



SFB/Lync Quick Tip Guide

Video link: https://www.youtube.com/watch?v=7_c4zVJ739M

Download & Install Office 365

FAU Office 365 - MAC/PC: <http://www.fau.edu/oit/getoffice365/>

Download Lync Mac: <https://www.microsoft.com/en-us/download/details.aspx?id=36517>

Start Up/Login

- Open Skype for Business (PC) / Lync (Mac)
- Launch program
- Login (Fau credentials)

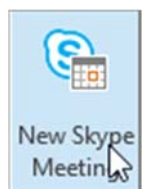
For MAC users the program that you will use is Lync 2011. This download link is provided above. You should also download the Office 365 suite from the [FAU website](#) for ease of scheduling through Microsoft Outlook.

Once you have downloaded and installed the software, you will login to SFB/Lync using your FAU credentials.

Scheduling a Future-Dated SFB/Lync Meeting

To schedule a Skype meeting, you need a sign-in address and password from an organization that uses Skype for Business Server.

1. Open Outlook, and go to your calendar.
2. On the **Home** tab ribbon, in the **Skype Meeting** section, click **New Skype Meeting**.
3. Set up the meeting as you typically would:
 - o In the **To** box, type the email address of each person you're inviting, separated by semicolons.
 - o In the **Subject** box, type a name for the meeting.
 - o Select a start time and end time.
4. In the meeting area, type an agenda. Be careful not to change any of the Skype meeting information.
5. (Optional) In the Show section of the Meeting ribbon, click **Scheduling Assistant** to make sure you have the best time for the meeting.
6. You're almost done. Just double-check the information and click **Send**.



Start an impromptu conference call

Start a Skype for Business conference call to have a quick, impromptu meeting with your co-workers or students. Make sure your contacts are available by checking their presence status first. Then:

1. In your Contacts list, hold down the Ctrl key, and click the names of your contacts to select them.
2. Right-click the selection, and click **Start a Conference Call**.
3. Click **Skype Call**.

Add sharing

Quickly start sharing your screen with someone from within a conference call or group IM.

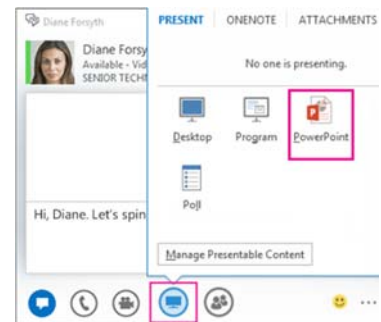
1. In the conversation window, point to the present (monitor) button, and, on the **Present** tab, click one of the following:
2. **Present Desktop** to show the entire content of your desktop.
3. **Present Programs**, and then double-click the program you want.

A sharing toolbar appears at the top of the screen and you'll be notified that you're sharing.

When you're done, click **Stop Sharing** on the toolbar.

Share PowerPoint slides

1. In the conversation window, point to the present (monitor) button.
2. On the **Present** tab, click **Present PowerPoint Files**, and upload the file.
3. To move the slides, click **Thumbnails**, and click the slide you want to show, or use the arrows at the bottom of the meeting room.
 - Do any of the following:
 - To see your presenter notes, click **Notes**.
 - To use annotations, click the **Annotations** button on the upper-right side of the slide to open the toolbar, and use highlights, stamps, laser pointer, and so on.



Send a file

Use the file transfer option to send files during a Skype for Business conversation.

- Drag the file from your computer, and drop it onto the conversation window.

Skype for Business notifies the recipients that a file is being sent, and they can accept or decline. If the transfer is accepted, the file starts downloading on each recipient's computer.

You can also send a file to contacts you're not currently in a conversation with.

1. In your Contacts list, use the Ctrl key to select the contacts you want to send the file to.
2. Drag the file onto the selection.

Skype for Business sends a notification to the recipient to accept or decline the file transfer