# Skype for Business
Quick Tips Guide

PC Meetings

Schedule a Skype for Business meeting

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**.

2. Per security requirements Outlook and Skype for Business meeting invitations default to plain text. To preserve the meeting link, Skype for Business meeting invitations must be converted to **HTML** from the **Format Text tab**.
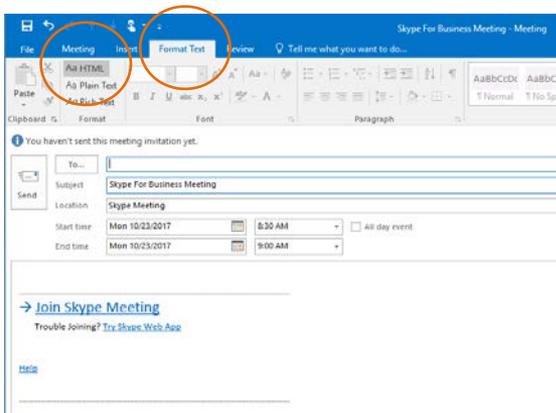
Set meeting options

You can set some meeting options in Outlook before you send the meeting request including who will be able to access the meeting directly and who has to wait in the virtual lobby.

Choose your view

1. In the conversation window, click the **Pop out video gallery** arrow.

2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** shows everyone's video streams
   - **Speaker View** shows only the presenter's.
   - **Content View** shows only the meeting content.
   - **Compact View** shows pics of the participants in a compact window.
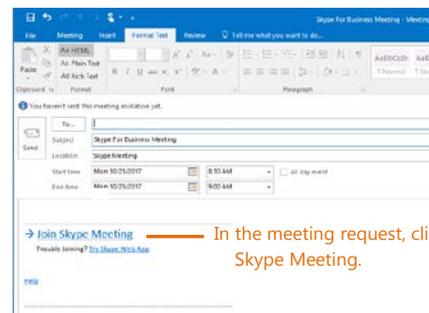
3. Click **Full Screen View** for a large view of the video streams.

4. Click **Pop in the video gallery** to show the gallery in the conversation window again.
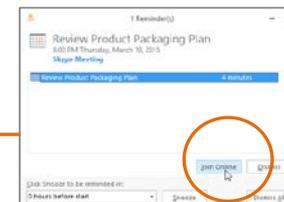

How to Join a Skype Meeting

In the main window, click the Meetings tab, then double-click the meeting you want to join.

In the meeting request, click Join Skype Meeting.
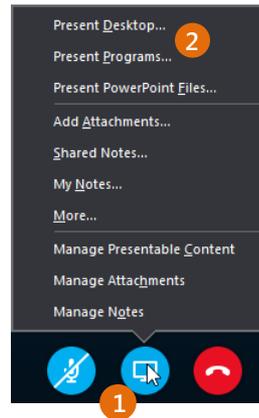

In a meeting reminder, click Join Online.

Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.

2. Click **Present Desktop** to show the entire contents of your desktop, or click **Present Programs** and double-click the program you want to share.
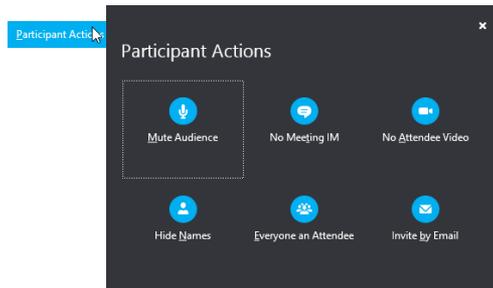
Present Desktop...
Present Programs...
Present PowerPoint Files...
Add Attachments...
Shared Notes...
My Notes...
More...
Manage Presentable Content
Manage Attachments
Manage Notes

Done presenting?

Click this: Stop Presenting

Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.

2. Click the **Participant Actions** button.

3. Click one or multiple buttons to apply these settings to all attendees.

Participant Actions

Participant Actions

Mute Audience
No Meeting IM
No Attendee Video

Hide Names
Everyone an Attendee
Invite by Email

Need to invite more people?

Click this:

Invite More People