Skype for Business
Quick Tips Guide

Mac SfB 2016 Quick Tips Guide

What is Skype for Business on Mac?

- Skype for Business on Mac is a communications platform that lets you connect with internal DARPA and external participants using a Mac.

## Does Skype for Business on Mac run on my current version of Mac OS?

- Skype for Business on Mac runs on OS X El Capitan or later versions.

What does Skype for Business on Mac include?

- Skype for Business on Mac has Presence status, Instant Messaging (IM), making/receiving phone calls, Meetings (Meet Now and Scheduled Skype Meetings), video calling, and screen sharing.

Where are most of the Options Located?

- Most options are available in the Mac Navigation menus under **Contacts or Conversations**...
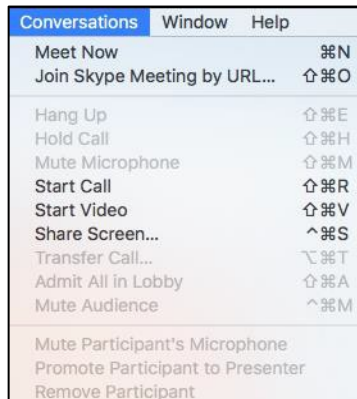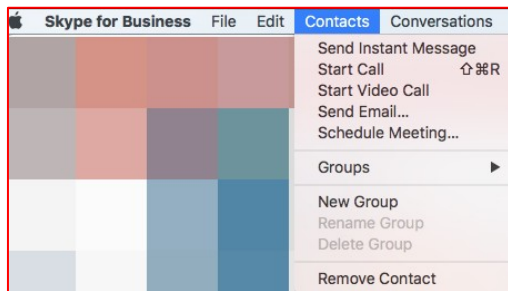
How do I join a Skype for Business meeting on a Mac?

- Skype for Business on Mac lets you quickly check your upcoming meetings for the day without having to go to your Outlook calendar.
- In the main Meetings window, find and double-click the meeting you want to attend, or click the Join button.
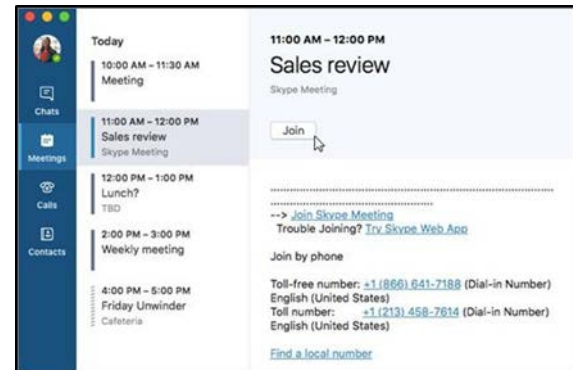
IMPORTANT: When you first join a meeting, your microphone is automatically muted, and people in the meeting can't hear you. To unmute your microphone, click the Unmute button. (The light on the cable will be RED when muted.)
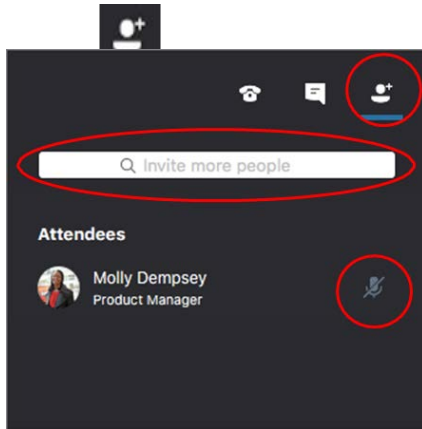

IMPORTANT: When you first join a meeting, the video camera is inactive. To start your video camera, click the Video button.
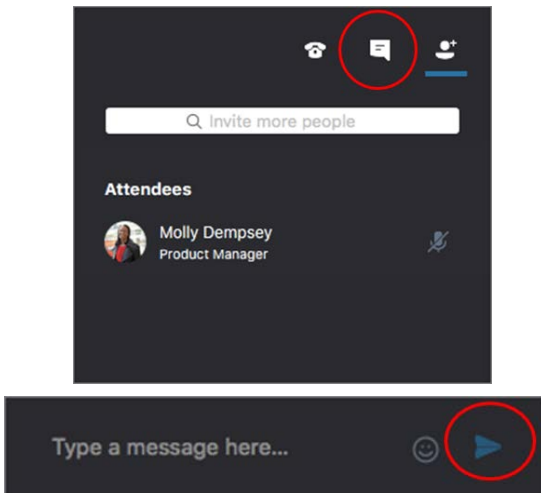
How do I view meeting participants, add others and mute participants?

- If you're a presenter, click the button to View meeting participants. Use the "Invite more people" box to add more people to your meeting. Click the **Mute** button to mute participants.
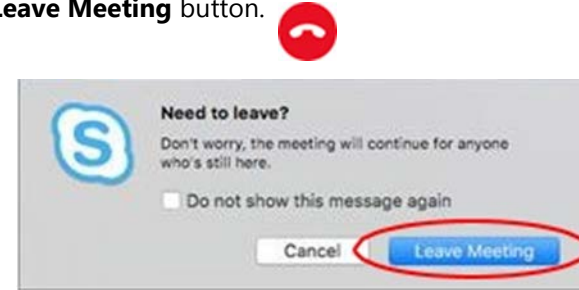

How do I send an IM to meeting participants?

- Click the **Meeting Button**

How do I Disconnect from a meeting?

- To exit the meeting, click the button. At the "Need to leave?" prompt, confirm you want to leave the meeting by clicking the **Leave Meeting** button.

How do I share my desktop with others in a meeting?

- To share your desktop with other people in a meeting by clicking the Share button. You need to be a presenter in a meeting to share your screen. If the option appears dimmed, ask one of the presenters to give you presenter access.
- **NOTE**: At this time, Mac users can share their screen, but cannot give control of their screen to anyone else.

How Do I Add Contacts?

- To add Contacts to your Contacts list, click on the **Contacts** tab on the left side of the window.
- At the top of the window, use the search bar to locate the new Contact. You can search by either the person's name or email address.
- In the search results, right-click the person and scroll down to **Add Contact**.
- (Optional) If you'll be contacting the person often, go to **Contacts** in the main menu (or right click the **Contacts** tab), go down to **Groups**, and go over to **Favorites**