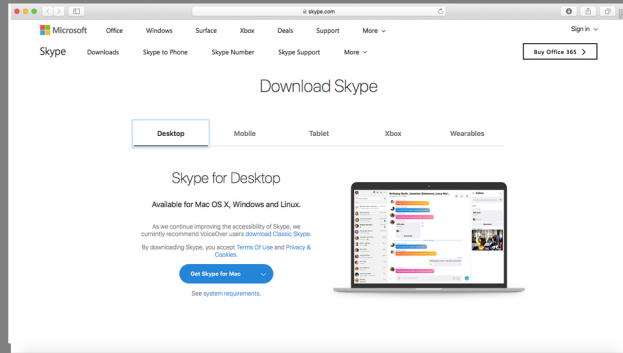
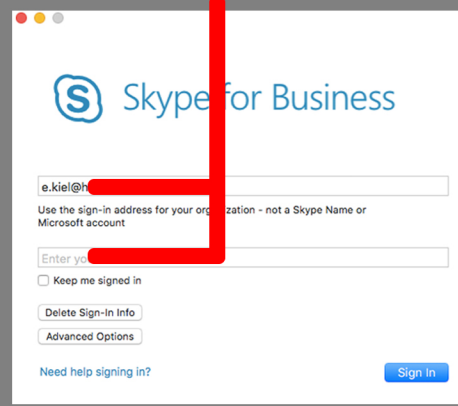


Skype for Business on Mac or PC

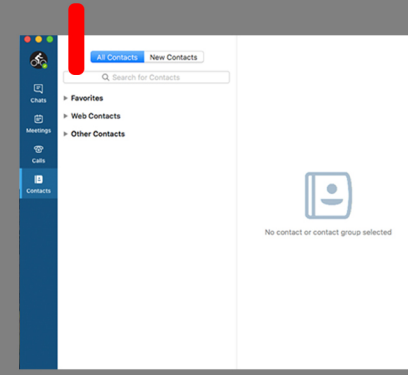
Download Skype for Business at <https://www.skype.com/en/get-skype/>
Specify device you want to install software and follow installation directions



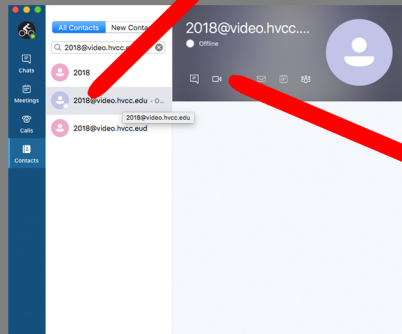
Once software is downloaded, enter your Office 365 username and password and Sign In



In Search for Contacts, type conference information provided by technician (ie. abc123@video.hvcc.edu)

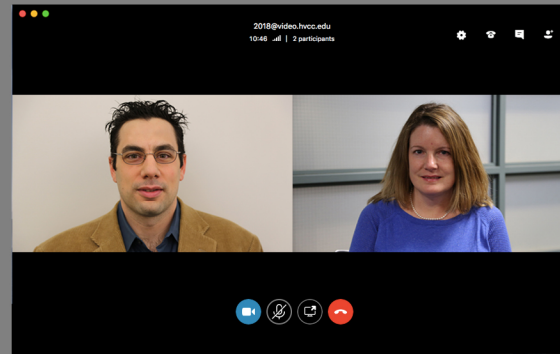



Click conference number that appears

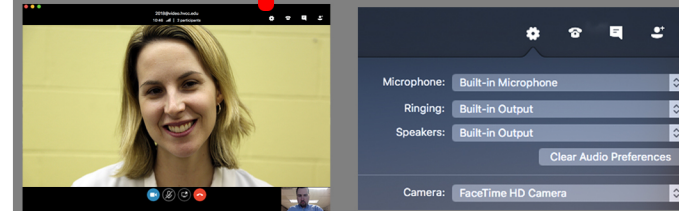



Click camera icon  to dial into conference

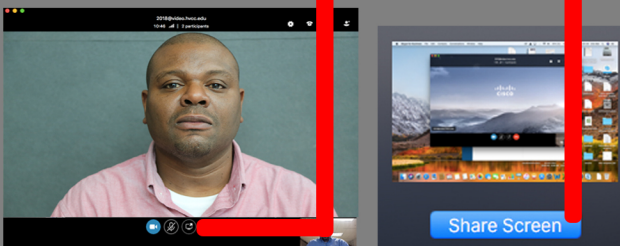
Once connected, you will see participants if they joined prior to your connection



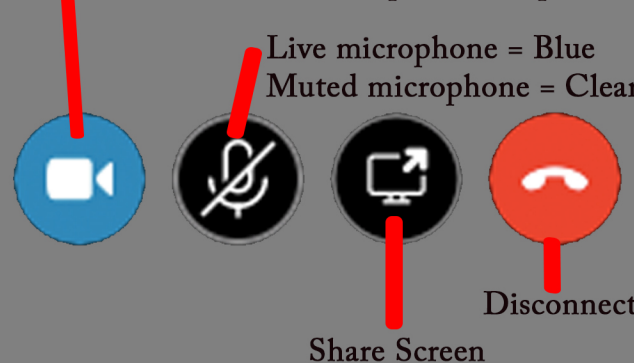
If necessary, to change audio/video settings move mouse anywhere over conference and select cog  in upper-right corner.



To share your screen with participants, move mouse anywhere over conference and click share screen icon  Click Share Screen



Live camera = Blue - With picture-in-picture
Muted camera = Clear - No picture-in-picture



For immediate assistance,
call the videoconference helpline at
518-810-1986