Getting Stared with Skype for Business

HOW TO INSTALL SKYPE FOR BUSINESS

1. For Mac users, please go to
   a. https://url.uog.edu/skypemac
   b. Double click the PKG image file
   c. Follow the on screen instructions
2. For Windows users, please go to
   a. https://url.uog.edu/skypewin
   b. Double click the exe file
   c. Follow the on screen instructions

T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.

HOW TO CALL WITH SKYPE FOR BUSINESS

1. Open the Skype for Business app
2. Enter your university email address and password and click on **Sign In**
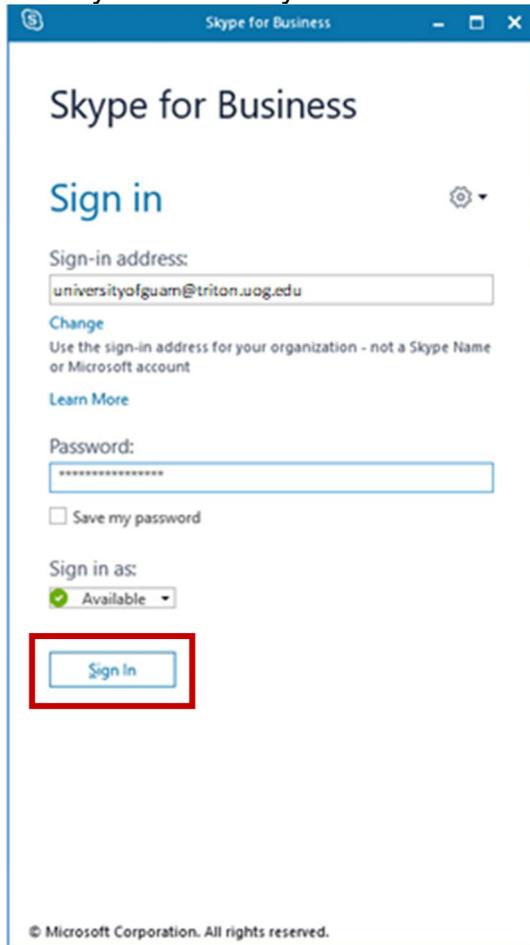
T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

*The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and
is an equal opportunity employer and provider.*

3. Click on the Meeting tab and then, click on **Meet Now**
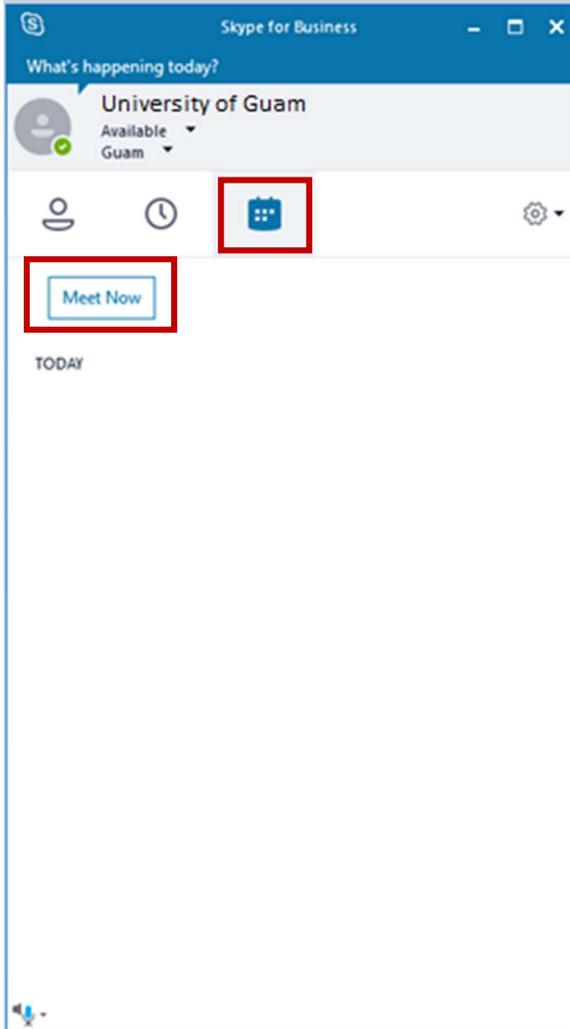
T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.

4. A new window pops up. Click **Use Skype for Business (full audio and video experience)** and then, click on **OK**

5. Click on the ellipses (three dots)

T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.

![University of Guam logo]

UNIVERSITY OF
GUAM
UNIBETSEDÅT GUAHAN

OFFICE OF INFORMATION TECHNOLOGY
IT – Administrative Computing

6. Click on **Meeting Entry Info**
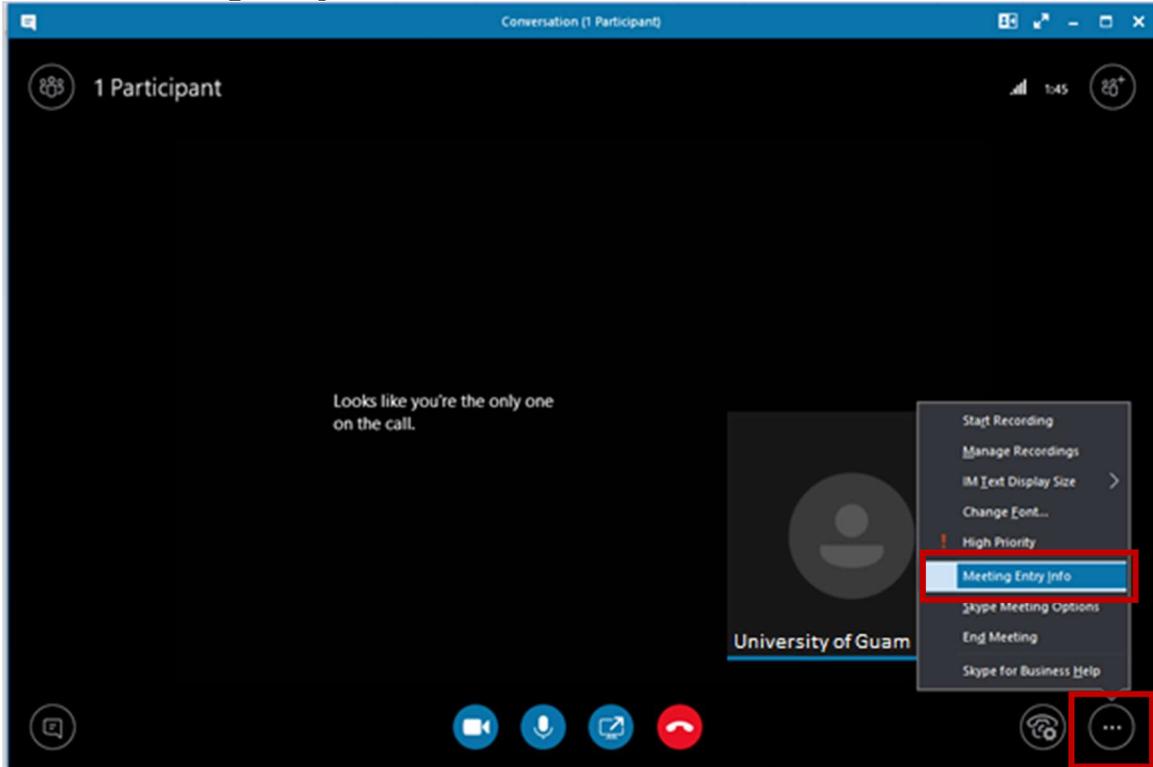
T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
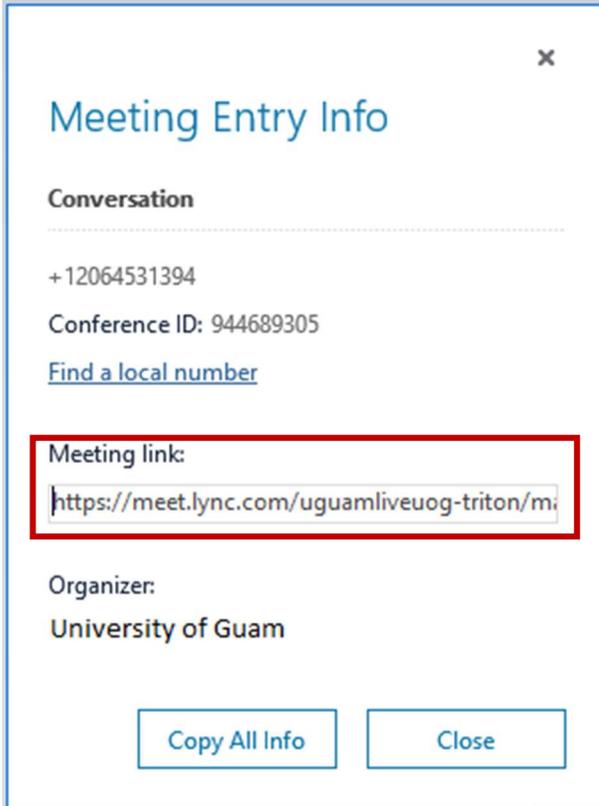**Mailing Address:** 303 University Drive   UOG Station   Mangilao, Guam 96923

*The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and
is an equal opportunity employer and provider.*

7. Copy the **Meeting link** and share it to designated users

Meeting Entry Info

Conversation

+12064531394

Conference ID: 944689305

Find a local number

Meeting link:

https://meet.lync.com/uguamliveuog-triton/m

Organizer:

University of Guam

Copy All Info   Close

T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.
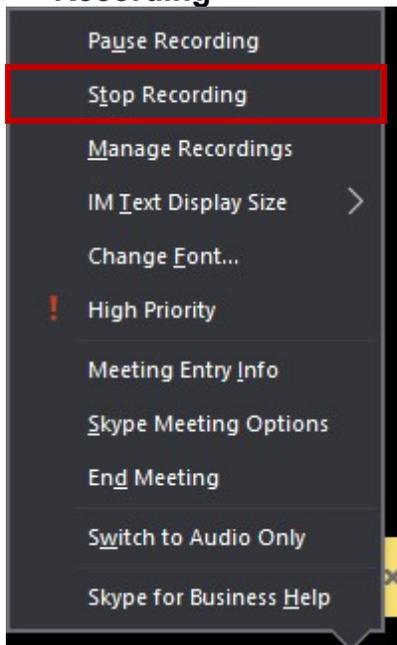
HOW TO RECORD WITH SKYPE FOR BUSINESS
(Note: For Windows PC only)
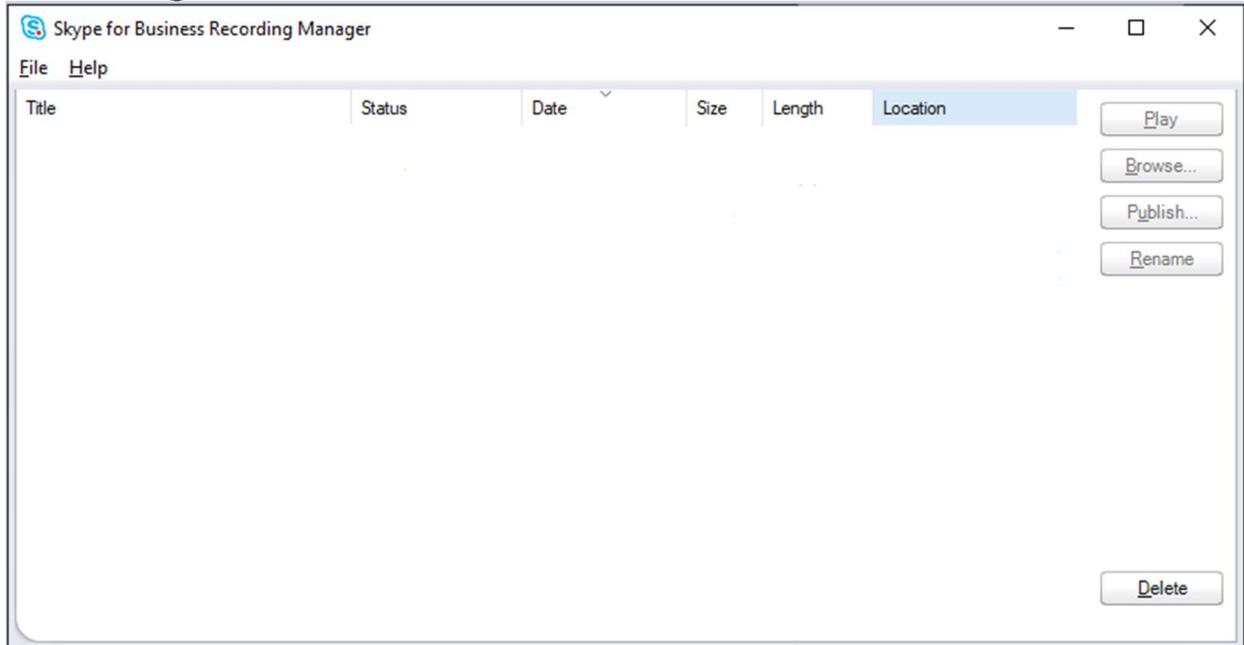1. Click on the ellipses (three dots)
2. Click on **Start Recording**

Start Recording
Manage Recordings
IM Text Display Size   >
Change Font...
! High Priority

Meeting Entry Info
Skype Meeting Options
End Meeting

Skype for Business Help
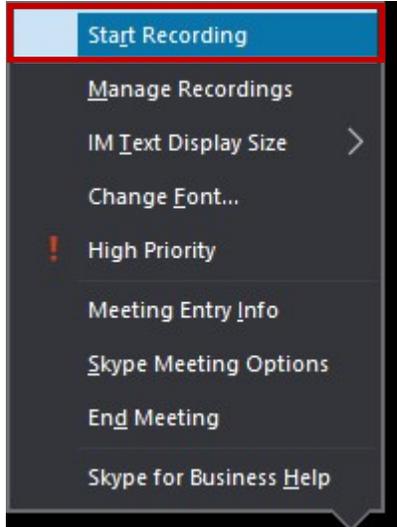
3. To stop recording, click on the ellipses (three dots) and then, click on **Stop Recording**

Pause Recording
Stop Recording
Manage Recordings
IM Text Display Size   >
Change Font...
! High Priority

Meeting Entry Info
Skype Meeting Options
End Meeting

Switch to Audio Only
Skype for Business Help

T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive   UOG Station   Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.

4. A Skype for Business Recording Manager window will appear for management of recordings

5. Recording will be saved in the following directory
   a. Windows: C:\Users\[YOUR USER]\Videos\Lync Recordings

T: 671.735.2640   E: helpdesk@triton.uog.edu   W: www.uog.edu/IT
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96923

The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges and is an equal opportunity employer and provider.