

# Get started with Skype for Business

Windows 7 and 10

This guide includes the sections:

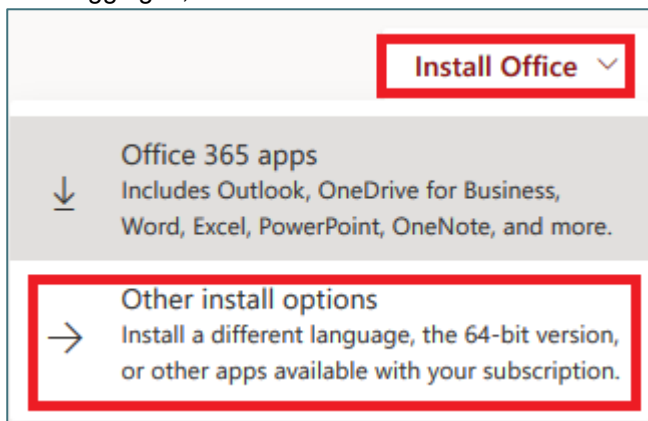
- A. Installation of Skype for Business**
- B. Audio and Video**
- C. Skype meetings**
- D. Supplementary information**

Before you can start using Skype for Business, you need to install the client on your computer. It's important that the computer you use with Skype for Business is your own private computer – and not a computer from your internship. An internet connection is required throughout the installation, and while using the Skype for Business client.

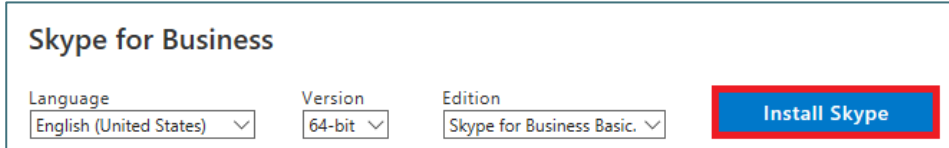
Before attending a meeting using the Skype for Business client, it's important to take your time to install and test Skype for Business, to make sure it works.

## A. INSTALLATION OF SKYPE FOR BUSINESS

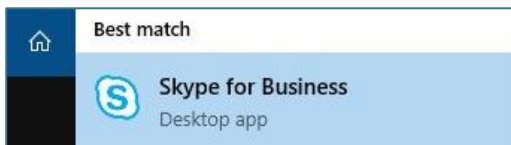
1. Close all open documents, web pages or applications currently running on your computer
2. Go to the following webpage: <https://portal.office.com>
3. Log in with your UCN email - like 1234567@ucn.dk
4. When redirected, fill in your password and log in.
5. After logging in, look for the "Install Office" Button near the top right corner- Select 'Other install options'



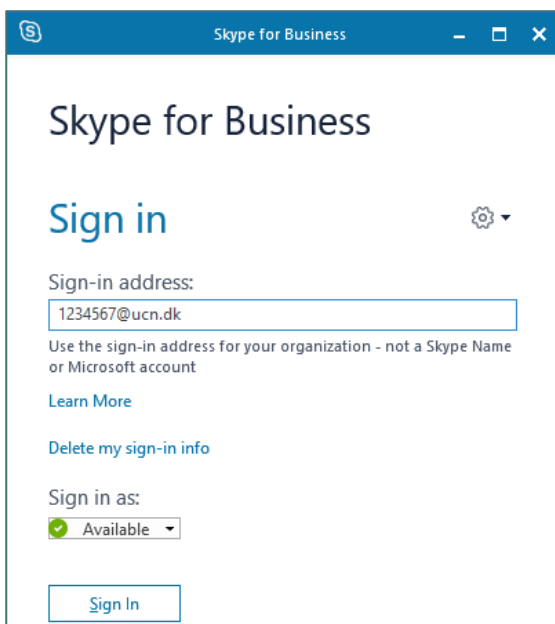
- Go to Skype for Business – click “Install Skype”



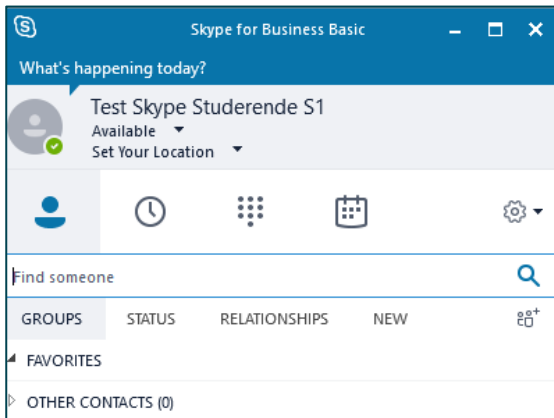
- After pressing Install Skype, you will be asked to Run, Save or Cancel - Choose “Run”
- If you are asked to allow the application to make changes to your device choose “Yes”
- Make sure to have internet connection throughout the installation. When the installation is complete, you can find your Skype client in your start menu



- Open Skype for Business, and sign in with your UCN account:



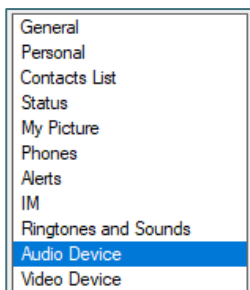
11. When you are logged into Skype it should look like this:



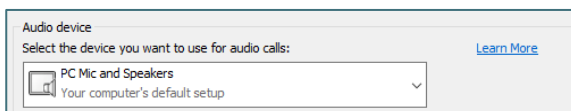
## B. AUDIO & VIDEO

You need to verify that Audio and Webcam is working before using Skype for Business.

12. Open settings and chose Audio Device



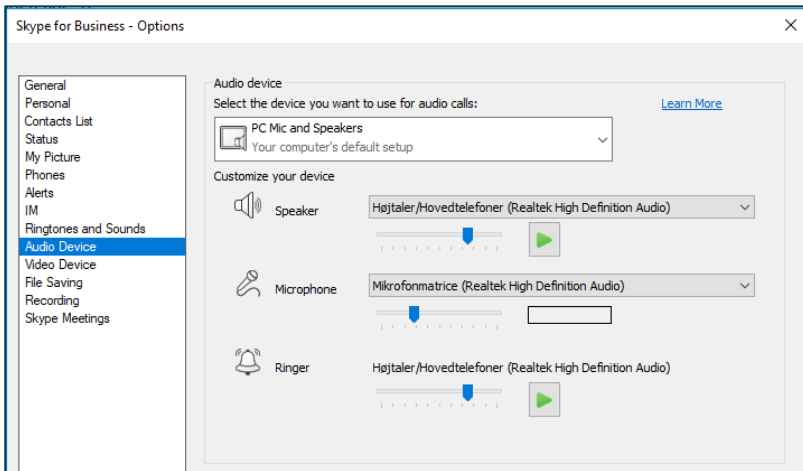
13. This is where you choose which device Skype For business is using



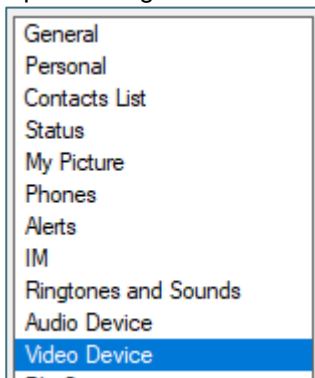
14. Now you need to adjust the sliders to get the preferred audiolevels

- **Speakers:** Here you can control the volume you hear from Skype (Press the green play arrow to test)
- **Microphone:** Test the microphone levels by speaking and watch how far the soundbar is moving. You want it to reach the halfway mark, adjust the sensitivity by sliding the blue arrow.
- **Ringtone:** Test your volume by pressing the play button, use the slider to set your desired volume.

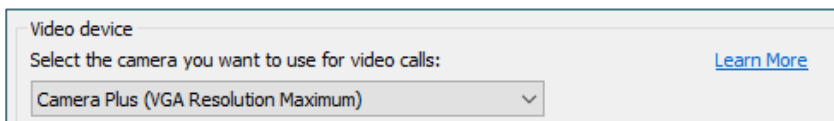
Select "OK" to save your settings.



15. Open settings and choose Video Device



16. This is where you select which webcam to use with Skype for Business



17. Make sure to adjust the camera angle in a way, so your face is centered in the preview.  
 18. Select "Crop and centre my video during meetings" This will zoom and crop the image while you're in a Skype meeting  
 19. Select "OK" to save your settings.

### C. SKYPE MEETING

When your teacher schedules the meeting, you will receive an invitation. This invitation will contain a link to the meeting. Please note that if you have accepted the invitation, the link will be in your UCN Outlook calendar.

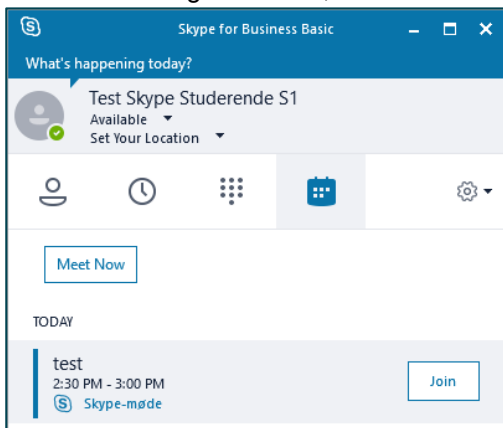
To join the meeting:

20. Open Skype for Business

21. Click on the meetings tab

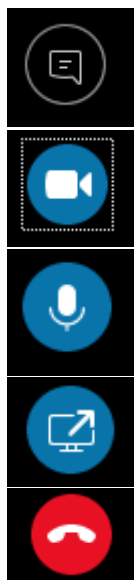


22. Find the meeting on the list, and click “Join”



23. The meeting should now start

24. At the bottom of the meeting window you have a few important functions:



Show/hide chat

Turn webcam on/off

Turn Microphone on/off

Share screen content

End call/meeting

## D. SUPPLEMENTARY INFORMATION

### Other devices

Please note that you can install Skype for Business on a different device eg. iPad/iPhone or Android

### Problems?

Please contact your local Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99  
Monday – Thursday kl. 7.30 – 15.00  
Friday kl. 7.30 – 14.30
- Send an email to [servicecenter@ucn.dk](mailto:servicecenter@ucn.dk)
- Create a support case on the Service Centre [Self Service Portal](#)