

Self-help Guide for MOODLE Users

User Guide for Skype for Business on Windows

Schedule VC meeting on Windows

1 Log In

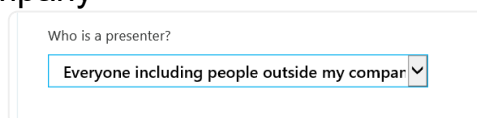
1. Go to <https://sched.lync.com/>
2. Enter your SSOid and password, and click **Sign In**
3. Click **Yes** to continue

2 Schedule Meetings

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

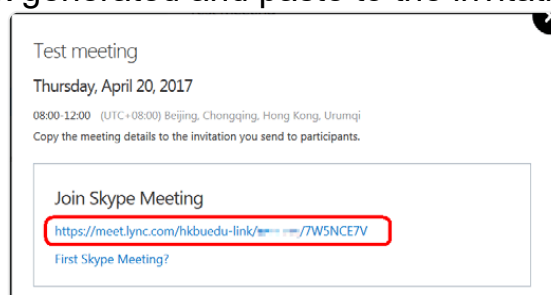
Note:

- 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 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?

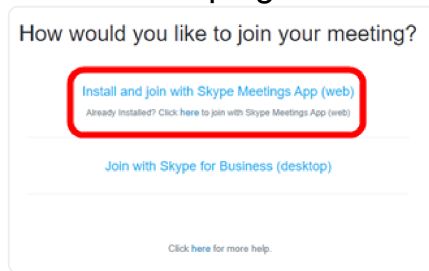
5. Paste the invitation link in the invitation mail

Start VC meeting and PowerPoint presentation via invitation link

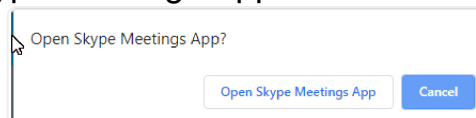
Important: Use the Google Chrome to open the link

1 Start Meetings

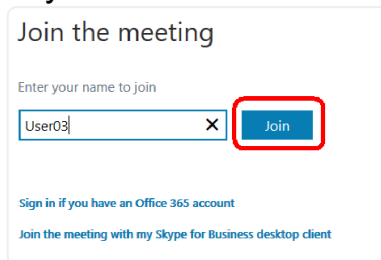
1. Open the link from the mail
(Note: this is a one-time only link when the meeting room closes that link will become invalid)
2. Click Install and join with Skype Meetings App (web) to download and install the web plug-in



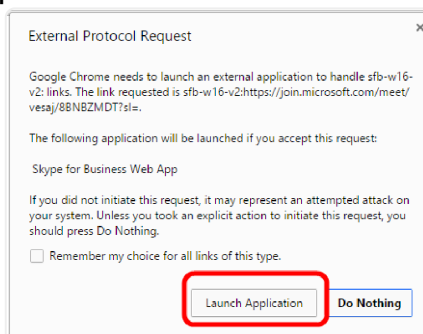
3. Click Open Skype Meetings App



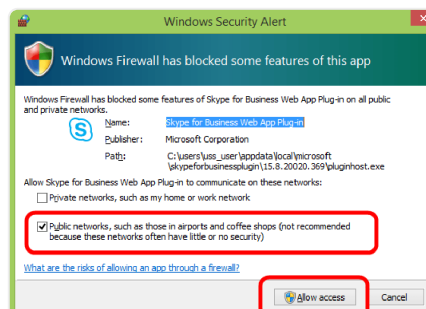
4. Enter the display name and click Join
5. Check Remember my choice for all links of this type



6. Click Launch Applications



7. Check the "Public networks, such as those in airports and coffee shops..." and click Allow access

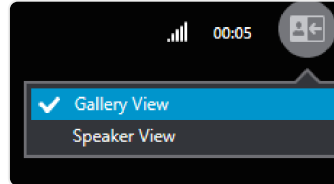


2 Check Meeting Settings

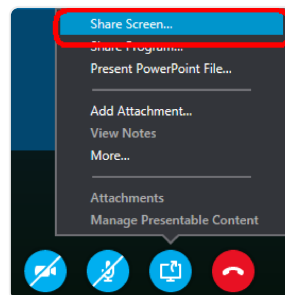
1. Ensure the cam and mic are on



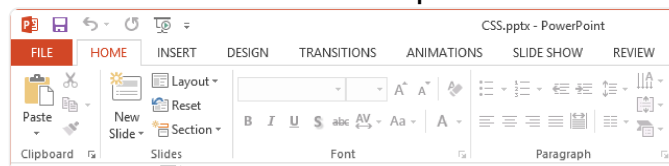
2. Switch the view to Speaker View



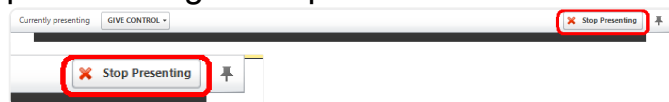
3. Click , click Share Screen




4. Switch to PowerPoint and start the presentation as usual



5. Click Stop Presenting when presentation ends



6. Click  to leave the meeting

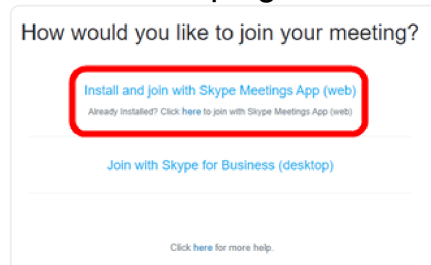
Join the VC meeting via invitation link

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

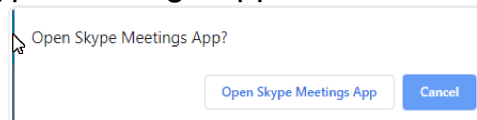
1

Join Meetings

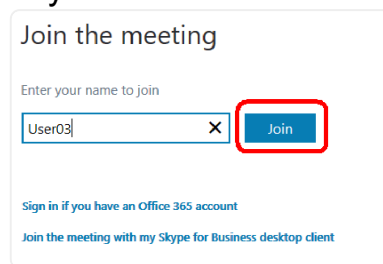
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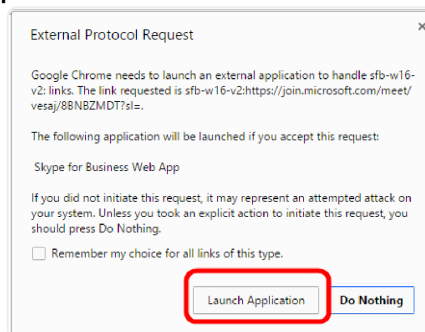
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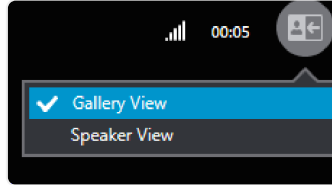
2


Check Meeting Settings

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