

Scheduling a meeting

There are a number of ways to set up a Skype for Business meeting in Glow. These include using:

- **Outlook online/client**
- **Skype for Business Web Scheduler**

The purpose of your meeting may determine which option would be most suitable and this document will provide some guidance and options to consider. Some of these scenarios might include:

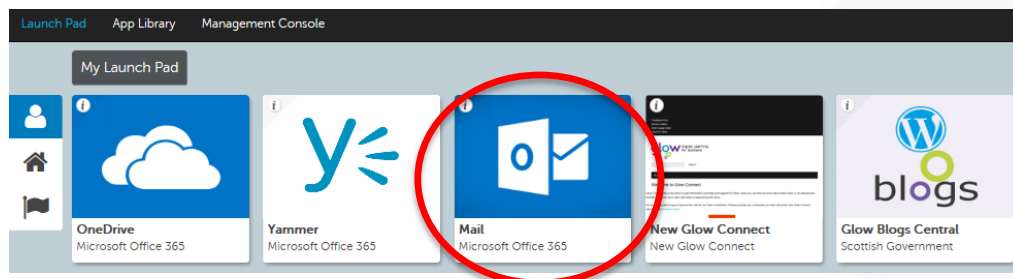
- An opportunity to meet with a colleague to share ideas or materials
- A meeting with a smaller number of staff or learners for collaboration purposes
- An online meeting with learners where you want to share learning and teaching materials but limit the collaboration
- A large event where you want to limit participation of users

Tip: staff can create Skype for Business meetings but pupils cannot. Pupils can take part in Skype online meetings.

Using Outlook Web App

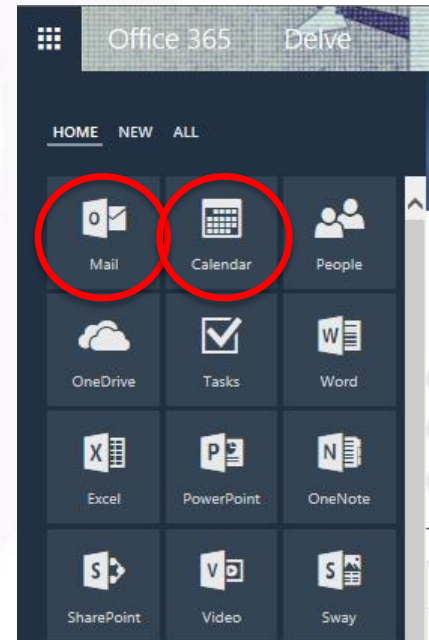
You can use Outlook online to schedule a meeting – the same way you schedule meetings normally but with one or two extra clicks.

- Login to Glow as normal.
- Access **Glow O365** using one of the **Microsoft Office 365 tiles** on the RM Unify Launch Pad e.g **Mail**

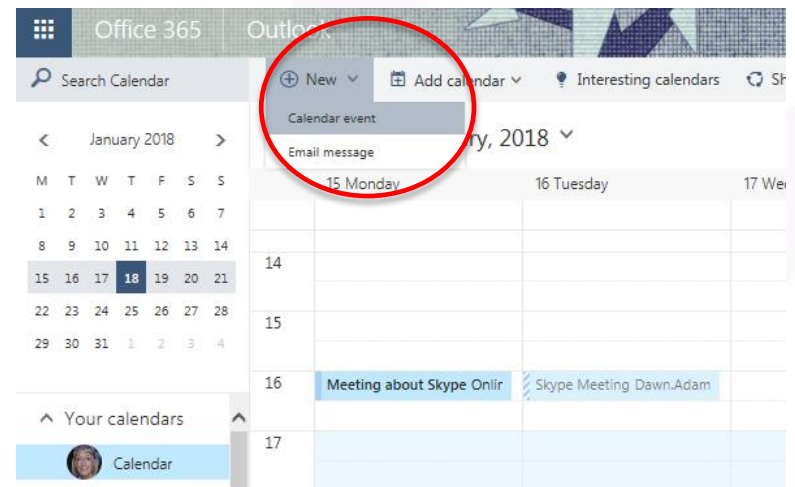


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- Open **Outlook** and navigate to your **calendar**.
- *If you are already in Office 365 use the waffle to select **Calendar**.*



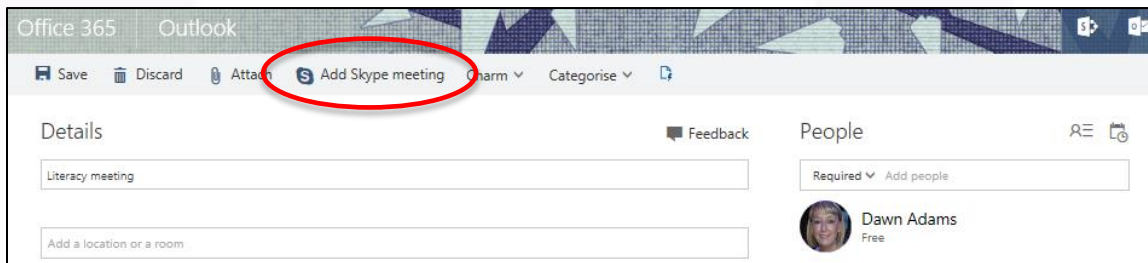
- Click on **New** then **Calendar Event**



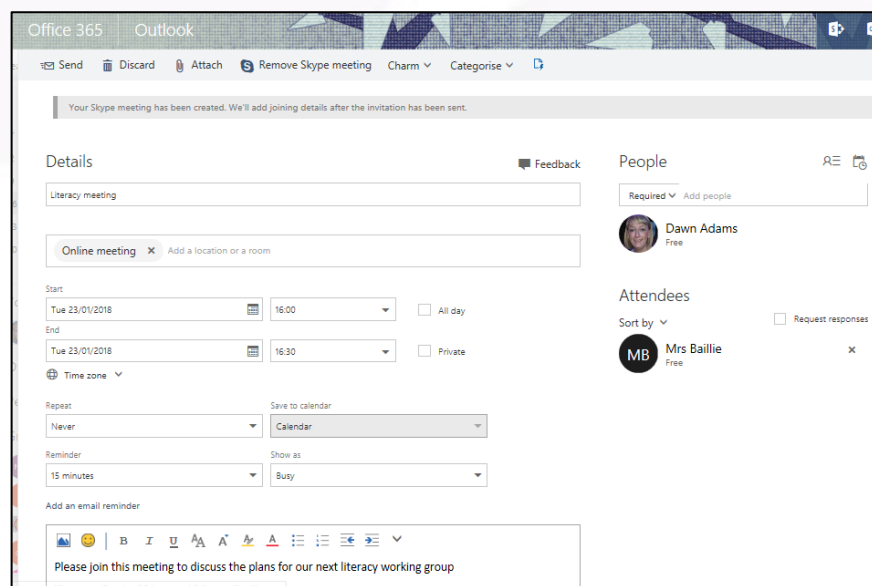
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You can now create a new meeting and add your details.

- Click on **Add Skype meeting**

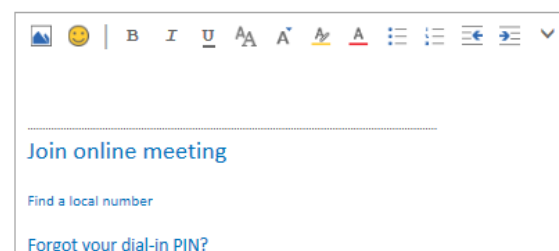


- Complete your details
- Add attendees if you want to send them an email invite. **This can also include email addresses out with Glow.**
- Include some information about the meeting and click on **Send**.



Tips:

- The joining details for the Skype meeting will be added once the invitation has been sent
- You can access your **Skype Meeting** from your calendar (double click to open)
- The link for people to join your meeting is included in the email (**Join online meeting**)
- Click on '**Join/Join Skype Meeting/Join online meeting**'
To invite other people to this meeting you can also send them the url e.g <https://meet.lync.com/glowscotland-glow/username/abcd1234>



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Using Skype for Business Web Scheduler

You can access the **Skype for Business Web Scheduler** from a tile in **RM Unify**.

Or use **the link below** with your Office 365 login (e.g firstnamesurname@glow.sch.uk)

[Skype for Business Web Scheduler.](#)



You can complete the details for your meeting. Again there are a number of options to consider. It is important to note that 'My company' means Glow.

A screenshot of the "New Meeting" form. The form is titled "New Meeting" and has a back arrow icon. It is divided into two main sections: "General" and "Attendees and Audio".
In the "General" section, there are fields for "Event", "Location" (set to "Skype Call"), and "Message" (with a 340 character limit). To the right, there are dropdown menus for "Start Time" (01-18-2018, 21:00), "End Time" (01-18-2018, 22:00), "Time Zone" (UTC Casablanca), "Who will bypass the lobby?" (Everyone including people outside my company), and "Who is a presenter?" (People from my company). There is also an unchecked checkbox for "People dialing in by phone will bypass the lobby".
In the "Attendees and Audio" section, there is a text box for "Add participants here (separate by semicolon)" and a "Check Names" button.
At the bottom right, there are "Cancel" and "Save" buttons.

- You can add **attendees** using their Glow usernames

- Decide who will bypass the lobby and join the meeting straight away e.g. you can 'lock' the meeting so that the organizer only can bypass the lobby.

My company means everyone in Glow.

A close-up of the "Who will bypass the lobby?" dropdown menu. The menu is open, showing four options: "Organizer only (Locked)", "People I invite from my company", "People from my company", and "Everyone including people outside my company". The "Organizer only (Locked)" option is highlighted in blue. Below the menu, the "Who is a presenter?" dropdown is also visible, with "Organizer Only" selected.

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- You can specify other **Presenters** to join your meeting by typing in their Glow usernames or email addresses. Everyone else will join as an Attendee.
- You can also limit control of your meeting by selecting **Organizer Only** and you will be the only presenter joining the meeting.

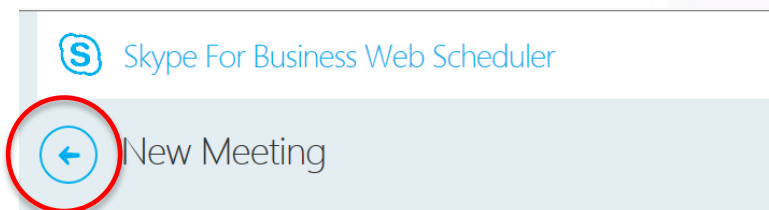
Who is a presenter?

| |
|--|
| Organizer Only |
| People I choose |
| People from my company |
| Everyone including people outside my company |

Cancel Save

- Click on **Save** to set up your Skype for Business meeting.
- You will need to copy the meeting details from the last screen and send to participants as they won't automatically be sent an email.

Click the **Back** arrow to view a list of your meetings.



A list of your Meetings will be displayed. Click on the title of each one to access it.

You can only delete the meetings that you have created using the Skype for Business Web Scheduler here and not ones created using your Outlook calendar.

Tips:

- You might use the **Skype for Business Web Scheduler** if you wish to specify presenters before they join the meeting and set permissions on who can bypass the lobby (this can't be done in Outlook online).
- The **Skype for Business Web Scheduler default options** are appropriate for small and casual meetings.
- If you are inviting more than 10 – 15 people or want to control meeting permissions it is a good idea to change these options from the default settings to suit the purpose of your online meeting.

Using the Outlook desktop client with your Glow email address

Tips: This section outlines how this would work if you have Outlook 2016 installed on your PC and can sign-in using your Glow email address.

If this is not possible on your local authority device you should use the Outlook online or Skype for Business Web Scheduler options to schedule a meeting.

- Open Outlook, and go to your calendar
- On the **Home** tab, in the **Skype Meeting** section, select **New Skype Meeting**.



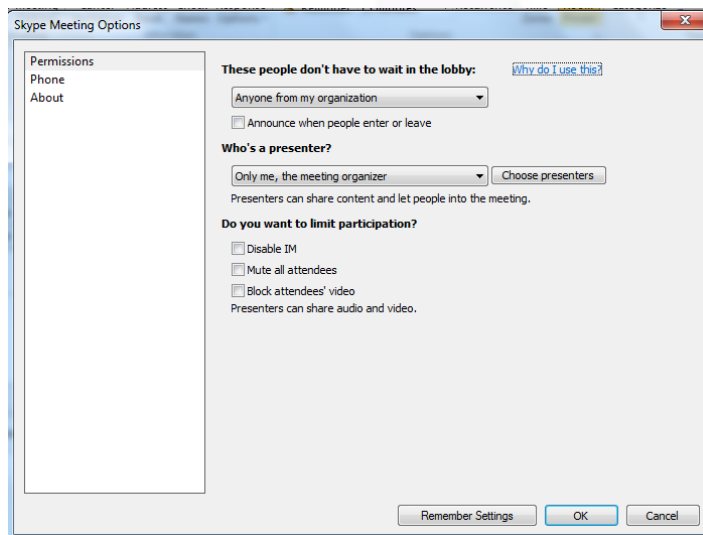
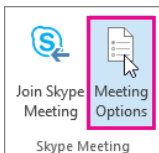
Tip: if you don't see the **Skype Meeting** section then Skype for Business is not installed. You have to sign in to Skype with your Glow address for this to work.

Set up the meeting as you typically would.

- In the **To** box type the email address of each person you are inviting, separated by semicolons
- In the **Subject** box, type a name for the meeting
- Select and Start time and an End time.

Tip: In the **Meeting options** section you have some options and permissions to consider.

This provides more detailed meeting set up options than using Outlook online or the Skype for Business Web Scheduler.



Meeting options

- **Who will wait in the lobby before the meeting until you let them join the meeting room** - this may be useful if you have an 'open' meeting with a lot of attendees and don't want them to access the meeting until you are present.

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- **Who else you want to be able to present in your meeting** – only presenters are able to share their desktop and applications, present files, and manage meeting options including admitting people in to the meeting. You may want to limit this and only allow a few nominated presenters before the meeting. *You can also elevate user permissions during the meeting e.g. from Attendee to Presenter.*
- **Do you want to limit participation e.g. disable IM, mute all attendees and block video** – this may be useful if you have a larger meeting like a Glow TV event and don't know all of the people who are attending prior to the event. This will prevent people from interrupting the meeting by using their audio and video during the meeting if it's not required.

Alternatively stay with the default settings and click on **Send**.

The meeting invitation will be sent to the email addresses you specified. You can also share the link with others should you wish them to join.

Summary of options to schedule a Skype for Business Meeting

| Scheduling a meeting using | Options overview | Considerations |
|---|--|--|
| Outlook online | <ul style="list-style-type: none"> • Basic options when setting up – can't specify presenters or decide who can bypass the lobby • Users can join the meeting at any time and switch on cameras and microphones • You can send meeting invites to users (both in and out with Glow) in the Add People section and keep track of events in your calendar. | <ul style="list-style-type: none"> • Suitable for smaller meetings where you want to collaborate • Easy to set up and invite users using meeting requests or links • The online meeting is open for people to access prior to the event • You don't require any additional clients or downloads to set up an online meeting. |
| Skype for Business Web Scheduler | <ul style="list-style-type: none"> • Can specify presenters when setting up the meeting • Can lock a meeting to ensure a presenter is online before users can access the meeting • You need to copy and send the meeting details as a meeting invite is not automatically generated • Meetings are added to the Skype for Business Web Scheduler but not your Outlook calendar | <ul style="list-style-type: none"> • Default options suitable for smaller meetings where you want to collaborate • Web Scheduler also provides options to tailor permissions to limit participation prior to the meeting. • You don't require any additional clients or downloads to set up an online meeting. |

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| Outlook desktop client integrated with Glow email address | | |
|---|--|--|
| <p>For this option you need the Outlook desktop client to be installed and the required permissions to be able to sign in with your Glow email address.</p> <p><i>This may not be possible on local authority/corporate devices.</i></p> | | |
| Outlook desktop client integrated with Glow email address | <ul style="list-style-type: none">• Extensive meeting options including: specifying presenters, lobby settings and locking a meeting prior to it starting• Can limit participation by disabling instant messaging, mute all attendees or block attendees' video prior to the meeting. | <ul style="list-style-type: none">• Suitable for larger scale meetings or where you want to limit participation before users join the event e.g. a Glow TV event• You need the Outlook desktop client to be installed and the required permissions to be able to sign in with your Glow email address. <i>This may not be possible on local authority/corporate devices.</i> |
| <p>Using all three options invitations can be sent to people in and outwith Glow.</p> <p>If you have scheduled your meeting with Outlook online or the Skype for Business Web Scheduler default settings users can join a meeting in two ways:</p> <ul style="list-style-type: none">• Joining as a Guest: Attendee• Logging in with their Glow O365 account: Presenter. | | |