

MANUAL FOR HOLDING A VIDEO CONFERENCE WITHIN MICROSOFT SKYPE FOR BUSINESS

A minimum kit of terminal equipment for connection to the web conference includes a PC provided with Windows 7/8/10 or with modern Unix (MacOS, etc.) or with a mobile client based on Windows Phone, iOS, and Android. The PC must be provided with loudspeakers and a microphone, or with a hands-free kit. A web camera is optional (Fig. 1).

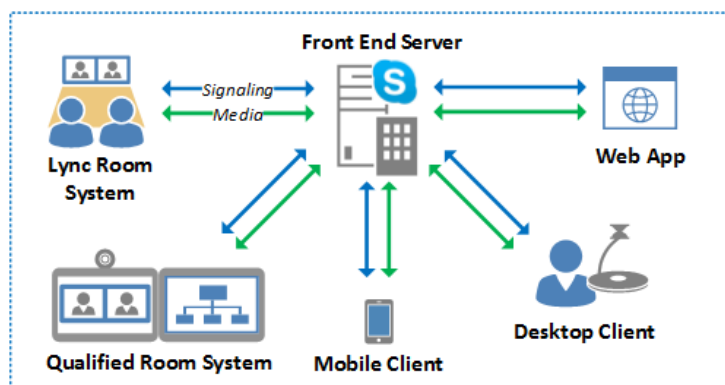


Fig. 1. Microsoft Skype for Business 2015

For connection, it is necessary to install Skype for Business Web App Plug-in (go to <https://meet.uroan.ru/>..., this link is sent to each Conference participant.

The conference interface includes (Fig. 2):

1. Participants Box
2. Text Chat Box
3. Presentation and Video Translation Box

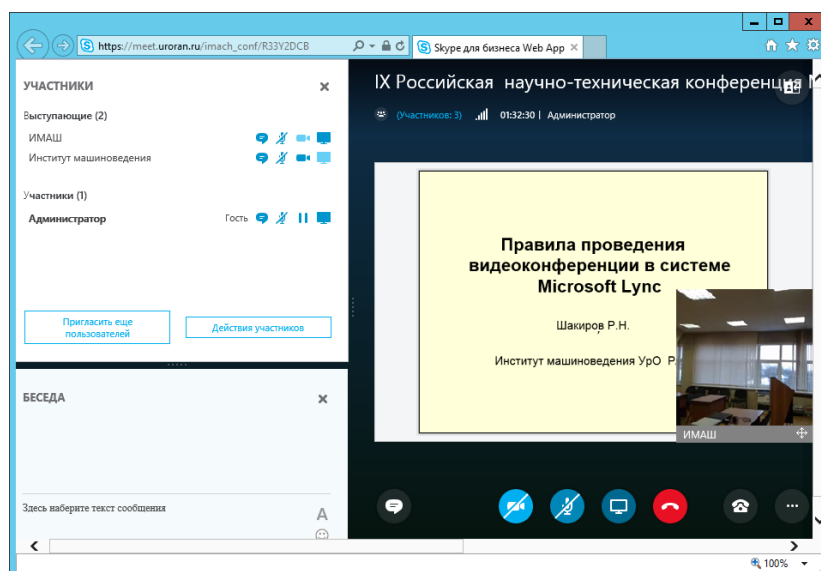


Fig. 2. Interface of Skype for Business Web App

After joining the conference, you acquire the Participant status. On the screen, the presentation and video of an active speaker are visible. A horizontal scroll screen can visually select them. With the use of the upper right button, you can remove the presentation video (*Presentation*) or view it via all the cameras (*Gallery*, Fig. 3).

Initially, the web camera and the microphone are switched off (blue round signs under the presentation denote their status). It means that you are watching the Conference while being invisible and inaudible. To switch on both the web camera and the microphone, you should click the corresponding sign. The microphone will be on at once, whereas switching the camera on is to be confirmed. If you are not a speaker or a participant in a discussion, your microphone should be switched off. Otherwise, remote sounds can get into the Conference sound channel.

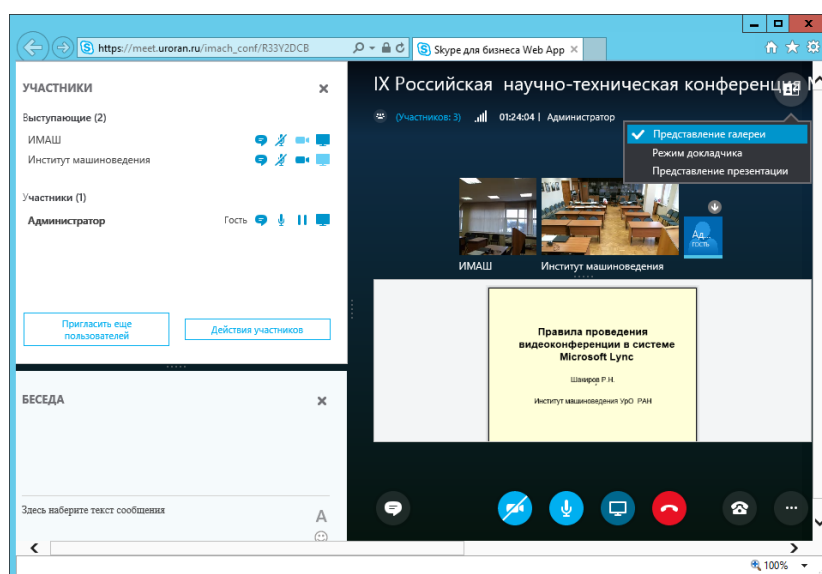


Fig. 3. Options of Skype for Business Web App

Note that, if you do not see the microphone button on the screen, it means that your PC has not been connected to the Conference sound channel because of some hardware or software problems. In this case, you will not be able to hear any other Conference participants and to talk to them. You should join a Conference administrator through the text chat to inform him of these problems.

For your speaking, an administrator uploads your presentation and switches you to the Speaker mode. This mode is to be accepted (Fig. 4).

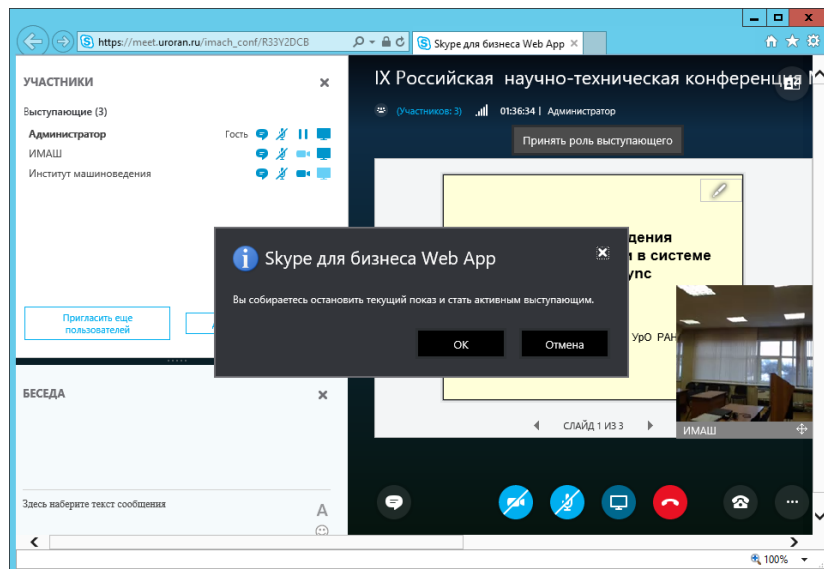


Fig. 4. Switching to the Speaker mode

After switching to the Speaker mode, *Slide Show* buttons appear under the presentation. You can control it on all the connected screens (Fig. 5). In the upper right corner there is an *Edit* clip to call the *Tools Menu*. Via the *Menu*, you can choose a laser pointer and any other necessary interactive means. To make a speech, switch on your microphone.

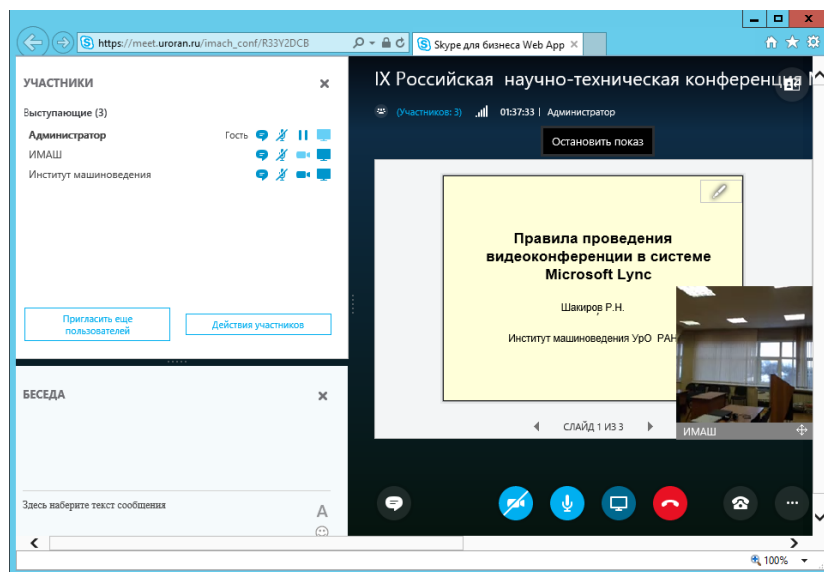


Fig. 5 Speaking

If necessary, you can exhibit your desktop, program windows, and you can download files for other conference participants.

On completing the speech and answering the questions, switch off your microphone. If you are not going to participate in the Conference any longer, you can connect it off via the red button.