

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.	Skype for Business
Select and test your audio device	Under 'Skype for Business', select 'Preferences' and choose 'Audio/Video' 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.	Skype for Business File Edit About Skype for Business Preferences 36, Sign Out 36G Services Hide 36H Hide Others 758tH Show All Quit Skype for Business 36Q Audio/Video Audio/Video Audio/Video Built-in Microphone Ringing: Built-in Output 5 Speakers: Built-in Output 5 Clear Audio Preferences Camera: FaceTime HD Camera 5
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.	Today Og. 30 – 10.30 Prøvetidssamtale RBG – vi finder et sted 10.30 – 11.00 Dagens statusmøde Onsite Aalborg Skype-møde 12.45 – 13.30





	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	Join Meeting Audio Use Skype for Business (full audio and video experience) Call me at: Don't join audio Don't show this again.
Who participates	Click on the icon in the upper-right corner This opens an additional window with an overview of the participants.	PARTICIPANTS Presenters (2) Jimmi S. Jensen Lise Guest Statusmøde Onsite Aalborg (2 Participant) Z Participants Lise Guest
Turn your camera on or off	To turn your camera on or off, tap the camera icon.	
Turn your mi- crophone on or off	To turn your camera on or off, tap the microphone icon.	
Share content from your computer with Skype for Business	You can share content from your computer during the meeting by tapping this icon	Share Screen





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.

