





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



Log In

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



Schedule Meetings

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

Note:

- Time zone is the Hong Kong Standard time instead of the remote party's time zone
- Start date should be few days before the actual start date
- 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 compar 🕚

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

Fest meeting	
hursday, April 20, 2017	
8:00-12:00 (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi	
opy 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



Start Meetings

3. Click OK

4. Click Allow

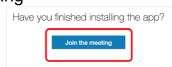
- 1. Open the link from the mail
- 2. Click Download and install Skype for Business to download the web plug-in

Dow	nload and install Skype for Business.
Already Inst	alled? Click here to join with Skype for Business
C	"Installer" wants access to control "System Events". Allowing control will provide access to documents and data in "System Events", and to perform actions within that app.

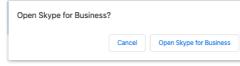
 Go to System Preferences → Privacy and Securities → Privacy → Screen recording Check Skype for Business

-	••• <> ==		Security & Privacy	Q Search
		General	FileVault Firewall Pr	ivacy
ļ	Speech Recognition	•	Allow the apps below to re screen, even while using o	
2	Accessibility		orreen, even nine doing e	and appar
l	Input Monitoring		Skype for Bus	iness
	Full Disk Access			
	Files and Folders			
ľ	Screen Recording			
	Automation			
	Reference Advertising	- 11		
ŀ	Analytics			
	Click the lock to prever	nt further o	hanges.	Advanced

6. Click Join the meeting



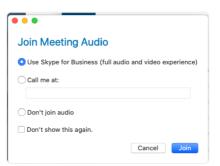
7. Go back to Chrome and click Open Skype for Business

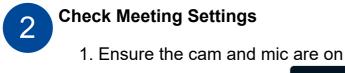


8. Enter the display name and click Join as Guest

S	Skype fo	r Business
	Sign in if you have an	Office 365 Account
	Sign in and Jo	in Meeting
	Or join as	Guest
	User04	Join as Guest

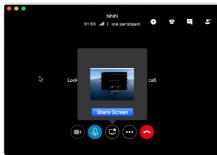
9. Click Join



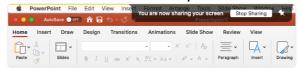




2. Click 🕑, click Share Screen



3. Switch to PowerPoint and start the presentation as usual



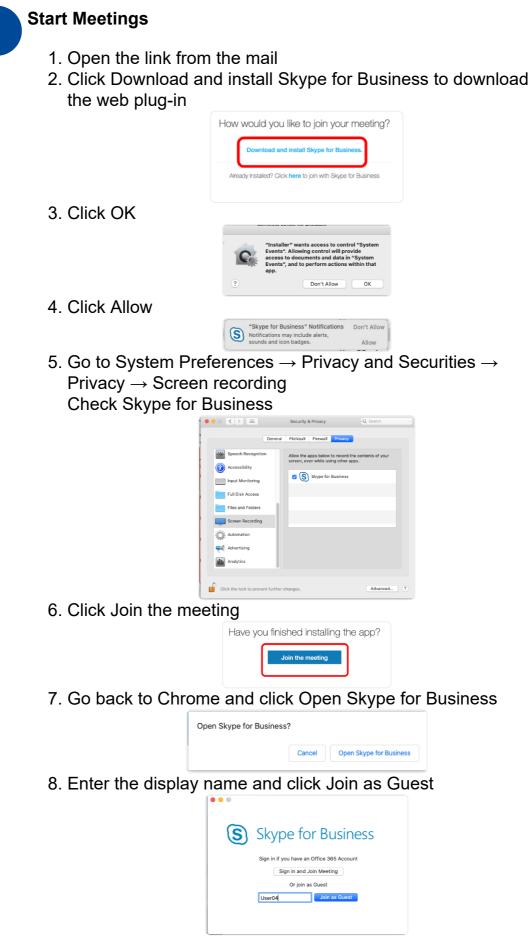
Format Arrange Tools Slide Show Window H You are now sharing your screen Stop Sharing 🗙

4. Click Stop Sharing to stop the presentation



Join the VC meeting via invitation link

Important: Use the Google Chrome to open the link



9. Click Join

•••	
Join Meeting Audio	
OUse Skype for Business (full	audio and video experience)
Call me at:	
ODon't join audio	
Don't show this again.	
	Cancel Join

