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For best meeting experience, please keep your microphone muted and disable your video unless otherwise needed.
Attending a Teleconference using Skype for Business

Connect for the first time

Step 1 – Setup

Click on the invitation link to participate in the teleconference using Skype for Business. By doing that an extra tab on your default web browser will open:

Click on the first choice “Install and join with Skype Meetings App (web)”. At that point the application starts downloading.

Once downloaded, select “Run” to proceed with installing the application. You will be asked to install the application only once, in your first connection.
Next Connections on Firefox
After the first time installation, when you click on the meeting link and your default browser is Firefox you will see the following window:

Click “Skype Meetings App” and then click “Open Link”

Next connections on Chrome
After the first time installation, when you click on the meeting link and your default browser is Chrome you will see the following window:

Click on “Open Skype Meetings App”.
Step 2 – Enter user name / password

Regardless of your browser, when you open the Skype web application the following window will appear:

Select “Sign in if you have an Office 365 account”. It is possible to enter the teleconference as guest without an Office365 account only if the organizer has given permission. In that case you can type the display name of your choice.

Enter your username in the corresponding field with the following form “username@office365.tuc.gr” where «username» is the username of the account provided by the Technical University of Crete.

It is essential to log in at least once to the website https://delos365.grnet.gr/ for your account to be activated. Note that from the first time you login, a 24 to 72 hour period is needed by Microsoft for your account to be activated and therefore use the services provided.
If you have already registered once to https://delos365.grnet.gr/ but you have not logged in for the past year you will also have to wait for your account to be activated again.

Click «Next».

Afterwards you’ll be asked to type the username and password provided by the Technical University of Crete to login and authenticate.
Step 3 – Connect to the teleconference
After successful authentication, a new window will open.

The Skype application will start loading and you will enter the teleconference.

In the following screenshots you can see all the controls provided by the application and the use of them.

What must be noted is that the controls may vary depending the role of each participant. The role of the participants is defined by the organizer of the teleconference.
On the left side you can:

- See the list of participants
- Invite more people
- Start Instant Messaging – Conversation *(if you have the permission)*

At the bottom center of the window you can:

- Stop your video
- Mute your microphone
- Share your screen of choice *(if you have permission)*
- Leave the meeting

On the right side you can:

- Click on Call Controls (telephone icon) and put on hold the skype call
- Click on Call Controls (telephone icon) and change the preferred audio device.
- Click on More Options (…) and change some of the meeting’s options having to do with appearance, audio and video.
On the upper right side of the screen you can:

- Change the layout.
- Switch to full screen and back.