
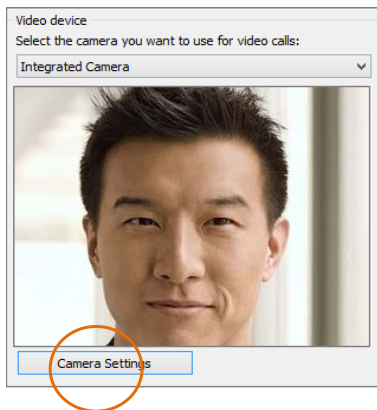


PC Video

Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

- From the main screen, click  **Tools**, then **Video Device Settings**.
- If you see you, you're set. If not, Click **Camera Settings** to make adjustments.



Start a video call

1. Click on a Contact.
2. Click the **Video** button.



A message pops up on the other person's screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

TIP During an Instant Messaging (IM) or Skype for Business audio call, click the **Video** button to make it a video call.

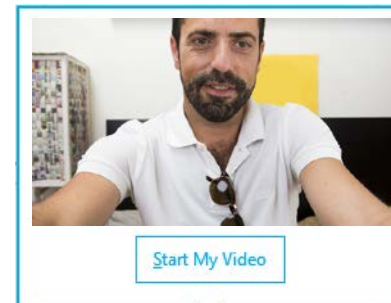
Answer a video call

When someone calls you, you'll get an alert on your desktop.

- To answer, click the Contact.
- To ignore, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**. To reject the call and other calls, until you change your status, click **Options**, and then **Set to Do not Disturb**.

Add video to an IM conversation

1. In the conversation window, click the camera icon. It shows your preview.
2. Adjust your camera (or yourself), and click **Start My Video**.
3. To stop sharing your video, click **Stop My Video** again.



TIP Click **End Video** to stop sharing your video with others AND to end their video feeds to you.

Need to invite more people?

Click this: [Invite More People](#)

Start a video meeting

You can start an ad-hoc video meeting any time. If people are available, you can bring them into a meeting now instead of scheduling one for later.

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key and clicking their contacts.
2. Right-click one of the selected names, and click **Start a Video Call**. When you start a video call, you automatically use Skype for Business computer audio.

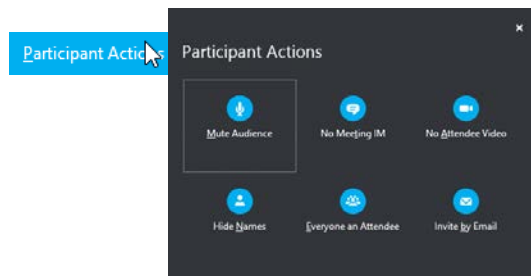


How to manage the meeting

If you're the presenter, you are in control of the meeting.



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.



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:
 - Use the **Gallery View** to show all the participants' video streams.
 - Use the **Speaker View** to show only the presenter's view.
 - Use the **Content View** to show only the meeting content.
 - Use the **Compact View** to show pictures 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.

