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Skype for Business

Skype for Business is provided free of charge to members of the Polytechnic community through GRNET's delos365 service which provides a collection of Microsoft web tools and applications. In this guide you will find step by step instructions on how to quickly organize a video conference via Skype for Business. For a detailed overview of Skype for Business capabilities visit the websites https://support.office.com/en-us/article/Download-and-install-Skype-for-Business-on-Windows-2da94a13-6d16-4d67-adf3-439f2b946994 and https://support.office.com/el-GR/skype-for-business.

Organize a video conference using Skype for Business

It is not necessary to install Skype for Business desktop application in order to organize and participate in a videoconference, since you can use the Skype web application. For organizing a new Skype for Business session, please see the following instructions:

Enter the following link into the address bar of the browser of your choice: https://delos365.grnet.gr/
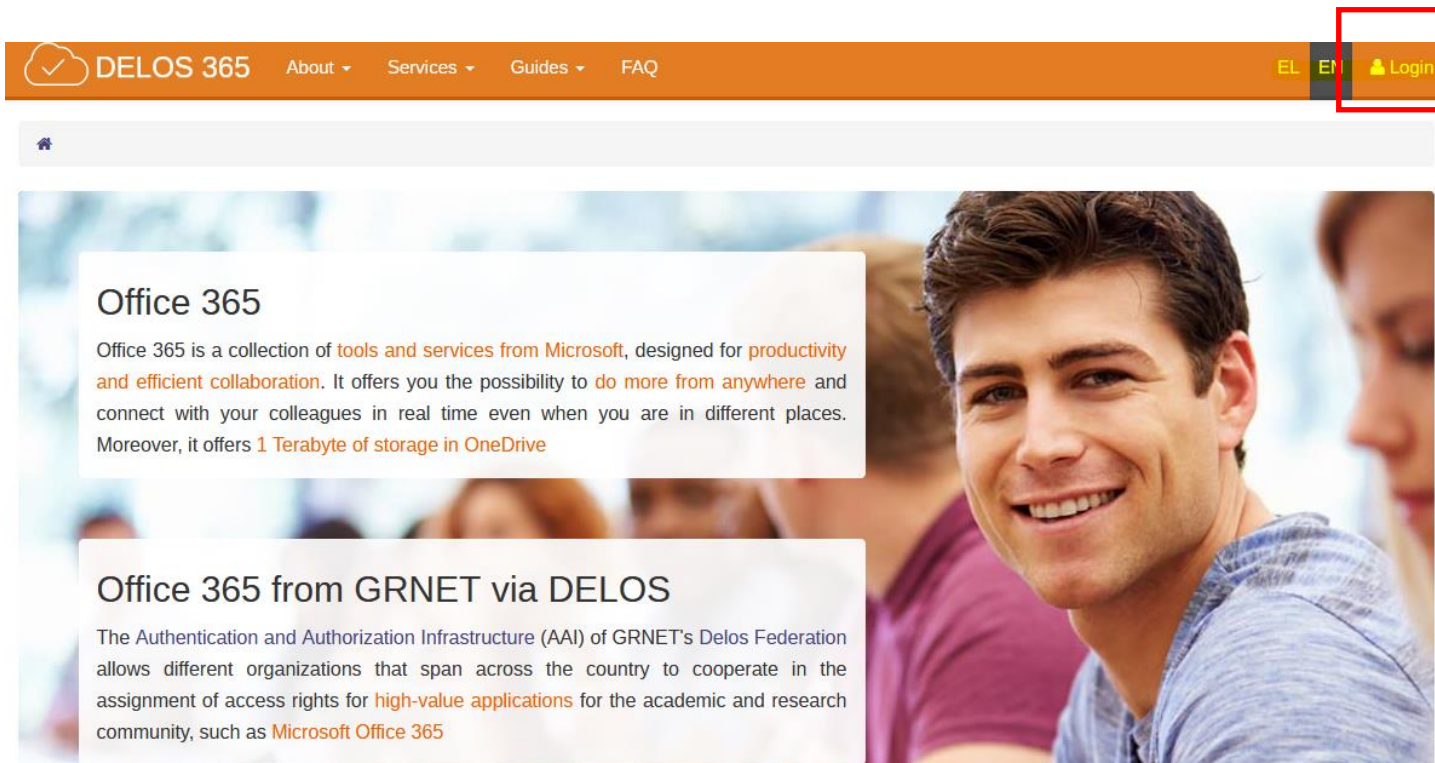
In the following page, select "Technical University of Crete"

Login using the credentials you were provided by Technical University of Crete:

You are about to access the service:
DELOS 365 of National Infrastructures for Research and Technology - GRNET

Description as provided by this service:
DELOS 365 brings together GRNET's DELOS Identity Federation and Office 365

Information to be Provided to Service

IDPEmail	
commonName	
displayName	
eduPersonAffiliation	
eduPersonEntitlement	
eduPersonOrgDN	
eduPersonOrgUnitDN	
eduPersonPrimaryAffiliation	
eduPersonPrincipalName	
eduPersonScopedAffiliation	
givenName	
mail	
schacHomeOrganization	
schacPersonalUniqueID	
surname	

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

○ Ask me again at next login
  • I agree to send my information this time.

◉ Ask me again if information to be provided to this service changes
  • I agree that the same information will be sent automatically to this service in the future.

○ Do not ask me again
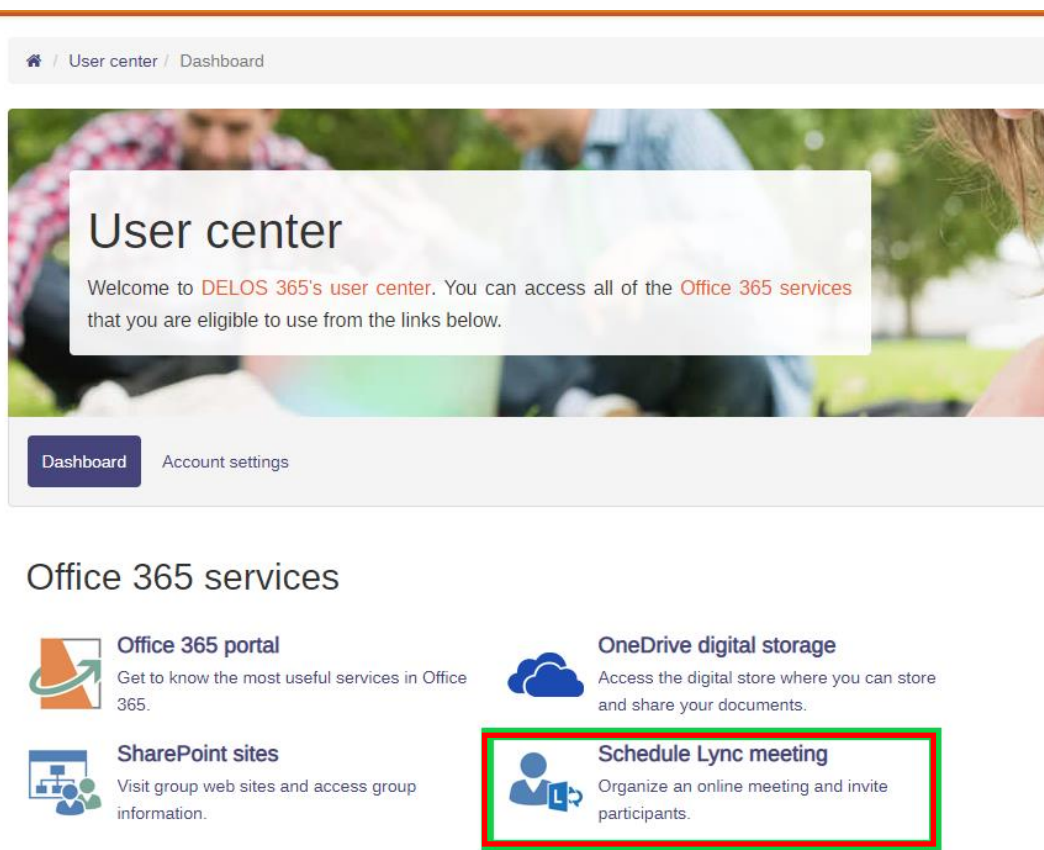 • I agree that **all** of my information will be released to **any** service.

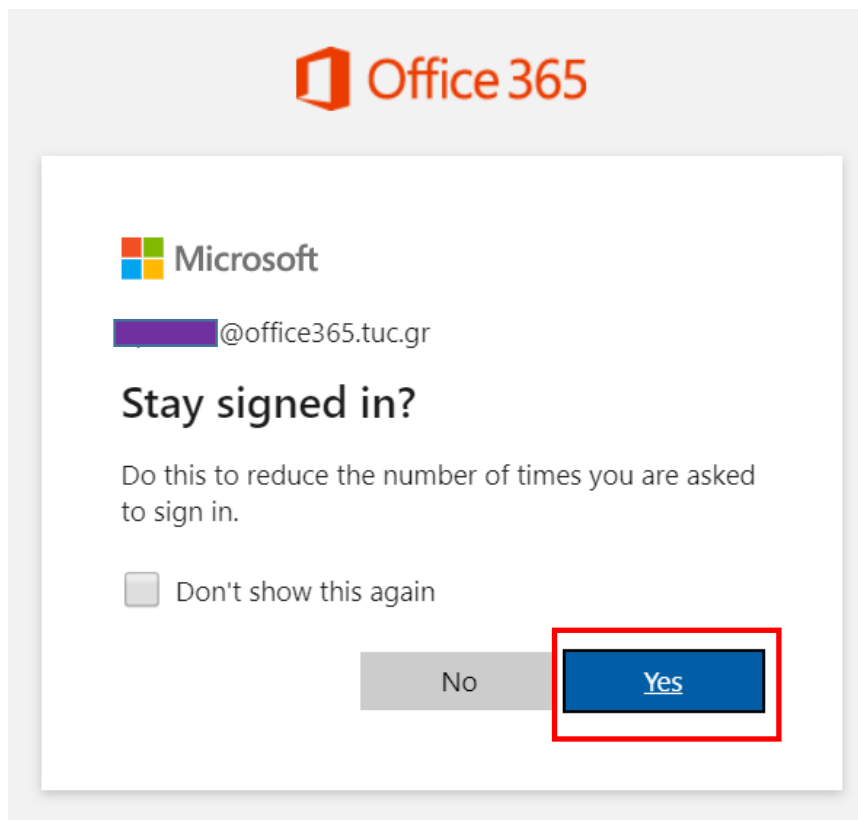This setting can be revoked at any time with the checkbox on the login page.

Reject   Accept

After entering your credentials click "Accept".

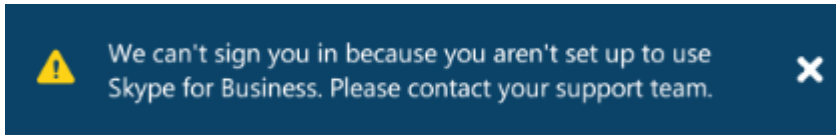When you connect, you will see the following page:

Click «Schedule Lync meeting».

Click Yes.

⚠ We can't sign you in because you aren't set up to use Skype for Business. Please contact your support team. ✕

At the next window, you must fill the event title, start and end time, who can participate and who will be the presenter.

A. At the field "Who will bypass the lobby":
   a. Choose "E*veryone including people outside my company*" if the meeting will include attendees that do not have an account at Technical University of Crete. Using this option, you allow users without authentication into the video conference.
   b. Choose "People I invite from my company» or "People from my company" exclusively for attendees that have an account at Technical University of Crete. These attendees should do one time login at the https://delos365.grnet.gr/, to activate their account. Select this option if you wish everyone in the meeting to be authenticated.

B. Presenter is the person who needs to share content – for example a presentation. In the "Who is a presenter" option, you can select co-presenters:

a. Choose «People from my company» for those that they have activated their <username>@office365.tuc.gr account. If you select this option then everyone can be a presenter.

b. Choose «People I invite from my company» for the presenters that the organizer want to add. It is essential that the presenter will have an account at Technical University of Crete and therefor have the following Skype for Business account: <username>@office365.tuc.gr.

c. Choose «Everyone including people outside my company» when you want all the attendees to be able to become presenters.

d. Choose «Organizer only» when you do not want to give presenter rights to another participant.

e. Press «*Save*». In any case you can change these options during the session via the «Skype Meeting Options».

Recommended options: A. People from my company B. Organizer only.
You can always change your preferences during the meeting.

The window with the meeting details will appear.

Sample Tececonference

Saturday, March 21, 2020

20:30-21:30 (UTC+02:00) Amman

Copy the meeting details to the invitation you send to participants.
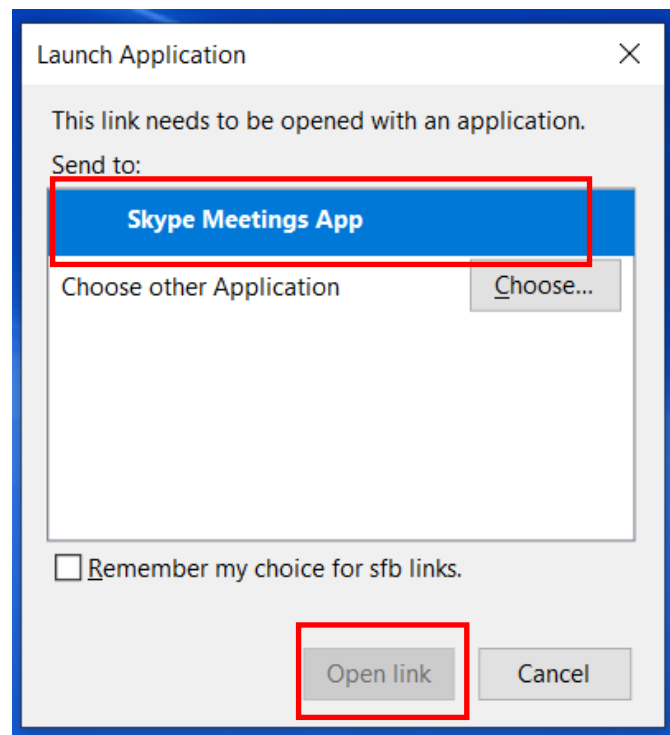
Join Skype Meeting

https://meet.lync.com/office365.tuc.gr/NDZ1CXR0

First Skype Meeting?

Copy the meeting details and send them to the participants via e-mail, viber, eclass, etc.

Access your meeting

Use the link you have already sent to your participants to log in. If you are using **Firefox**, the following window will appear. Click on "Skype Meetings App" and then "Open Link".

If you are using **Chrome**, the following window will appear:
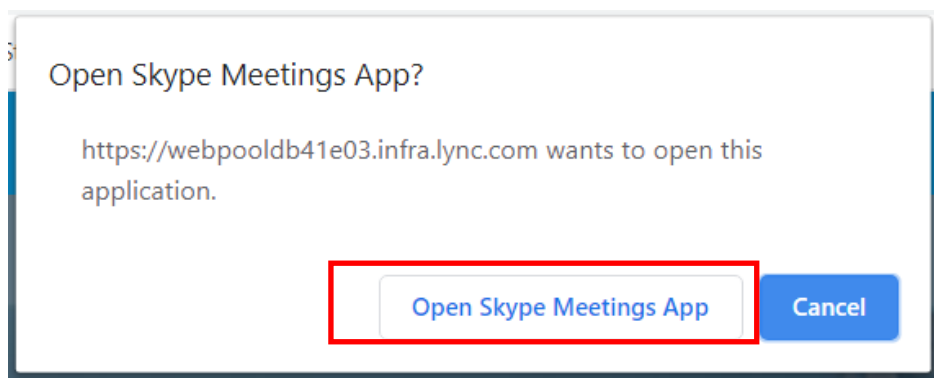
Click "Open Skype Meetings App"

The welcome page of the video conference will appear, in which you must log in using your office365 account.
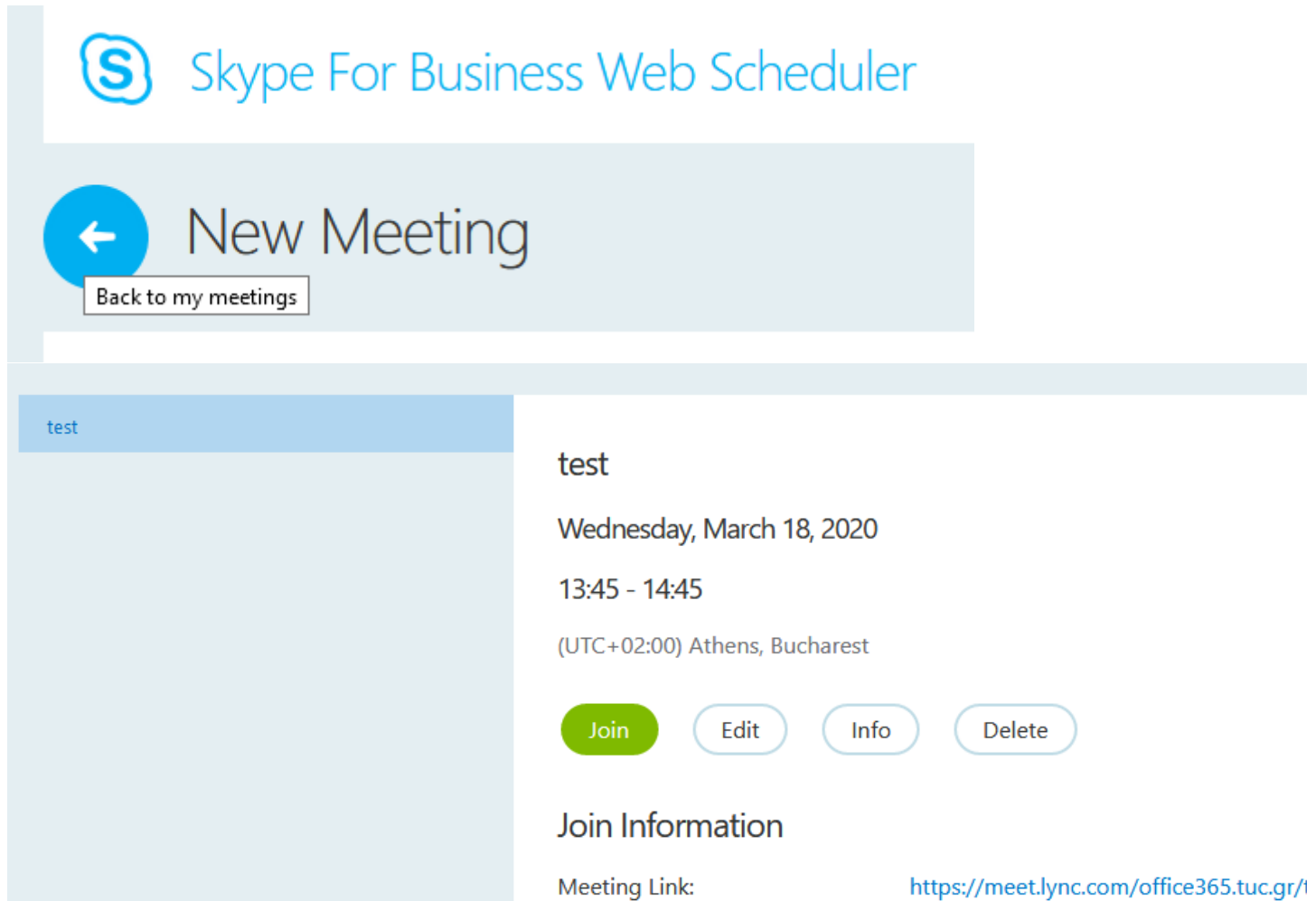
Edit or view all the meetings you have organized

Through the delos365 page, go to Schedule Lync Meeting and press the left arrow "back to my meetings". The meetings you have organized will appear. You can edit or delete a meeting you've organized.
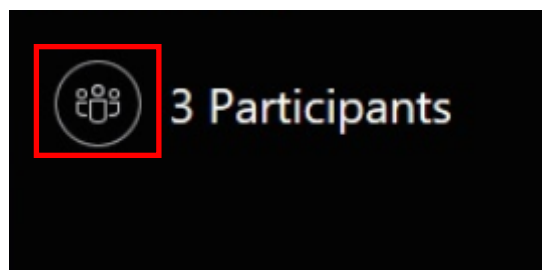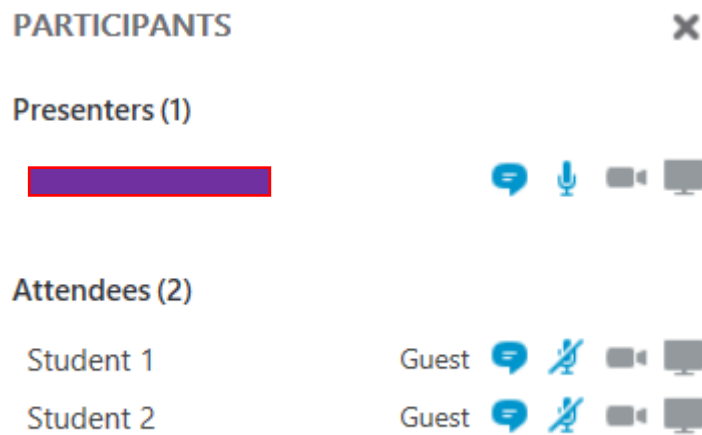

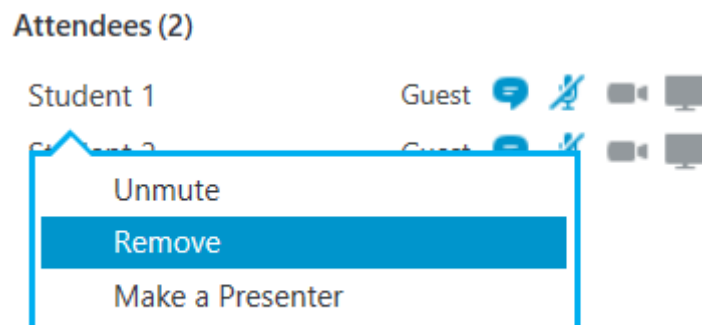# Managing a video conference

Managing the participants

On the top left of the screen click on the participants icon to see the names of the logged-in participants.
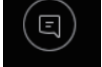
Through this page you can right-click on a participant name and have the following Options: Unmute / Remove / Make a presenter.

You can send an Instant Message in a specific participant by clicking the icon next to the participant name.

You can start a conversation with all participants by clicking the following icon at the bottom left of the Skype window.
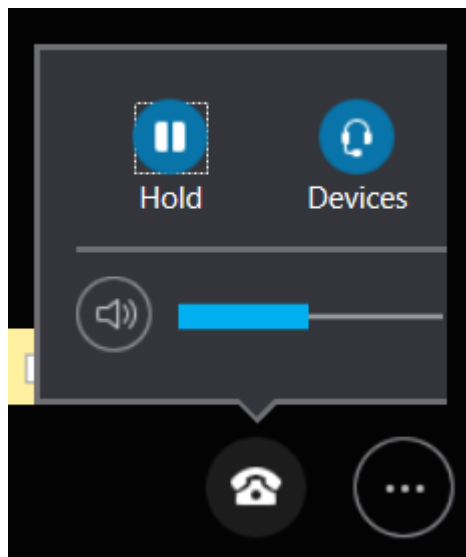
By clicking the "Participant Actions" button the following window will appear:
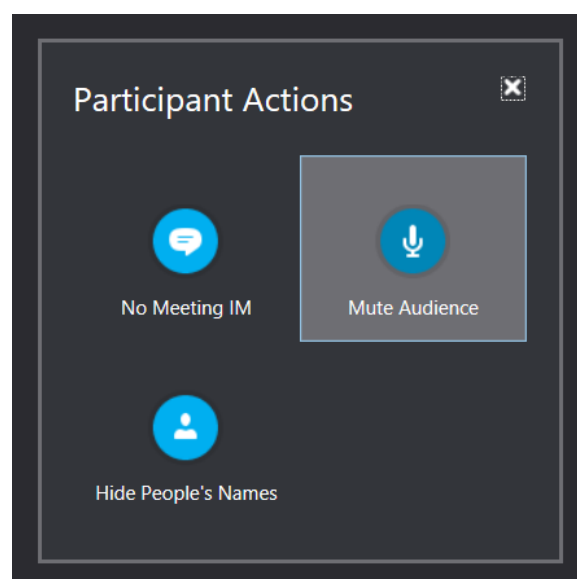
These actions will affect all participants.

Managing your audio

Click on Call Control icon at the bottom right of the Skype Window:

During a meeting, you can change the volume of your speakers, mute your own microphone or switch the audio device.

Share content (desktop, program or presentation)

From the Share option, as shown in the following image, you can share your screen, a program, or a Power Point presentation. This option is shown only for participants designated as presenters.