

## Self-help Guide for MOODLE Users

### User Guide for Skype for Business on Mac

#### Schedule VC meeting on Mac

Important: Use the Google Chrome to download, Install and run the plug-in

#### 1 Log In

1. Go to <https://sched.lync.com/>
2. Enter your SSOid and password, and click **Sign In**
3. Click **Yes** to continue

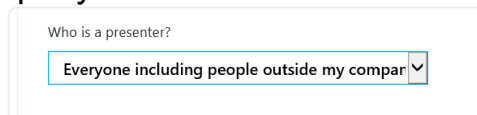
#### 2 Schedule Meetings

1. Enter the event title, date, time and time zone of the meeting

Note:

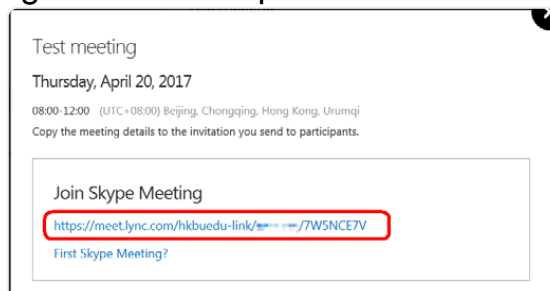
- o Time zone is the Hong Kong Standard time instead of the remote party's time zone
- o Start date should be few days before the actual start date
- o End date should be few days after the actual end date  
e.g. Actual meeting date 2018-09-01  
The start date should be 2018-08-29  
(For testing with remote party before the actual meeting starts)  
The end date should be 2018-09-03

2. Change the Who is a presenter to Everyone including people outside my company



Who is a presenter?  
Everyone including people outside my company

3. Click Save to generate the meeting link
4. Copy the link generated and paste to the invitation mail



Test meeting  
Thursday, April 20, 2017  
08:00-12:00 (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi  
Copy the meeting details to the invitation you send to participants.

Join Skype Meeting  
<https://meet.lync.com/hkbuedu-link/7W5NCE7V>  
First Skype Meeting?

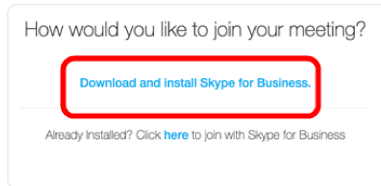
5. Paste the invitation link in the invitation mail

# Start VC meeting and PowerPoint presentation via invitation link

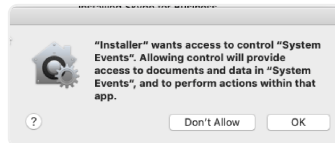
Important: Use the Google Chrome to open the link

## 1 Start Meetings

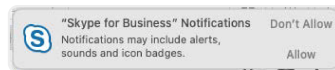
1. Open the link from the mail
2. Click Download and install Skype for Business to download the web plug-in



3. Click OK



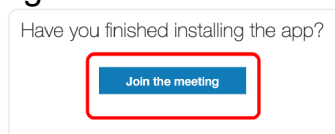
4. Click Allow



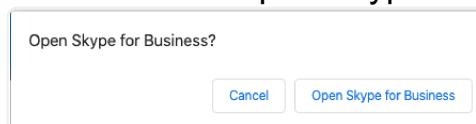
5. Go to System Preferences → Privacy and Security → Privacy → Screen recording  
Check Skype for Business



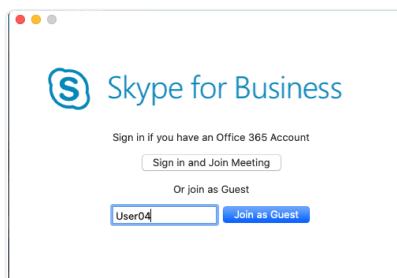
6. Click Join the meeting



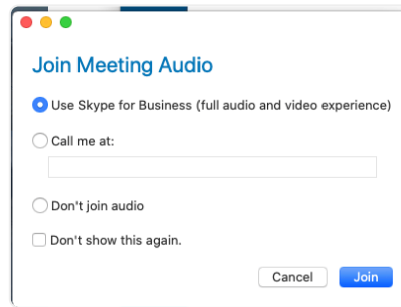
7. Go back to Chrome and click Open Skype for Business



8. Enter the display name and click Join as Guest



## 9. Click Join



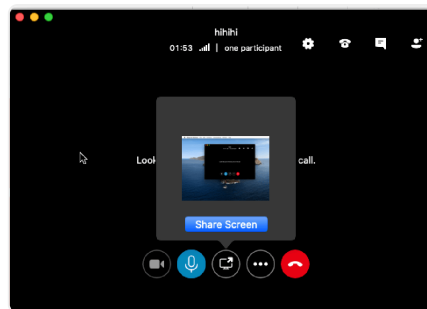
2

## Check Meeting Settings

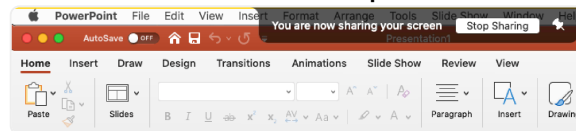
1. Ensure the cam and mic are on



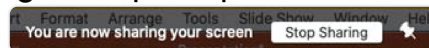
2. Click , click Share Screen




3. Switch to PowerPoint and start the presentation as usual



4. Click Stop Sharing to stop the presentation



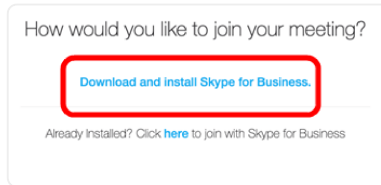
5. Click  to leave the meeting

## Join the VC meeting via invitation link

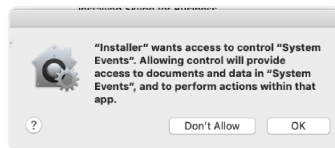
Important: Use the Google Chrome to open the link

### 1 Start Meetings

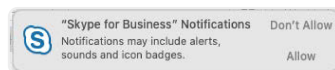
1. Open the link from the mail
2. Click Download and install Skype for Business to download the web plug-in



3. Click OK



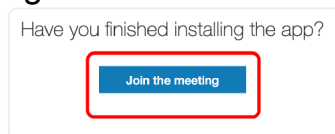
4. Click Allow



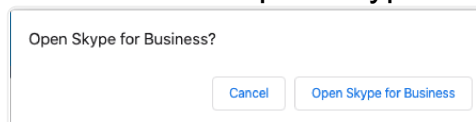
5. Go to System Preferences → Privacy and Securities → Privacy → Screen recording  
Check Skype for Business



6. Click Join the meeting



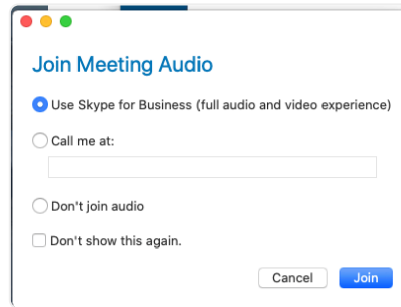
7. Go back to Chrome and click Open Skype for Business



8. Enter the display name and click Join as Guest



## 9. Click Join



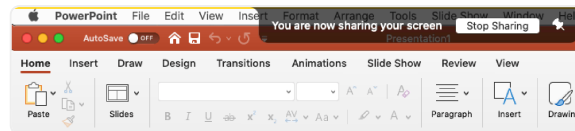
## 2


### Check Meeting Settings

1. Ensure the cam and mic are off



2. Click , click Share Screen



3. Click  to leave the meeting