

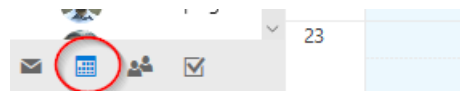
Creating a Skype for Business booking for the Surface Hubs

To create a video conference virtual meeting room booking, you need to use the UoB Office 365 Outlook application. This can be created by the booking either in the Outlook desktop client or in the Outlook web application. The following description is from the Web version.

You MUST log into Skype for Business first. If you are using the UoB Remote Desktop, go to Start, All Programs and choose the Skype for Business application. Log into Skype with your UoB credentials e.g. ab1234@bristol.ac.uk

In your web browser, log into Outlook by navigating to portal.office.com. Log in with your University of Bristol credentials e.g. ab1234@bristol.ac.uk

Open the Outlook application and then choose the calendar page from the icon in the bottom left of the page.



Click on the New button (top left) to create a new calendar event and then follow the instructions in the images below.

Office 365 Outlook

Save Discard Attach Add Skype meeting Charm Categorise

Details

Demo teaching session for all Academy Surface hubs

Add a location or a room

Start: Mon 08/04/2019 11:30

End: Mon 08/04/2019 12:00

Repeat: Never Save to calendar: Calendar

Reminder: 0 minutes Show as: Busy

Add an email reminder

Make this event meaningful. Add an agenda

People

Required uob-swindon-hub

Add attendees

UoB Swindon Hub
UoB-Swindon-Hub@resources.bristol.ac.uk

Search Directory

3 Add people and Hubs required.

1 Name your meeting with something meaningful as this will be shown on the Hub home screen

2 Choose the date and time

4 And choose from the results

*³ To add a Hub, search by typing...

e.g. Bath hub... uob-bath-hub@resources.bristol.ac.uk

For a full list of Hubs go to <http://bristel.cfme.org.uk/SurfaceHub/>

Make the booking a Skype meeting and then click 'Send'

If needed, you can use the hyperlink from the meeting for external users. For example, if a clinical colleague wanted to join the meeting but they didn't have a UoB account, they could simply click on this link and join from their PC or mac. External users can still join even if they do not have a Skype for Business account.

The screenshot shows the Outlook meeting booking interface. The 'Add Skype meeting' button is circled in red. A callout box with the text 'Click to make it a Skype meeting' points to this button. The meeting details include the title 'Demo teaching session for all Academy Surface hubs', a list of participants from various UoB hubs (Swin, UoB Swindon Hub, UoB North Somerset Hub, UoB North Bristol Hub, SBris, UoB South Bristol Hub, UoB Gloucester Hub, UoB Taunton Hub, UoB Bath Hub, UoB Yeovil Hub, STA - 1.16 (8)), and a schedule for Monday, 08/04/2019, from 11:30 to 12:00. The 'Attendees' list on the right shows the status of each participant, with most marked as 'Free'.

The screenshot shows the Outlook meeting booking interface after clicking 'Send'. The 'Join online meeting' hyperlink is highlighted. A callout box explains: 'Once you have clicked "Send", you can go back into the booking and you will see that a hyperlink for the meeting will have been created. This link can be sent to anyone outside of the UoB organisation so that they can also join the Skype meeting. Note this is the only way to include external participants.' The meeting details are similar to the previous screenshot, but the 'Attendees' list now shows the status of each participant, with some marked as 'Accepted' (Swin, UoB Swindon Hub, UoB Gloucester Hub, UoB Taunton Hub, UoB Bath Hub, UoB Yeovil Hub) and others as 'No response' (NSom, NBris, SBris).