


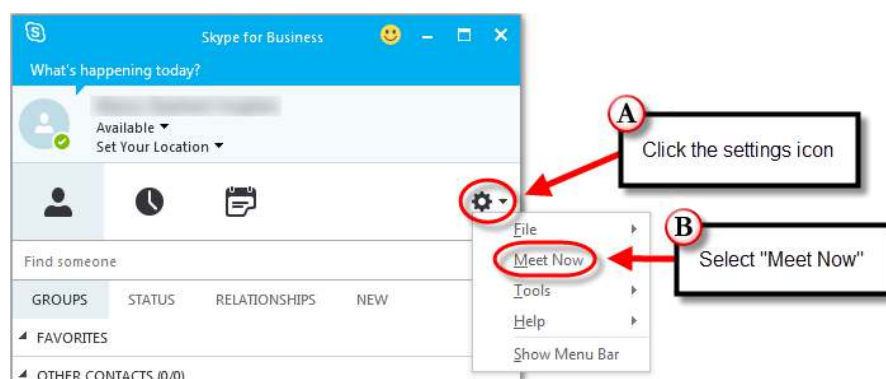
# Skype for Business Meeting Now

By: Robin Toy

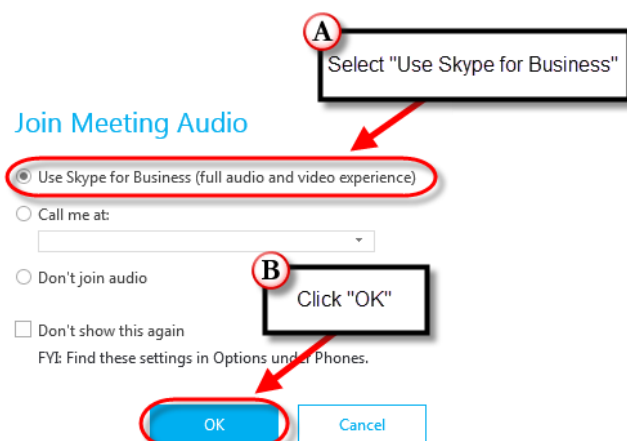
Date: 21/07/2016

## Start an Audio or Video Meeting


1. Open your **Skype for Business desktop client**.
2. Click  and select **Meet Now**.

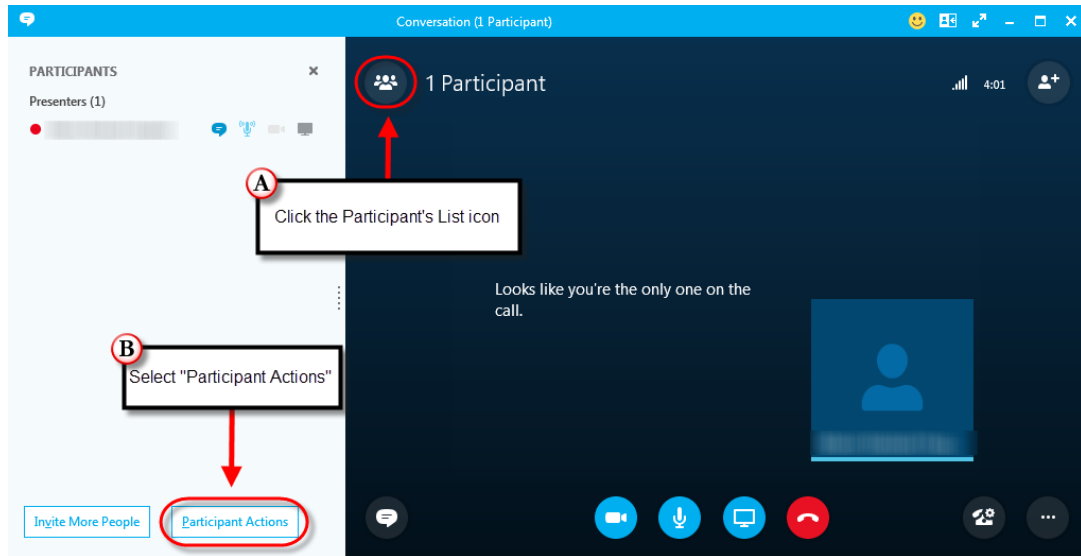


3. In the window that appears, select **Use Skype for Business** and click **OK**.

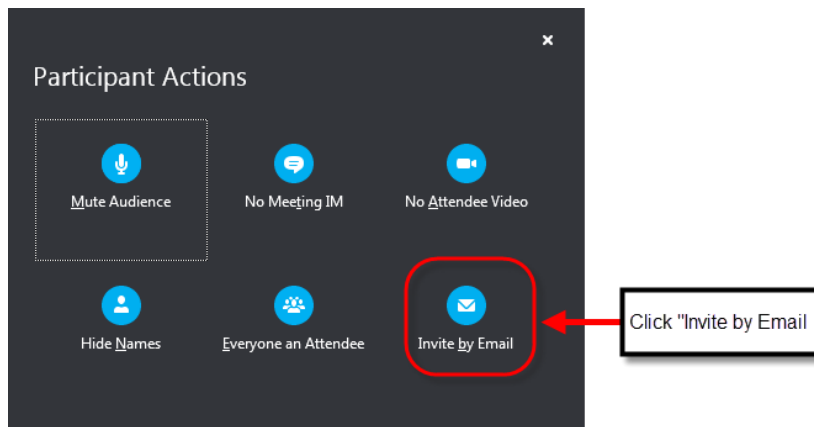


## Invite Attendees to Your Meeting

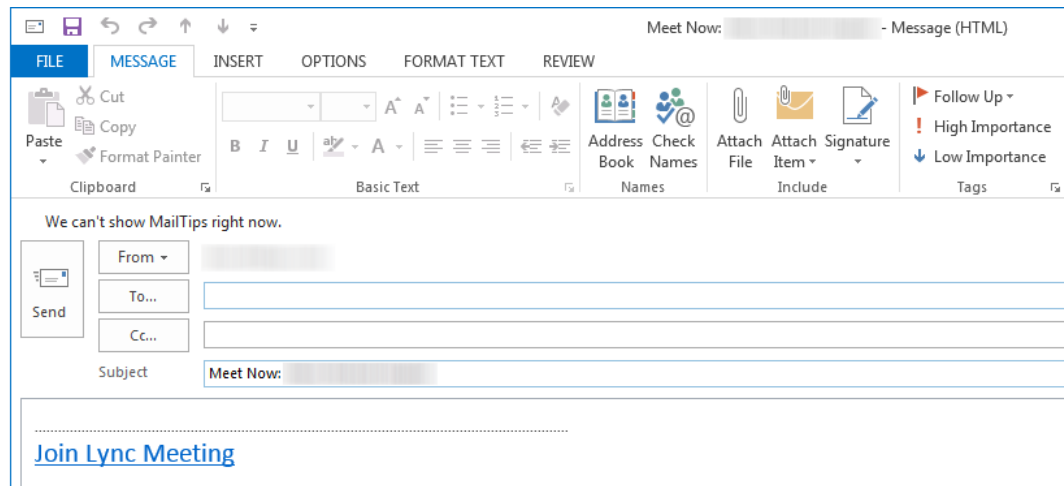
1. Click the  icon and click **Participant Actions**.



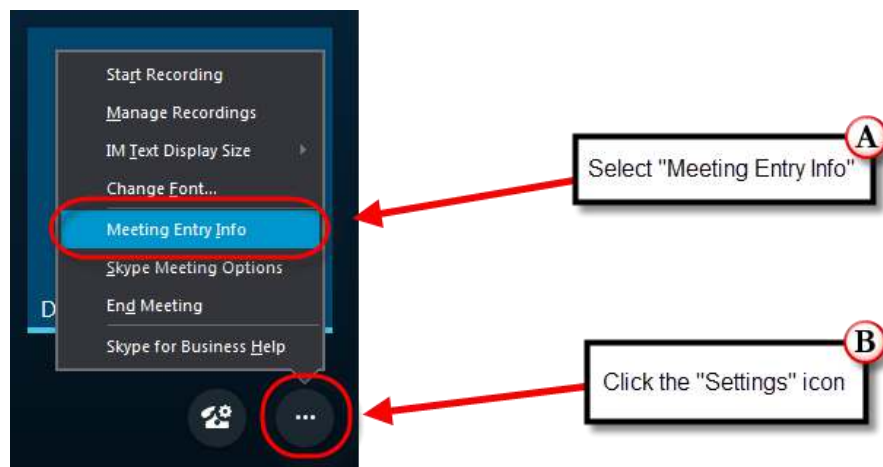
2. Click **Invite by Email**.



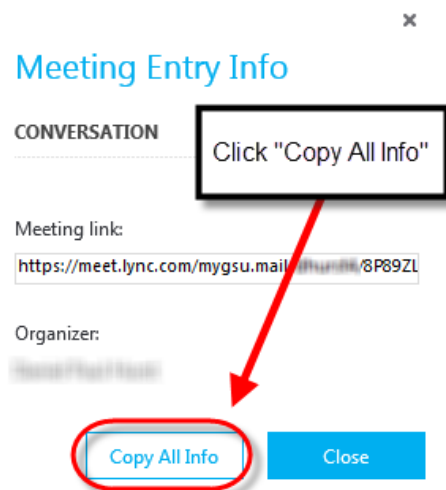
3. In the email that opens, there will be a link to your online meeting. Add your recipients and click **Send**.



4. If you do not have Outlook installed, you can also click the **Settings** icon at the bottom right of your Skype meeting room and select **Meeting Entry Info**.




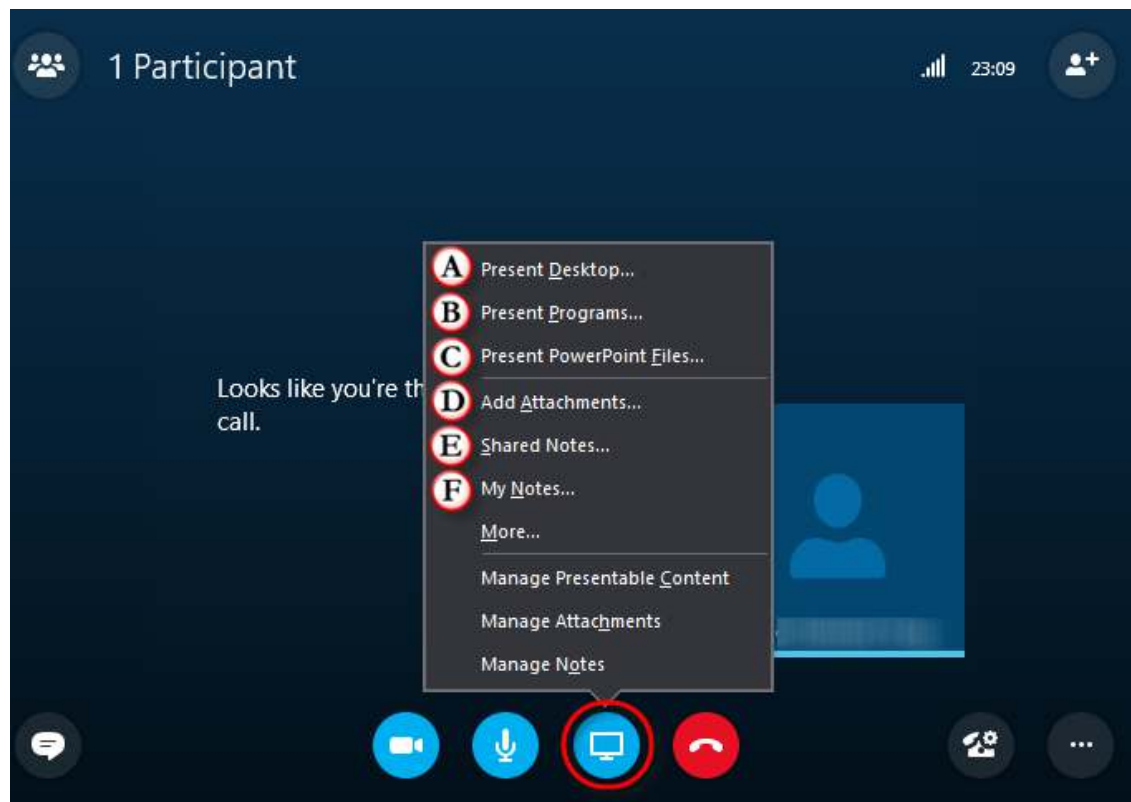
5. In the *Meeting Entry Info* window, click **Copy All**. You can then paste this copied information into a chat message or into an email to your desired recipients (press *Control + V* to paste).



To attend your Skype meeting from their browser, your Peers may have to quickly download and install the Lync Web App if they don't have the desktop client installed. They'll be prompted to do this automatically when they attempt to join.

## Share Your Desktop, a Running Program, or Other Media

1. Click the  icon.
2. Skype for Business provides you with a variety of media-sharing options during your meetings:
  - A. **Present Desktop:** Allows you to share your desktop
  - B. **Present Program:** Allows you to share a program currently running on your computer
  - C. **Present PowerPoint:** Allows you to select and share a PowerPoint document
  - D. **Add Attachments:** Allows you to share downloadable attachments with your attendees
  - E. **Shared Notes:** Access notes shared with others
  - F. **My Notes:** Access your personal notes

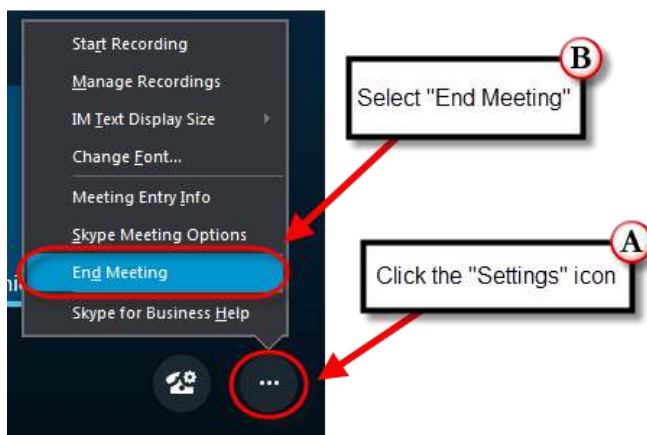


## End a Meeting

1. To hang up on the meeting, click the **red "Hang Up" icon**.



2. If you were the meeting creator and want to end a meeting completely:
  - A. Click the **Settings icon** and select **End Meeting**.



- B. Click **OK**.

