

UNIT is now introducing the use of Skype for Business Conference Bridge to replace the use of Avaya conference lines. Once the request for a Skype conference line is completed, you will receive an email from Skype for Business with your conference phone number and pin. This will be used to start a meeting and allow the participants to join.

## You now have Office 365 Dial-In Conferencing

Office 365 Dial-in Conferencing has been turned on for your account. With Dial-in Conferencing, you and your meeting participants can join by phone.

Name: [REDACTED]  
Account: [REDACTED]

### Your Dial-In Conferencing information

Here are the credentials that you and your meeting participants can use to join by phone. This information will be added to any Skype for Business or Microsoft Teams meetings you create. To join a meeting by phone, dial the conference phone number and enter the conference ID.

Conference phone number: +1 [REDACTED]

Note: You can get additional phone numbers by clicking the "Find a local number" link in your meeting invites.

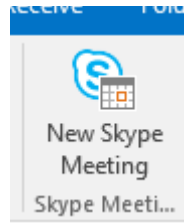
### Your Dial-In Conferencing PIN

As the meeting organizer, you'll need to enter your PIN to start your meeting when you're the first person to join and you join by phone. As with any PIN, keep it confidential. You can reset your PIN via the reset PIN link that is included in your meeting invites or by contacting your Office 365 admin.

Dial-in Conferencing PIN: [REDACTED]


To schedule a Skype Meeting, please do the following:

Go to your Calendar in Outlook and click 'New Skype Meeting'



The following will appear:

**i** You haven't sent this meeting invitation yet.

 Send	From	[Redacted]
	To...	[Empty field]
	Subject	[Empty field]
	Location	Skype Meeting
	Start time	Mon 11/6/2017 [Calendar icon] 11:00 AM [Dropdown] <input type="checkbox"/> All day event
	End time	Mon 11/6/2017 [Calendar icon] 11:30 AM [Dropdown]

[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: +1 (267) 326-1863, access code: 87620234 (Dial-in Number)

English (United States)

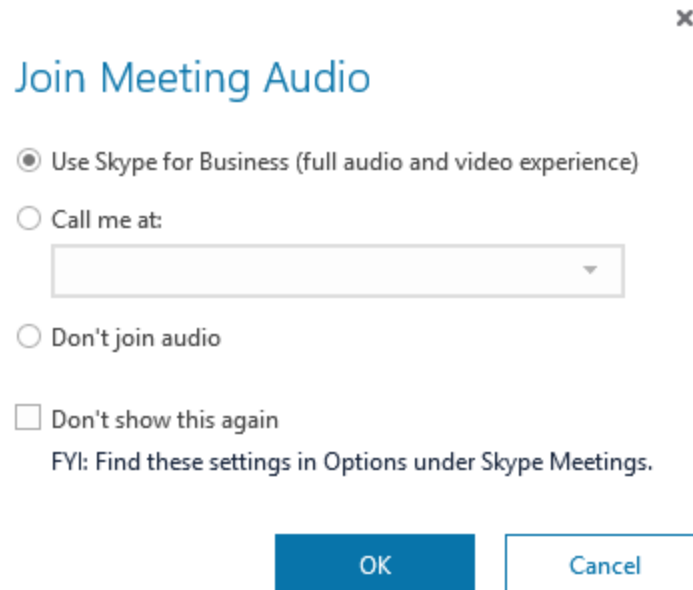
[Find a local number](#)

Conference ID: 87620234 (same as access code above)

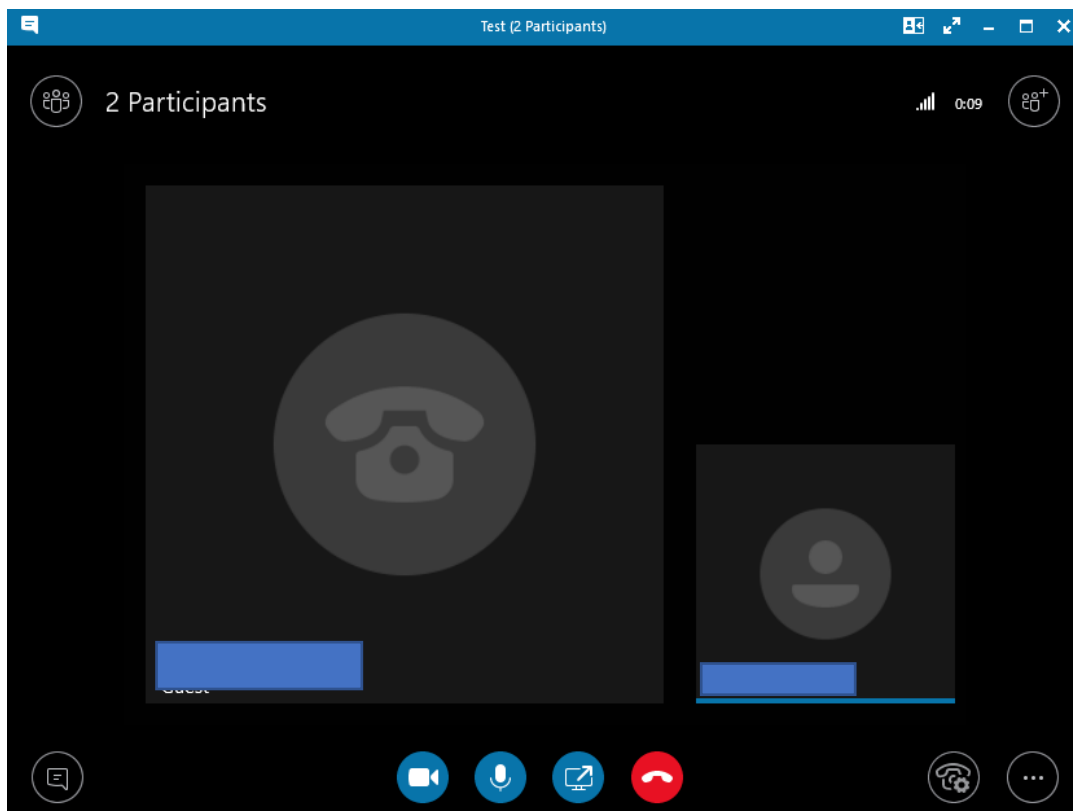
[Forgot your dial-in PIN?](#) | [Help](#)

In your meeting invite, those you invite can join the Skype Meeting online or join by phone.

When the meeting time arrives, open the event from your calendar. Click to Join the Skype Meeting. Once done, a Skype window will open and you will receive the following prompt. Assure that the first option is checked then hit okay.



When you join the meeting, you will see yourself and all the attendees you have joined.



Through this window, you can start a video conference, mute or unmute your microphone, or show your screen.

For more information about Skype Conferencing, please see the following link from Microsoft:

<https://support.office.com/en-us/article/Set-up-a-Skype-for-Business-meeting-in-Outlook-b8305620-d16e-4667-989d-4a977aad6556>

## **Skype for Business Tips - Meeting Best Practices**

### ***Attendees***

- Use an audio device to avoid echoes or other audio issues.
- To prevent audio feedback, if other attendees are sitting in the same room, use only one computer to log on to the meeting.
- Mute your audio unless you are speaking.
- Use a wired Ethernet connection whenever possible.

### ***Presenters***

- Set up and test your audio devices 15-20 minutes before the start of your meeting (when possible).
- Join your meeting early to prepare your content. Upload slides or documents to be shared, and start applications you want others to view during sharing.