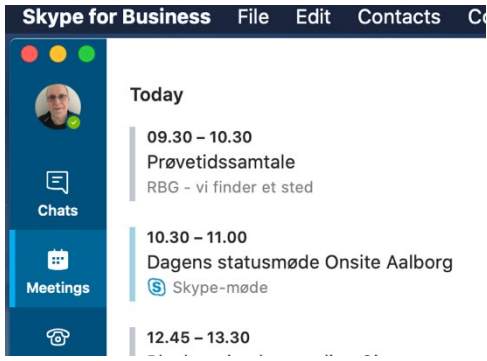
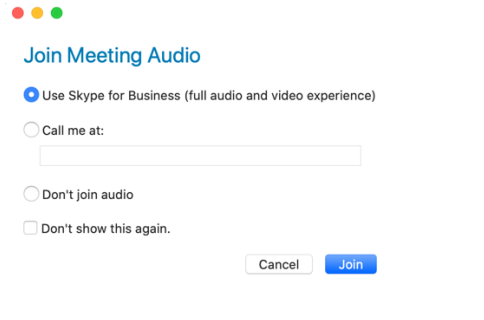

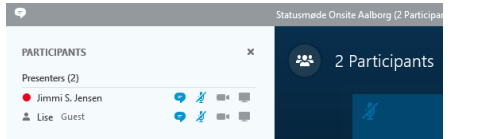
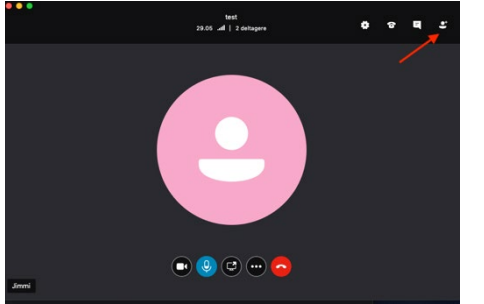




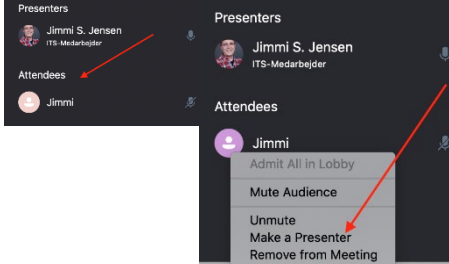

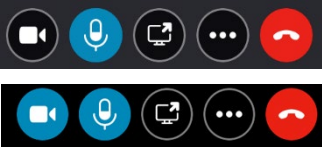

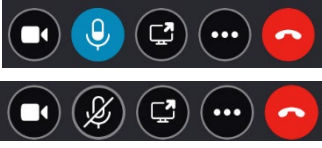

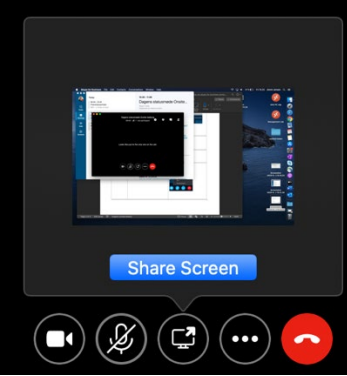
Participate in a Skype for Business meeting/exam if you have a Skype for Business account- macOS

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 'Skype for Business', select 'Preferences...' and choose 'Audio/Video'</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.</p>	
Log in to the meeting/exam	By clicking the Meetings icon in Skype for Business, you will get an overview of that day's meeting. Skype for Business meetings are indicated by a blue line. Double-click on the meeting you wish to join.	



	<p>Click 'Join' 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>Who participates</p>	<p>Click on the icon in the upper-right corner </p> <p>This opens an additional window with an overview of the participants.</p>	
<p>Show your presentation with the Web App</p>	<p>To show presentations through the 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>	
<p>Allow a participant to present</p>	<p>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</p>	
	<p>Tap the participants icon.</p>	



	<p>Right-click on the participant (or participants) who will be presenting through web and make the participant a presentation host.</p>	
<p>Turn your camera on or off</p>	<p>To turn your camera on or off, tap the camera icon. </p>	
<p>Turn your microphone on or off</p>	<p>To turn your camera on or off, tap the microphone icon. </p>	
<p>Share content from your computer with Skype for Business</p>	<p>You can share content from your computer during the meeting by tapping this icon </p>	

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.