Skype for Business

Use in courses
Skype for Business as a component of synchronous courses

- Skype for Business allows you to communicate directly with your students.

- In addition to the well-known (video) telephony functions, the program includes a complete instant messenger.

- Conceivable scenarios of use are for example the holding of seminars and tutorials.

- When using it, remember that students must first agree to data processing by Microsoft and must allow 24 hours for activation.
Meeting links

- To use it, the participants, e.g. students, must first join a joint **meeting**.

- For each course it is sufficient to create a meeting room.

- However, it is recommended to create a new link for each appointment.

- The meeting room is created either from Outlook or from sched.lync.com.
Meeting links with sched.lyn.com

- First, open "sched.lyn.com" and log in there with your Office 365 account (btXXXXXXX@myubt.de)

- Now you can set some options of the meeting room.

- At this point you **do not** have to determine the participants.

- As start and end time you can also choose the **complete period of the semester**. This ensures that the link remains **persistent** and can be reused during the semester.
Meeting links with sched.lync.com

- Company is to be understood here as "University of Bayreuth".

- "Who bypasses the waiting area": This option determines whether the new participants can join the conference directly or whether they must first be unlocked by you or a moderator you have specified.

- "Who is moderator": Should be set to "Organizer only". You can later temporarily assign this permission to individual participants in Skype.
Meeting links with sched.lync.com

- After saving, you will see the window shown on the right.

- Now you can copy the meeting details and, for example, distribute them to the students via the announcement forum in the e-learning or provide them as "link/URL" in the course under "Create material or activity".

- Everyone who opens the link now dials directly into a common meeting room.
Meeting links with MS Outlook

- In Outlook, first select Calendar and then "New Skype meeting".
Meeting links with MS Outlook

- In the following window you can set the same options as in the Web Scheduler.

- You will find the options for the waiting area and speaker in the meeting options.

- Note: If you create the meeting for a long period of time to create a persistent link, you should create the appointment as "Free".

- You can then copy the text shown below and pass it on to the participants.
Setting up the chat room

- After opening the link and Skype you will see the following window.

- To use as a conference call, select "Use Skype for Business".

- For use as an Instant Manager only, select "No audio participation".
Setting up the chat room

- Among the participant actions, you as a speaker have various options for moderating the conference.

- To mute individual participants, make them speakers or remove them, right-click on them to open the corresponding context menu.

- For example, to show a presentation open in the background to all participants, select Share content below.
Further information

■ More detailed instructions for Skype for Business are available from Microsoft at the following address: https://docs.microsoft.com/en-us/skypeforbusiness/set-up-skype-for-business-online/set-up-skype-for-business-online.

■ If you have any further questions or comments about these instructions, please contact: its-beratung@uni-bayreuth.de.