

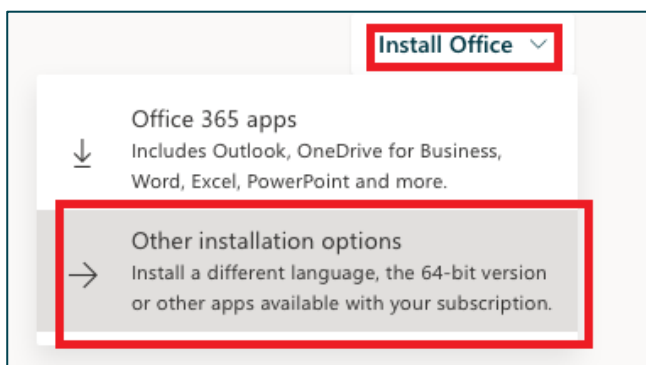
## Get started with Skype for Business - MAC

This guide includes the sections:

- A. Installation of Skype for Business**
- B. Audio and Video**
- C. Skype meeting**
- D. Supplementary information**

### A. INSTALLATION OF SKYPE FOR BUSINESS

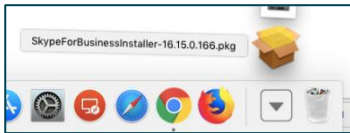
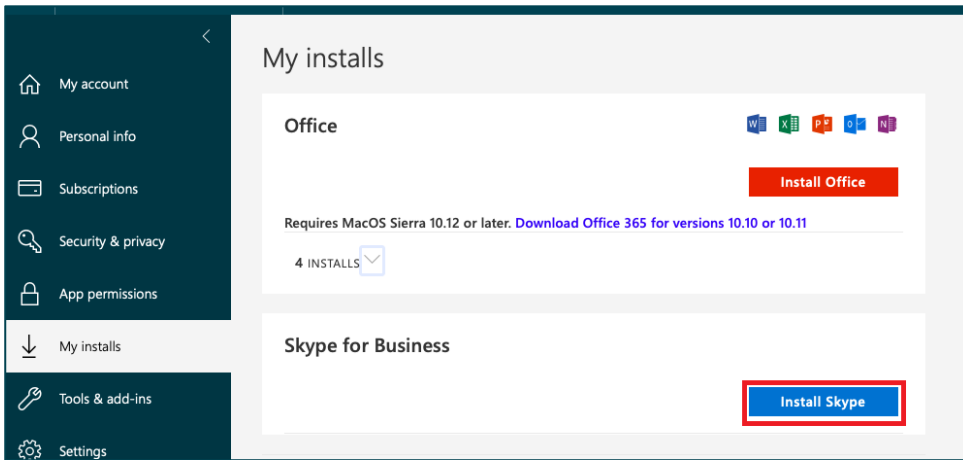
1. Close all open documents, web pages or applications currently running on your computer.
2. Go to following webpage: <https://portal.office.com>.
3. Type your UCN email which is your username@ucn.dk then click "Next"
4. When redirected to our office organization page, fill in the password field and click "Log In"
5. When logged in, find and click the button 'Install Office apps' and select "Other installation options"



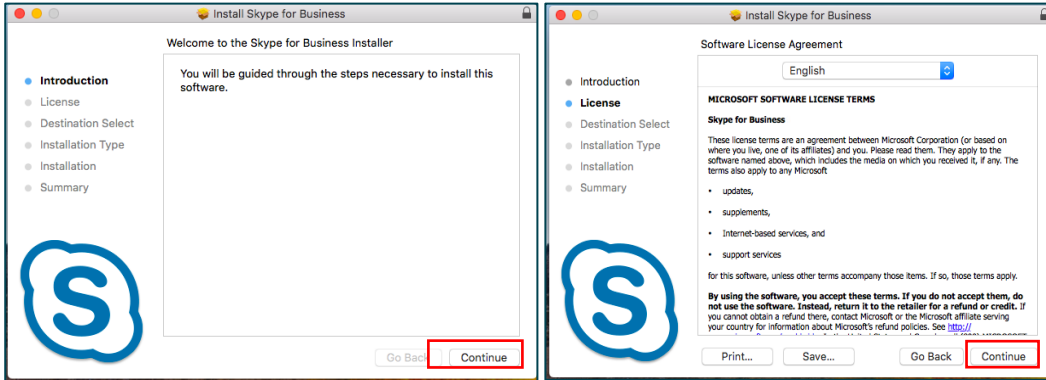
6. Click on "Install Skype" the installation file for Skype for business will now be download.

When download is done you need click on the file to start the installation.

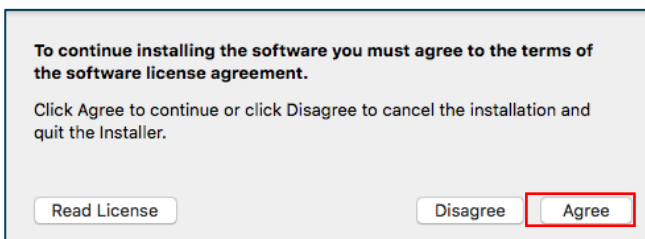
Please note where you save the file, so you can find it again.



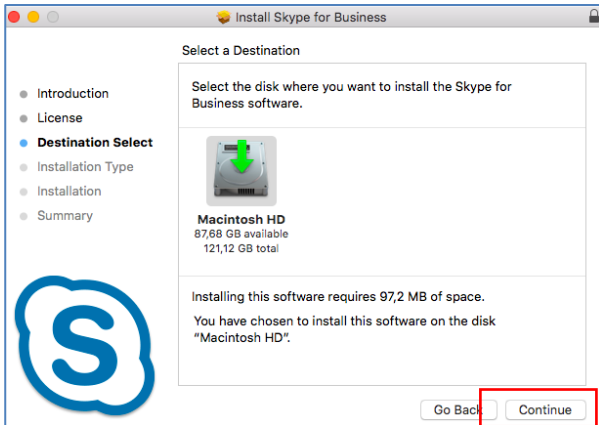
7. During the installation, you must click “Continue” twice



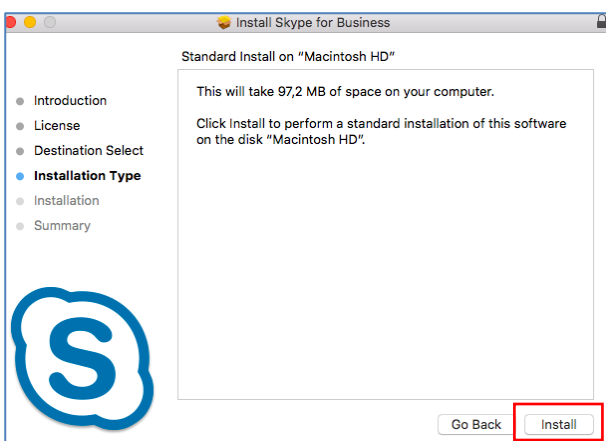
8. You must select “Agree” to the terms of the software license agreement.



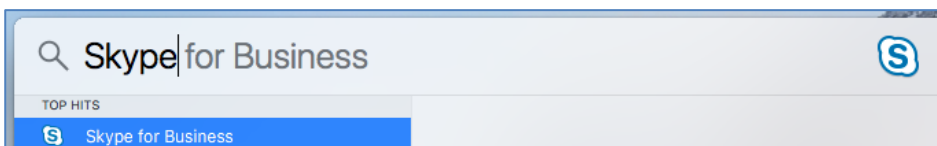
9. Chose destination disk and click “Continue”



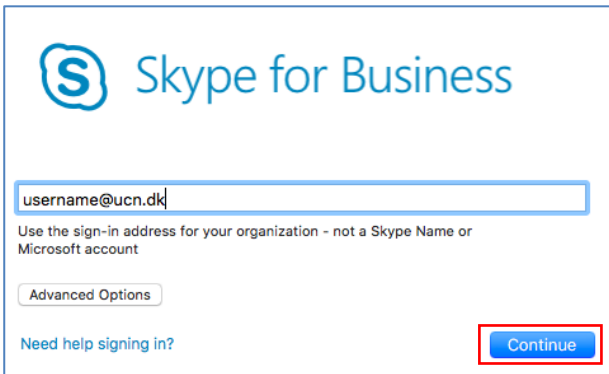
10. At the end you need to choose to Install – afterwards, you get asked to type in your MAC password.



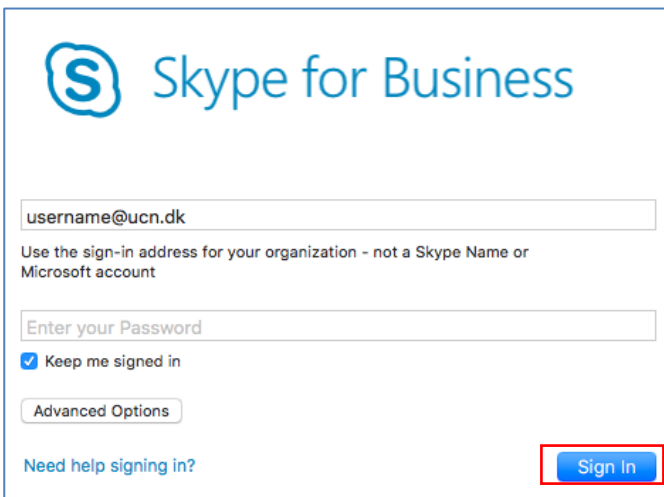
11. When the installation is done, open Skype for Business. You can use Command + Spacebar or open Spotlight to search for the application.



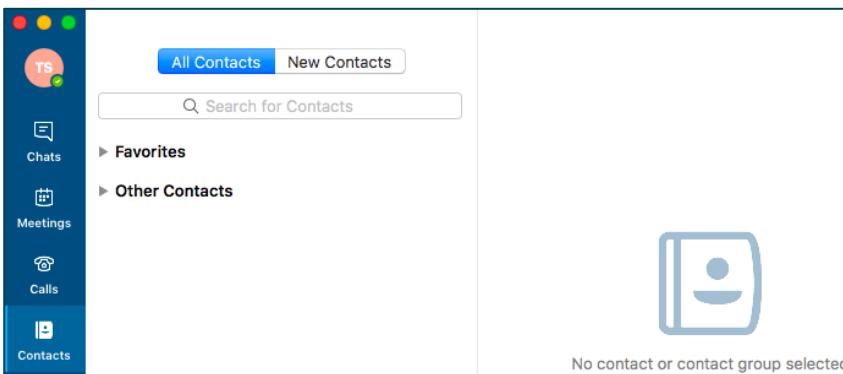
12. When you open Skype for Business you need to type in your UCN email and click “Continue”



13. Type in your UCN password and click on "Sign in"



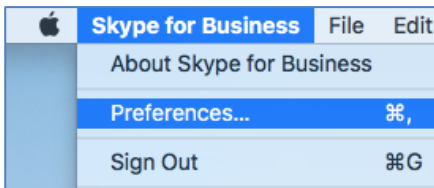
14. When the Skype for Business client is installed, it looks like this:



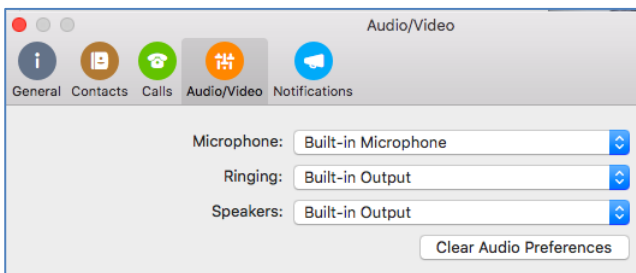
## B. AUDIO & VIDEO

**Before you start using Skype for Business, it's important to verify that the audio and video configuration is correct.**

1. In the top menu bar, select Skype for Business then Preferences.



2. Select the tab Audio/Video and make sure that the configuration is correct, here is an example of what it could look like.



## C. SKYPE MEETING

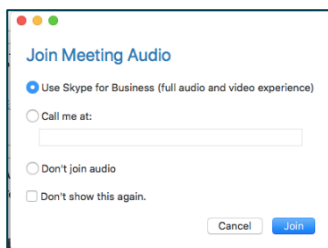
**When your teacher schedules the meeting, you will receive an invitation. This invitation will contain a link to the meeting. Please note that if you have accepted the invitation, the link will be saved in your UCN outlook calendar.**

**To join the meeting please:**

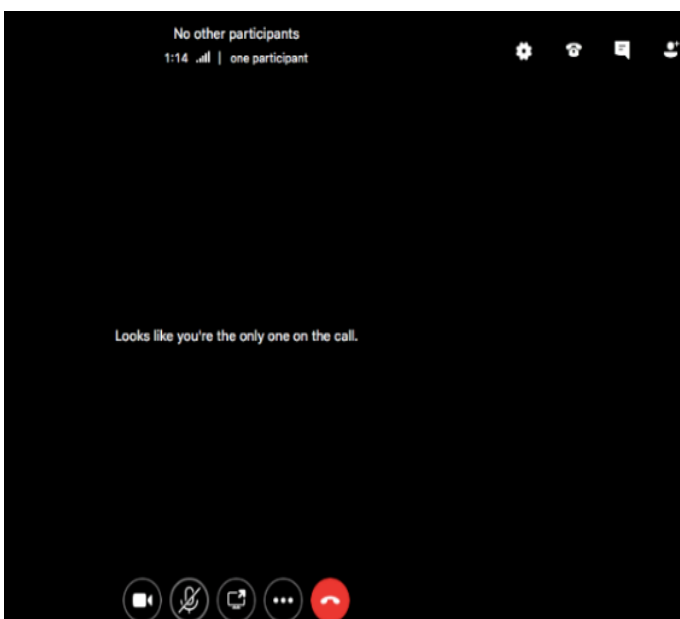
1. Open Skype for Business.
2. Select the Meeting tab – find the correct meeting and click Join.



3. When you join the meeting, you may get this message make sure "Use Skype for Business (full audio and video experience)" is marked and click "Join"



4. The meeting should now start, and the screen should look like this:



5. At the bottom of the window, there are a few useful functions.



**Turn webcam on/off**



**Mute/unmute microphone**



**Share screen**



**More options (share PowerPoint, end meeting and show meeting info)**



**End call (You will still be connected to the meeting but without audio and video)**

6. At the top right side:



**Change audio & video devices**



**Show/hide Chat**

## **D. SUPPLEMENTARY INFORMATION**

### **Other devices**

Please note that you can install Skype for Business on different devices eg. iPad/iPhone or Android.

### **Problems?**

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99  
Monday – Thursday 7.30 - 15.00  
Friday 7.30 – 14.30
- Send an e-mail at [servicecenter@ucn.dk](mailto:servicecenter@ucn.dk)
- Create a support case on the Service Centre [Self Service Portal](#)