

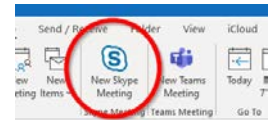
# Using Skype for Business for Large Conferences

When planning to use *Skype for Business* for a large audience, you need to think about how you want to manage the Skype session. For example, do you want to allow everyone to use the chat facility and do you want to prevent others from sharing their presentation or stop someone interrupting the presenter? These features are enabled by default and are designed to allow small groups to get up and running with little difficulty, but may not be appropriate for a larger audience.

As with most Microsoft software, there are several ways to achieve what you need. The easiest way to configure your Skype for Business presentation is to use the Outlook desktop client but you can achieve the same objective with the web version of Outlook.

## Manage Skype with the Outlook Desktop Client

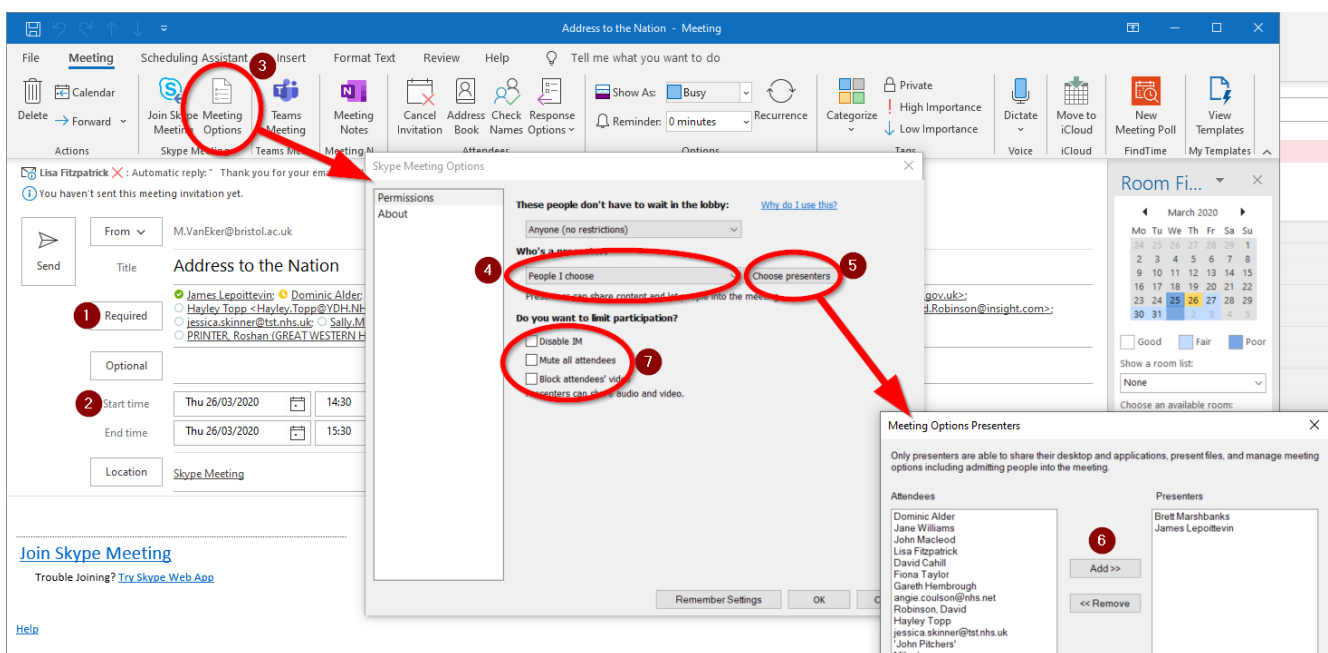
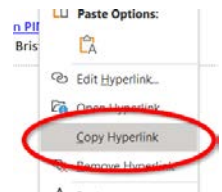
From the Outlook desktop client, open the calendar app and click on the New Skype Meeting in the Home toolbar.



By default, the new Skype meeting will add all the UoB invitees to the 'Presenter' role, so they can present, mute or remove other users, etc. External users automatically have the 'participant' role where they have no ability to manage other users.

In this example, I am going to create a Skype meeting for a large group of colleagues. I want to only have the colleagues, James and Brett, in the 'Presenter' role, to help me manage the online chat and recording, leaving me free to focus on the presentation. All of the other users will be participants.

1. Add the colleagues to the meeting. Alternatively, you could send out or post a 'Join Skype Meeting link' to broadcast the invitation to a wider audience. Right-click on the 'Join Skype Meeting' link in the meeting details and click on 'Copy Hyperlink'. You can then send the link or post it.
2. Choose the date and time
3. Click on 'Meeting Options' in the ribbon
4. Change the 'Who's a Presenter' to 'People I choose'
5. Click 'Choose presenters' and then...
6. Choose from the people you have invited to the meeting to have the 'Presenter' role
7. You can apply further controls, for example, muting all microphones



The screenshot shows the Outlook Meeting Options dialog box for a meeting titled "Address to the Nation". The dialog is divided into several sections:

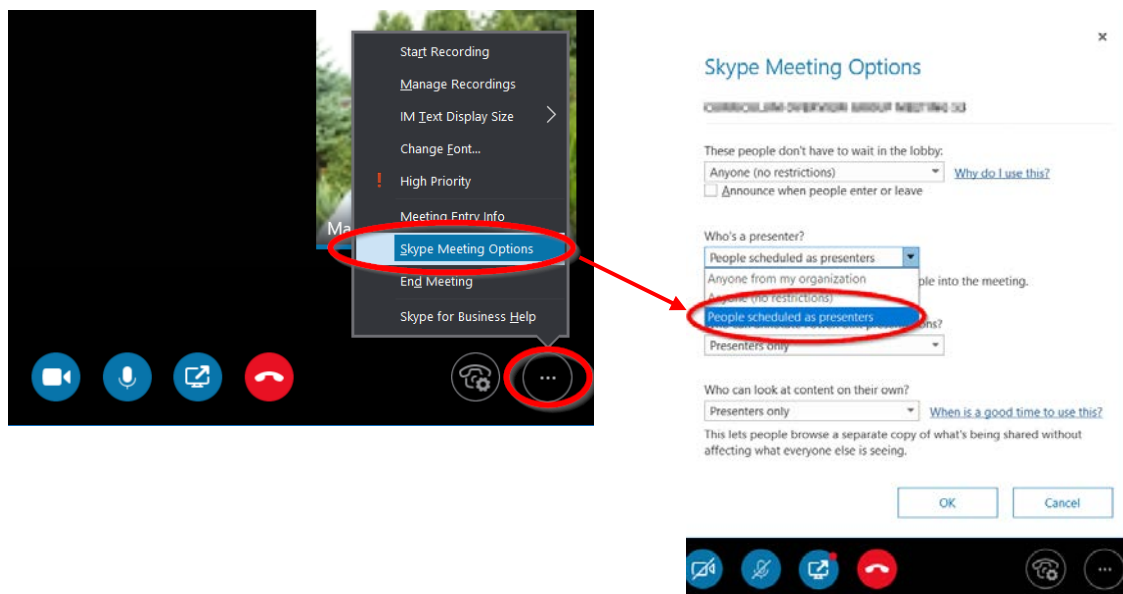
- Required:** A list of invitees including James Lepoittevin, Dominic Alder, Hayley Topp, Jessica Skinner, Sally Mc, and PRINTER Roshan.
- Optional:** A section for optional invitees.
- Start time:** Set to Thu 26/03/2020 at 14:30.
- End time:** Set to Thu 26/03/2020 at 15:30.
- Location:** Skype Meeting.
- Permissions:** A section for setting permissions, with "Who's a Presenter" set to "People I choose".
- Do you want to limit participation?:** A section with checkboxes for "Disable IM", "Mute all attendees", and "Block attendees' video".
- Meeting Options Presenters:** A section for selecting presenters, with "Brett Marahbanks" and "James Lepoittevin" listed.

Numbered red circles and arrows indicate the following steps:

1. Required
2. Start time
3. Meeting Options
4. Who's a Presenter
5. Choose presenters
6. Add presenters
7. Mute all attendees

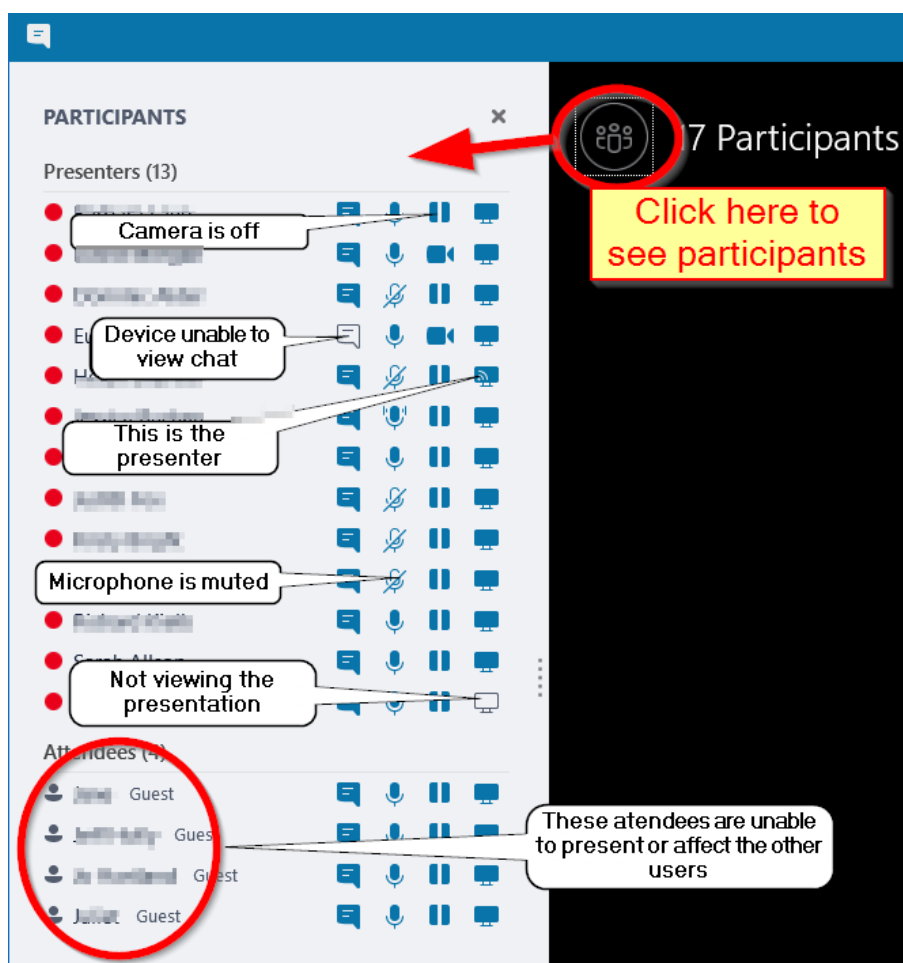
## Manage Skype in your Web Browser

To manage your Skype presentation in the web version of Outlook, click on the 3 ellipses and choose Skype Meeting Options. If you choose 'People scheduled as presenters', this will be the people you have added to the Skype meeting booking in Outlook. Anyone who joins with the Skype meeting hyperlink will be a participant.



## Managing People in the Skype Session

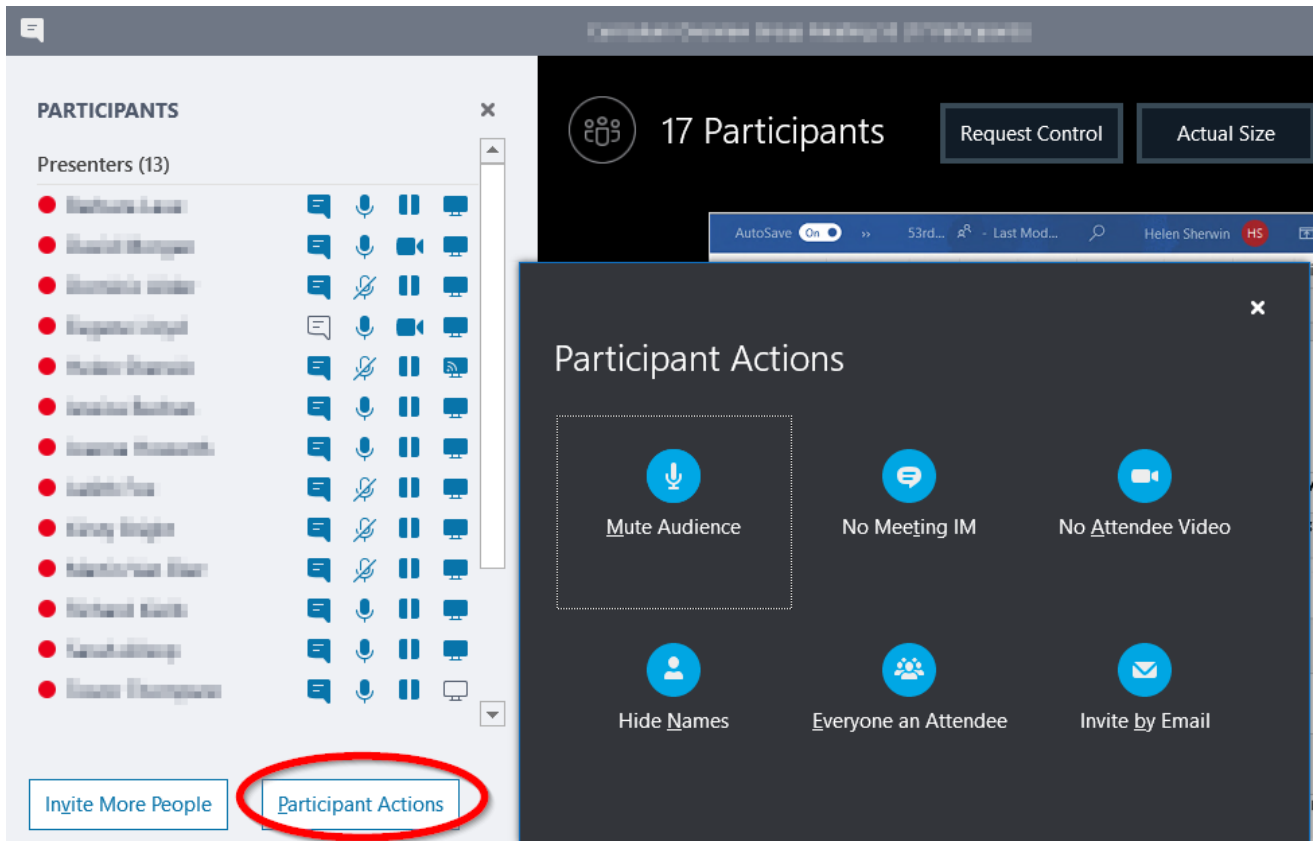
If you click on the participant's icon, you can see all of the people who have joined the session and the state of their connection.



## Key Tools for Managing All Participants

To mute the audience or disable chat (No Meeting IM) for all of the participants, you need to click on the Participant Actions button. Here are the controls to easily control your presentation.

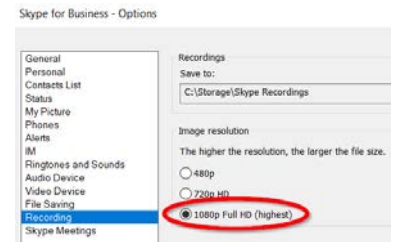
If you have more than 15 people in the Skype call, you probably want to stop the participant's video (No Attendee Video) to preserve bandwidth for the main presenter. If you have a lot of people connected in the Presenter role, you may want to make 'Everyone an Attendee' first and then stop their video.



## Recording in Skype for Business

If you need to record the video conference, you should ideally be in a location close to the presenter but on a different PC.

Before you start, you first need to set the recording resolution. This can be found in the main Skype interface, under the tools menu or the gear cog. We recommend that you use the highest setting. Also, note the location of the saved recordings – NB this should be on the local hard drive of the computer.



When you are in the Skype call, click on the 3 ellipses and choose 'Start Recording'. A red recording icon will appear in the top right of the screen. When you want to stop, the 'Stop Recording' option is in the same location.

To process the recording, open the Recording Manager from the main Skype interface, under the tools menu. The recording will take quite a few minutes to finish rendering (depending on the length of recording).

