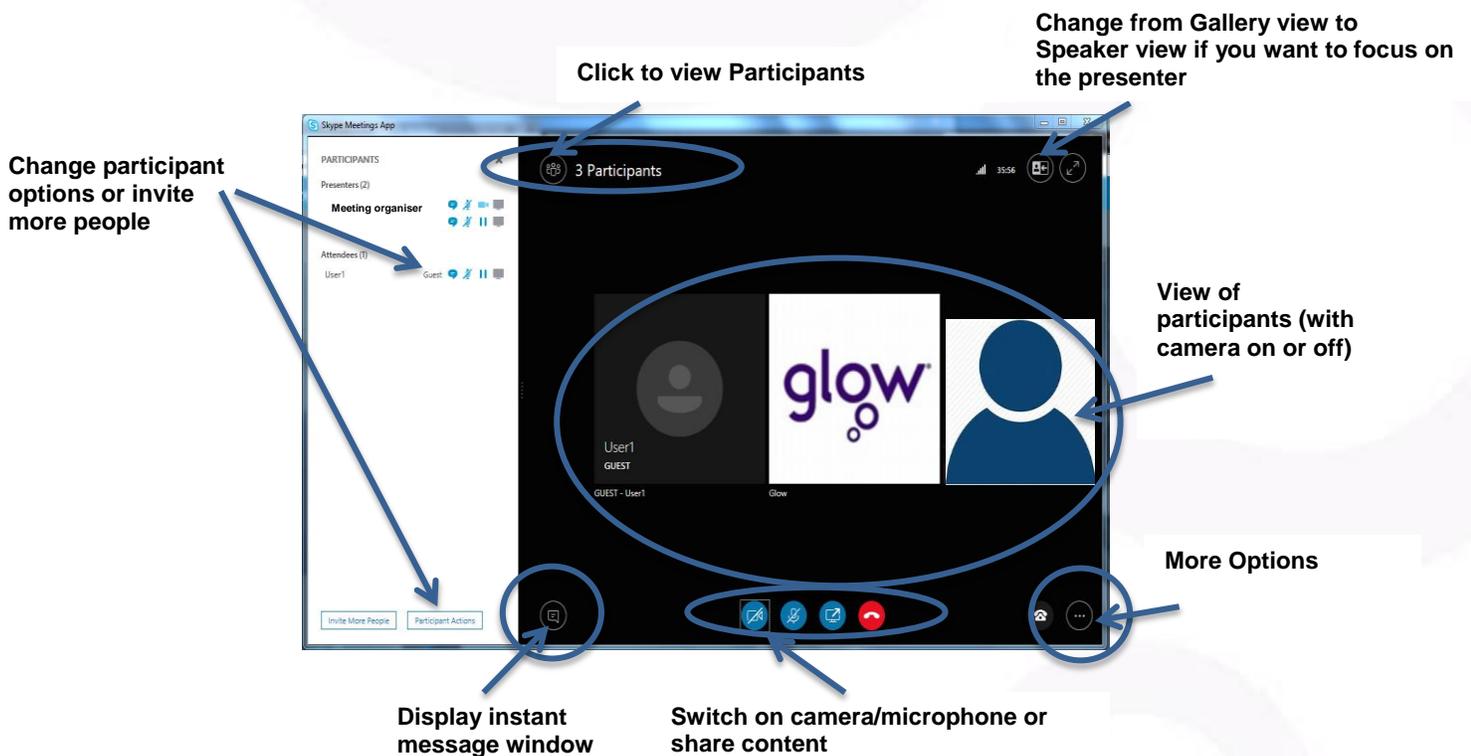


Managing a Skype for Business meeting

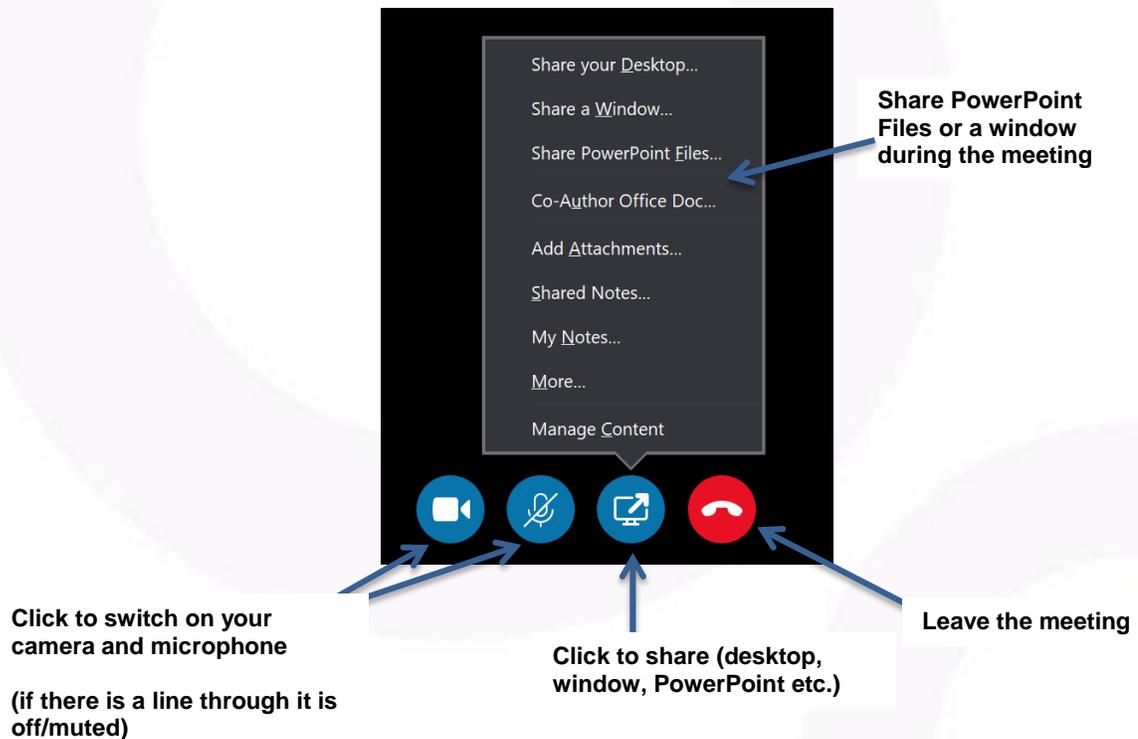
If you are going to be hosting or managing a Skype meeting and would like to limit participation or run a larger scale event some of the options can be explored in more detail.

Use the **Skype for Business Web Scheduler** or the **Outlook desktop client** to restrict options before the meeting takes place.

Overview of Skype Meetings



Skype for Business in Glow – Managing a meeting



Participant Options

Tips:

Users will join a Skype for Business meeting as an **Attendee** or a **Presenter**.

Presenters: have full control over the meeting. They can share content, record the meeting, change the meeting options, invite people, mute people, and so on.

Attendees: can switch on their camera and microphone but can't share content or change the meeting options.

If a user joins using the **Skype Meetings App (web)** they can join as a **Guest** or using their **Glow O365 login**.

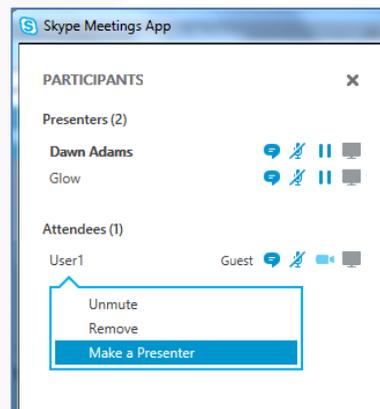
If you haven't changed any of the default settings prior to your meeting to control access:

- Users who haven't logged on will appear as **GUEST** and join as **Attendees**.
- Users who have joined using their **Glow O365 login** will join as **Presenters**.

Skype for Business in Glow – Managing a meeting

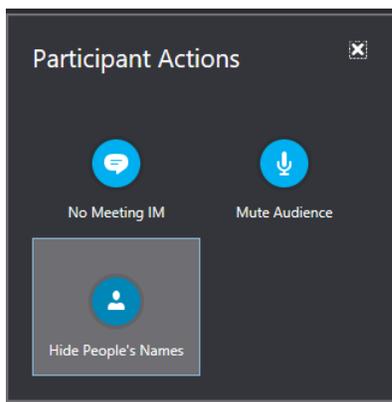
Participant Actions

To change individual permissions while the meeting is running right click on the **Participant name** and choose from a range of options such as **Make a Presenter/Attendee**, **Remove** or **Mute** them.



To change permissions for the whole meeting click on **Participants**, then **Participant Actions** on the bottom left.

You can **Mute** the whole audience and change other settings here.



Note: there are fewer Participant Actions when using the **Skype for Business Meetings App (web)** as opposed to the **Skype for Business Desktop app**.

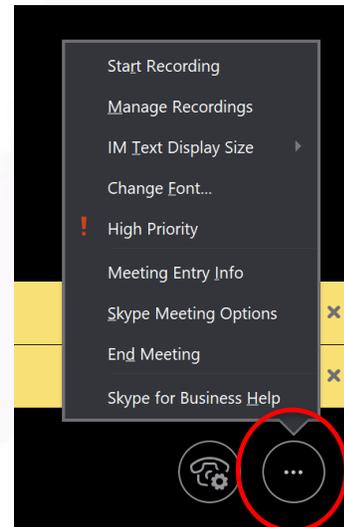
Skype for Business in Glow – Managing a meeting

Click on **More Options** to display other meeting settings:

Start Recording: this lets you record your meeting including presentations, chat, audio and video.

Meeting Entry Info: provides you with the meeting link if you have to send it to anyone else to join

Skype Meeting Options: allows you to set permissions for the meeting including who has to wait in the lobby and who is a presenter as was outlined previously.



Tip: Presenters can only record a meeting using the Skype for Business desktop client/app.

Microsoft Skype for Business Support

<https://support.office.com/en-gb/skype-for-business>

Skype Meetings App (web)

https://support.office.com/en-us/article/quick-start-skype-meetings-app-skype-for-business-web-app-0db361c8-adcb-419c-931a-40ac4aafd44e#ID0EAABAAA=Skype_Meetings_App

Exploring meeting options

You can restrict access to your meeting and select who will bypass the lobby or who is a presenter using the **Skype for Business Web Scheduler** or the **Outlook desktop client**. An overview of the options is outlined below.

Who gets in directly?	What happens	Recommended when...
Only me, the meeting organizer	You are the only one who gets into the meeting directly. Everyone else has to wait until admitted.	You have a meeting that you want to control access to such as an event with a large attendance or don't want them to access materials until the event starts
People I invite from my company (Glow)	Only people who were invited to the meeting join the meeting directly. Everyone else has to wait until admitted.	You only want to allow specific people to join directly. For example other presenters in your meeting.
Anyone from my organization (Glow)	Anyone with a Glow login can get in to the meeting directly, even if not invited.	You are hosting an open meeting to allow collaboration and you aren't concerned about who enters the meeting without the presenter.
Anyone (no restrictions)	Anyone who has access to the meeting link gets in to the meeting directly.	It's an open meeting and you are happy for everyone to join without you being present.

Presenter settings

Who's a presenter?	What happens	Recommended when...
Only me, the meeting organizer	Only you as the meeting organizer have presenter permissions.	Use when the participants don't have to interact with the meeting content. You can designate additional presenters during the meeting if you decide you want to.
Anyone from my organization (Glow)	Anyone with a Glow login can be a presenter.	Suitable for casual meetings with your teammates, where all participants can share and modify content.
Anyone (no restrictions)	Everyone you invite can be a presenter.	Use when you have external participants and want them to present.
People I choose	You and the people you choose can be a presenter.	Use when you want specific people to be presenters.

Tips:

- Using the default options is suitable for small, casual meetings where you want everyone to be able to collaborate such as with co-workers.
- If you have a meeting with pupils or are scheduling a larger event where you want to limit participation you may want to change the meeting options before you send the invites to better fit your meeting requirements.