
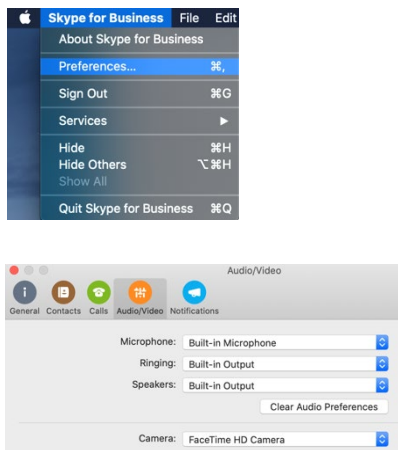
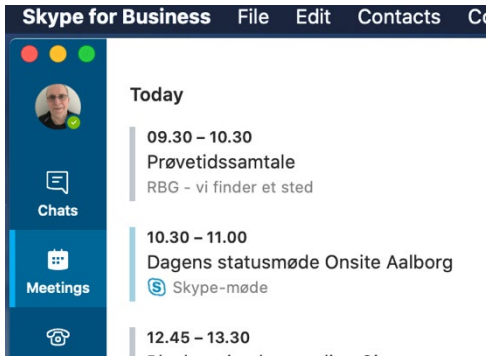
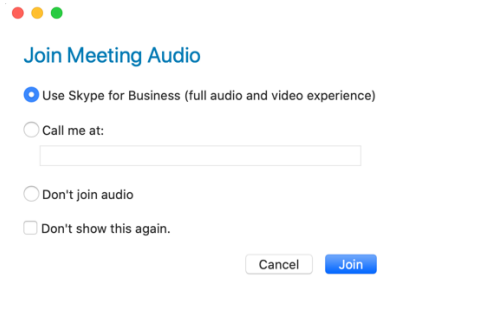

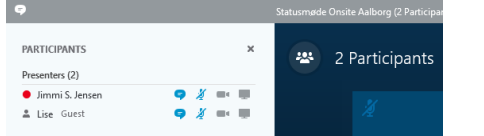

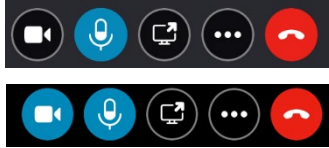

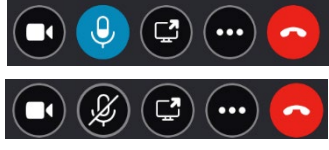

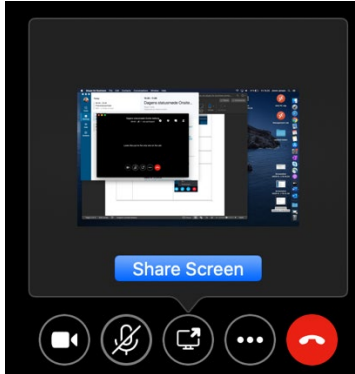




## Participate in a Skype for Business meeting/exam if you have a Skype for Business account- macOS

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 <b>'Skype for Business'</b>, select <b>'Preferences...'</b> and choose <b>'Audio/Video'</b></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>	
<b>Log in to the meeting/exam</b>	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 <b>'Join'</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 participates</b></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><b>Turn your camera on or off</b></p>	<p>To turn your camera on or off, tap the camera icon. </p>	
<p><b>Turn your microphone on or off</b></p>	<p>To turn your camera on or off, tap the microphone icon. </p>	
<p><b>Share content from your computer with Skype for Business</b></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.