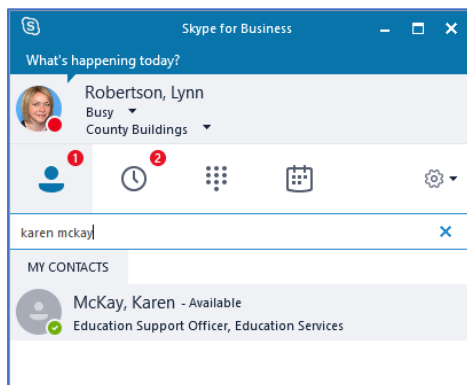


Instant/unplanned conference call with multiple colleagues

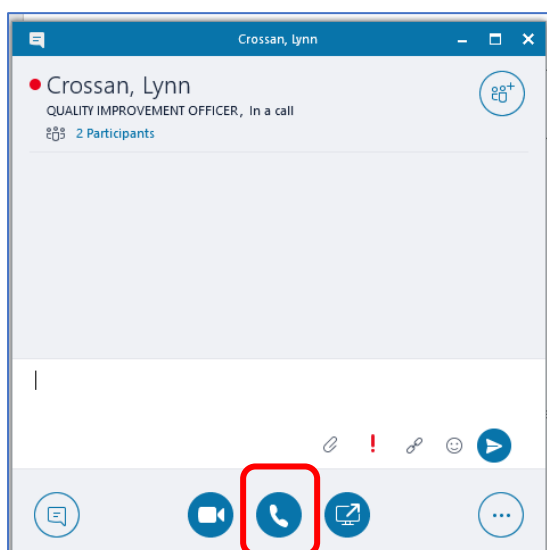
This method can be used if any of the participants will be using a mobile phone

Open Skype for Business

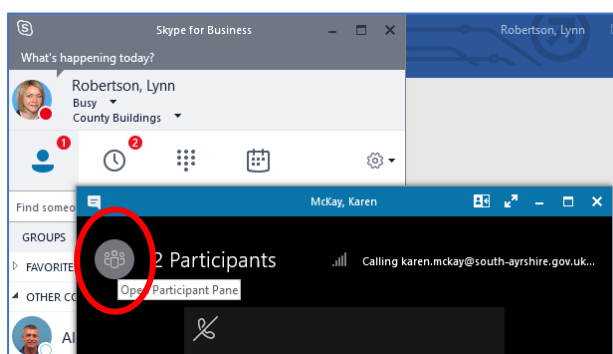
Search for any of the colleagues you want to call or type in the phone number for a non-SAC employee



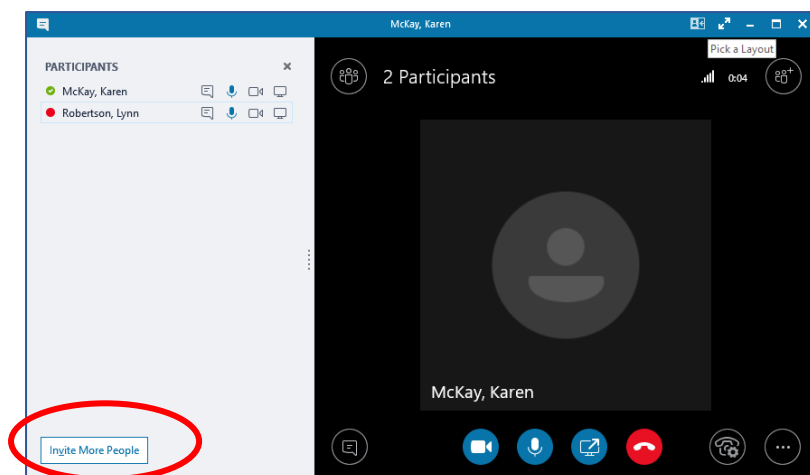
Double click on the member of staff or mobile number and click on the call button



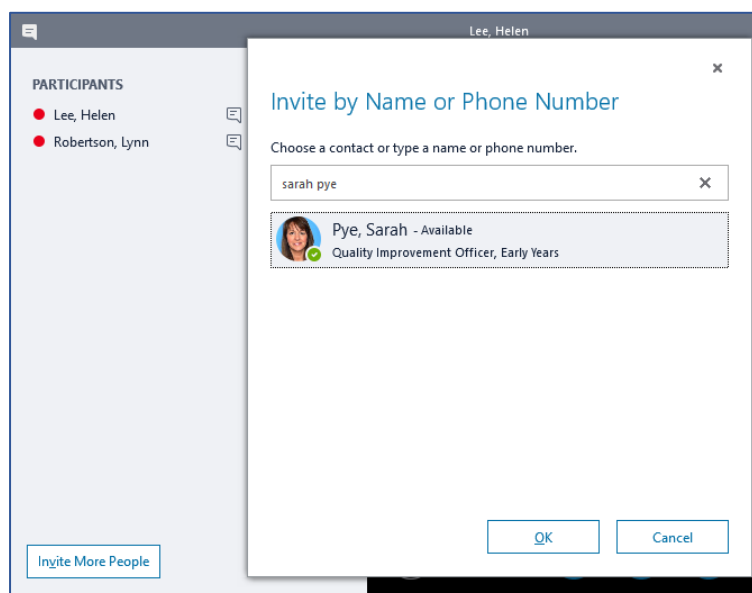
Click on the **Open Participants Panel** icon at the top left of the screen



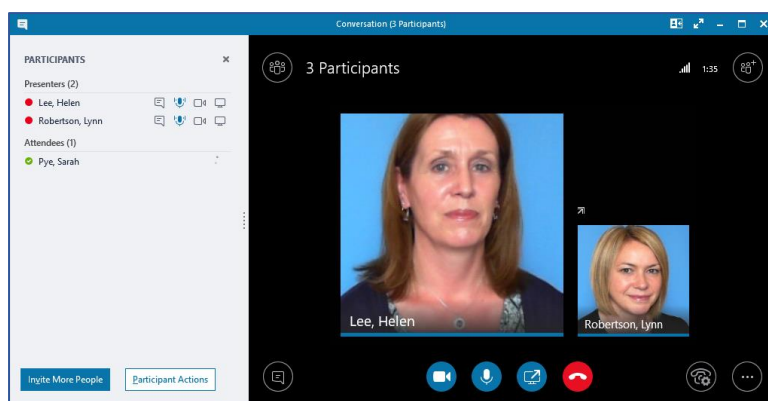
Click on **Invite More People** at the bottom left of the screen, if it isn't showing click on the + next to any of the participants already in the call and it should appear.



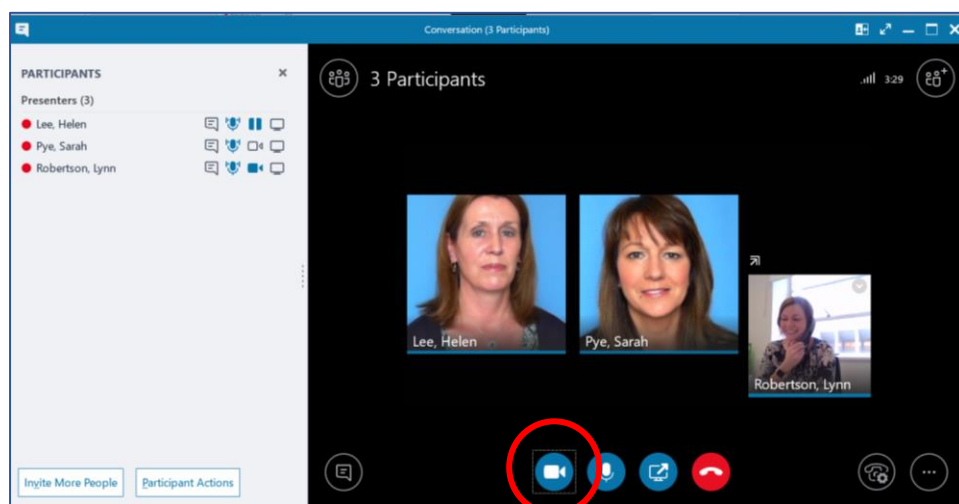
Search for any other colleagues you want to include in the call or type in mobile numbers and click OK



The conversation window should look similar to the one below



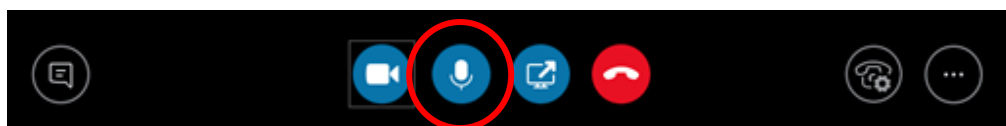
If any of the participants have access to a camera (either built in to the laptop or a webcam on a PC) they can switch it on and have a video conference call. To switch on your camera, click on the **Camera** button at the bottom of the Conversation window.



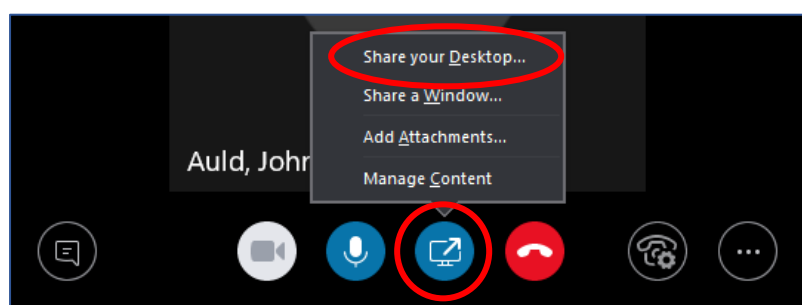
To switch off the camera click on the **Camera** button again. The conference call will continue, using voice only.

To stop participating in the call click on the **Hang Up** button at the bottom of the Conversation window.

If any of the participants are in a noisy environment they can choose to mute their microphone/phone until they require to speak. To do this click on the **Microphone** button at the bottom of the Conversation window to mute the microphone and click on it again to unmute.



Participants can share what is on their computer screen by clicking on the **Share Content** button and selecting **Share your Desktop**

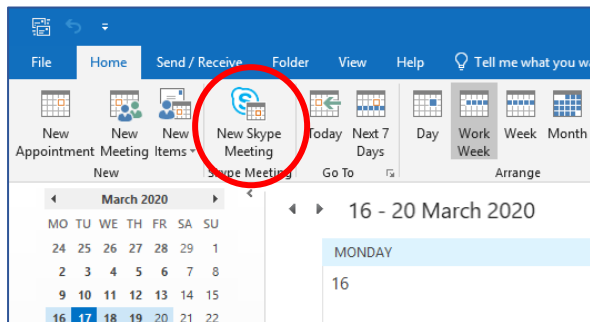


Arranging a planned conference call

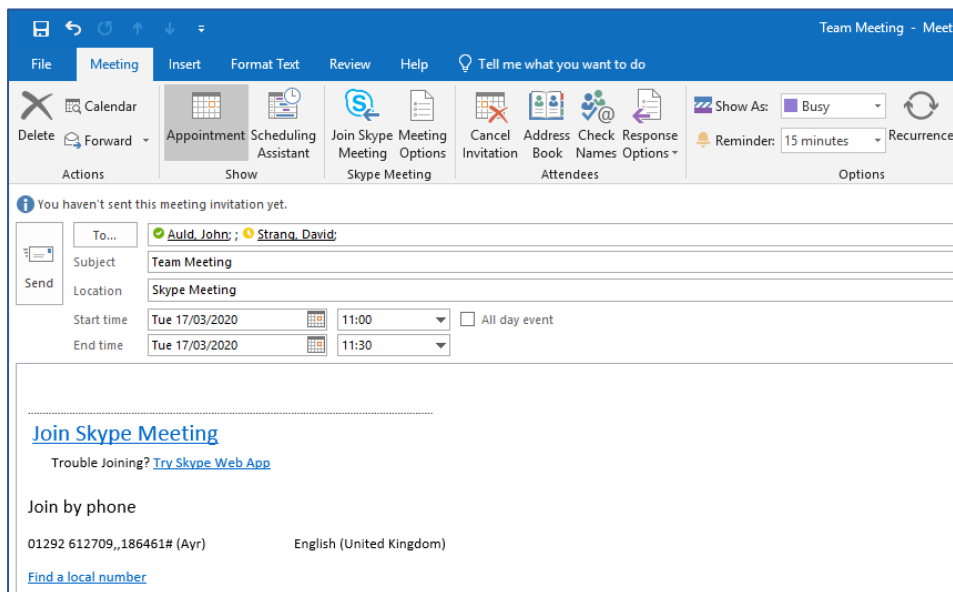
Open Outlook

Open Calendar

Click on **New Skype Meeting**



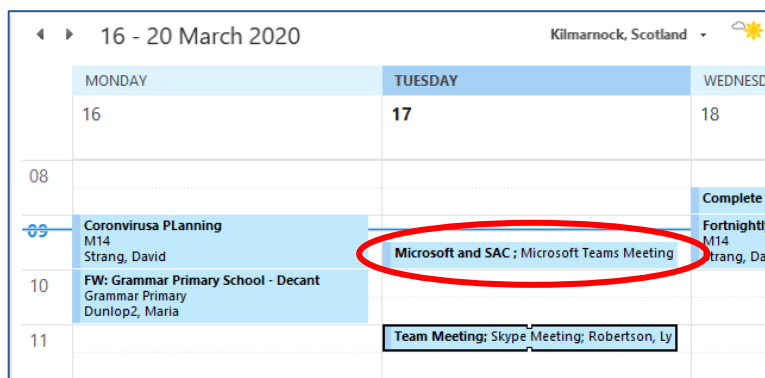
Add the participants required in the conference call and the appropriate date and time, you can type in email addresses for non-SAC employees.



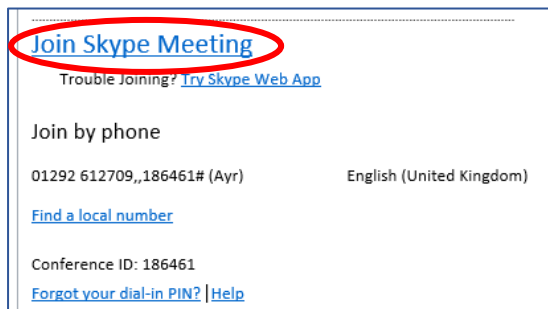
Click on **Send**

A meeting request will be sent to all the participants. If they are SAC employees they can choose to Accept or Decline and if they accept the Skype Meeting appointment will be placed in their calendar.

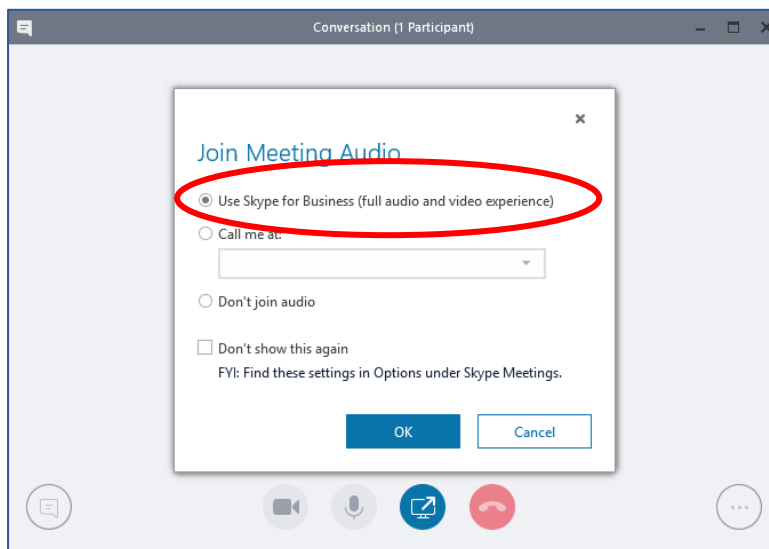
To join the Skype meeting the participants click on the appointment in their calendar or within the email they received.



Click on the **Join Skype Meeting** link within the body of the appointment



Make sure **Use Skype for Business (full audio and video experience)** is selected and click **OK**



The Conversation window will show the participants in the call. As before video cameras can be switched on, microphones can be muted and desktops can be shared.

