



Skype for Business Meeting Etiquette Quick Reference Guide


Skype Etiquette



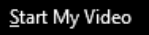

- Join the meeting on time or if possible a few minutes before the start time.
- Be conscious of background noise.
- Go on mute if you are not presenting or speaking.
- Speak one at a time where possible.
- Stop video if you are not presenting as this can be distracting.
- Use  to ask questions, this will be seen by all participants in the meeting.

Join a Skype Meeting


- Open the Meeting in Outlook Calender
- Click  the link to open Skype.

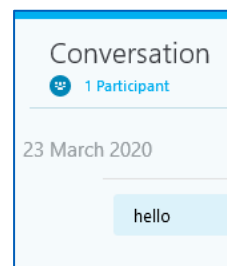
Once the meeting has loaded it may show that no one else is on the call yet.

When another person joins their name appears and the participation number increases .

- Click  to Mute my mic (win F4).
- Click  to Unmute my mic (win F4).
- Click  →  to Start My Video.
- Click  to Stop My Video.
- Click  IM to ask or answer a question.
- Click  →  to present desktop.

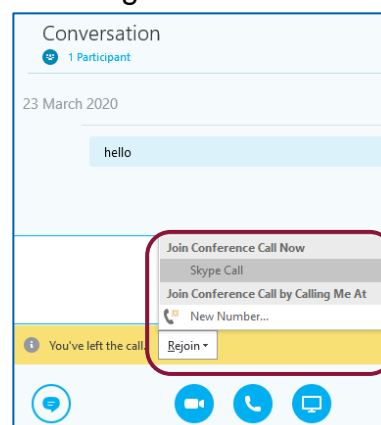
Leave a Skype Meeting

- Click  to Hang Up (Ctrl – Enter) from the meeting and show the Conversation screen.



Rejoin a Skype Meeting

- Click Rejoin → Skpe Call to rejoin the meeting.



To book training or speak to a trainer, please get in touch via:
t 0151 317 8408 e training@imerseyside.nhs.uk