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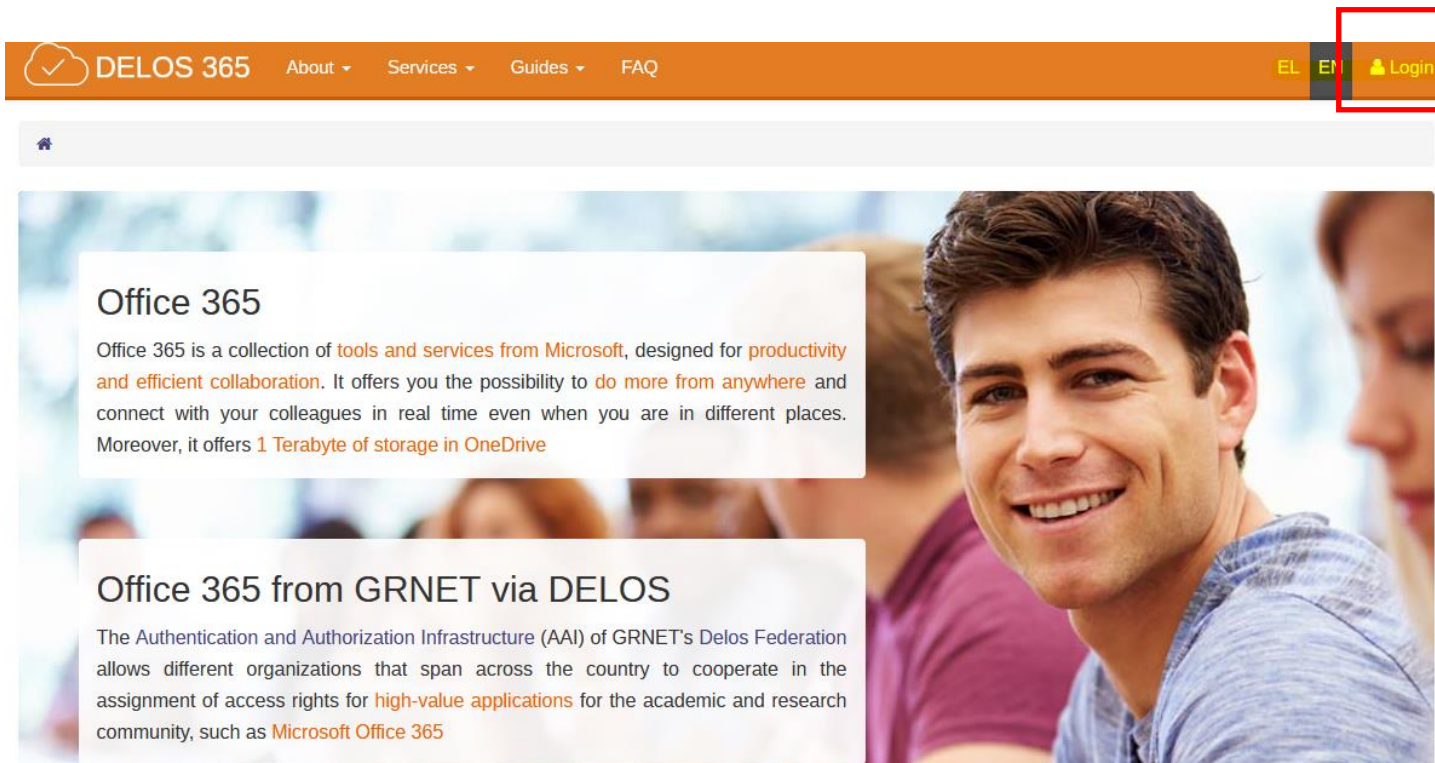
## Skype for Business

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”

GRNET AAI

Select your home institution

Participants


Services

Documentation

Help

Ελληνικά

English



GRNET AAI Federation  
Authentication & Authorization Infrastructure

You were redirected to this page because you tried to access a service that participates in DELOS Federation. In order to proceed, you have to select your Home Organization from the list below. You may save your selection, in order to avoid this question during future access attempts.

Technical University of Crete

Confirm

Save my preference: ☐

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



Login to DELOS 365

Username

Password

- ☐ Don't Remember Login
- ☐ Clear prior granting of permission for release of your information to this service.

Login

> Πρόβλημα με το λογαριασμό σας;  
Επικοινωνήστε με το Μηχανογραφικό  
Κέντρο [admin@isc.tuc.gr](mailto:admin@isc.tuc.gr), 2821037400

> Απορίες; Υποβάλλετε ερώτημα στο  
[helpdesk.tuc.gr](http://helpdesk.tuc.gr)

> Issues with your account? Contact the  
Information Systems Center  
[admin@isc.tuc.gr](mailto:admin@isc.tuc.gr), +30 2821037400

> Questions? Submit a request at  
[helpdesk.tuc.gr](http://helpdesk.tuc.gr)

DELOS 365 brings together GRNET's DELOS  
Identity Federation and Office 365



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.

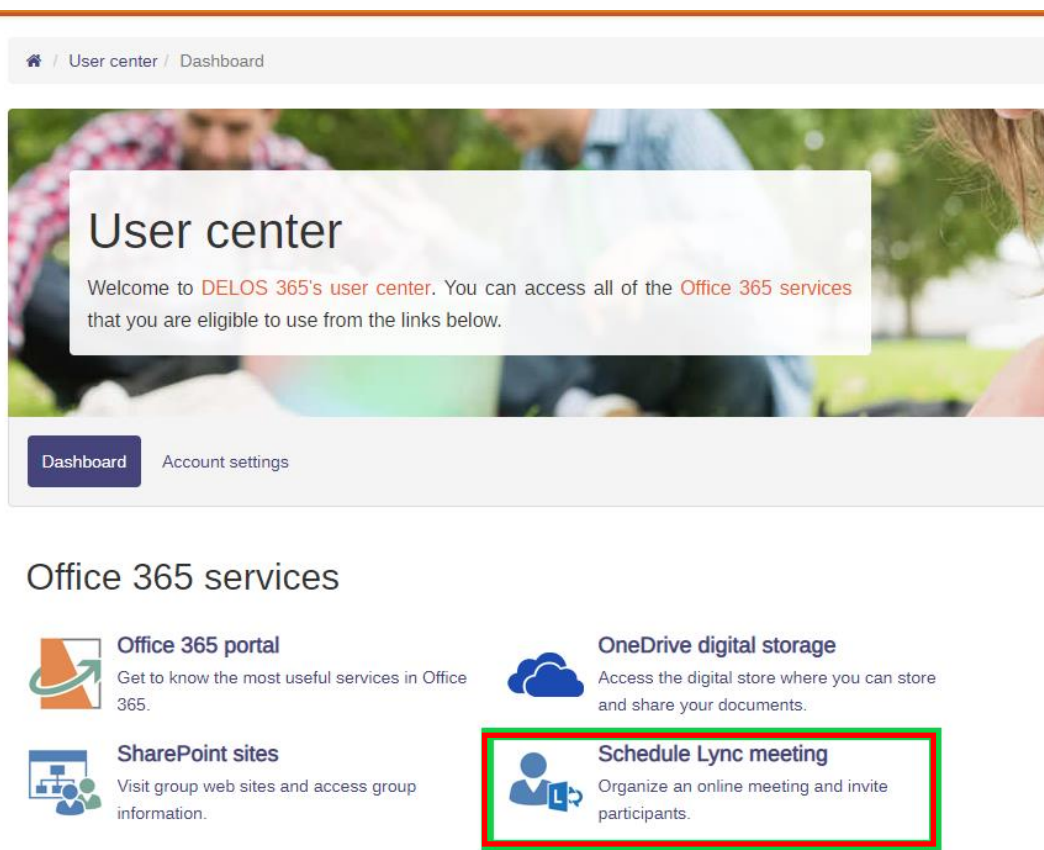
This setting can be revoked at any time with the checkbox on the login page.

Reject

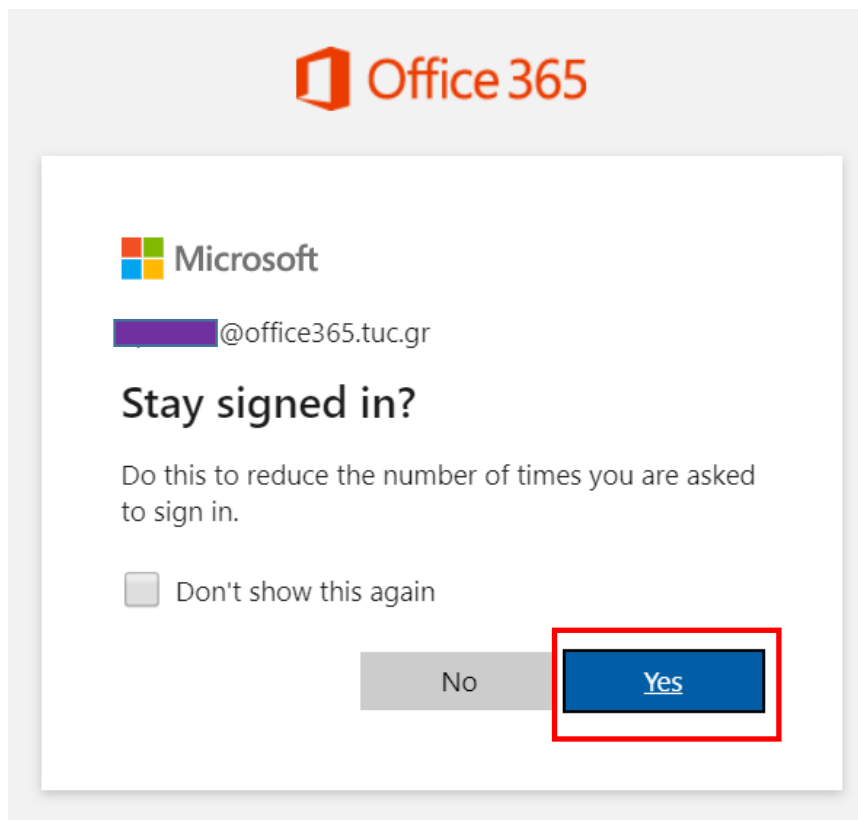
Accept

After entering your credentials click "Accept".

When you connect, you will see the following page:

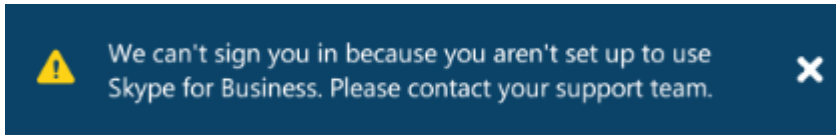


Click «Schedule Lync meeting».



Click Yes.

At this point, if you see the following message:



you must take into account that:

- The activation of the Delos365 account takes 24 to 72 hours from the first time login.
- If you already have office 365 account but you are having trouble logging in, please create a ticket at <https://helpdesk.tuc.gr> indicating the error message that is displayed.

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

The screenshot shows the 'New Meeting' interface in the Skype For Business Web Scheduler. The top bar includes the Skype logo, the text 'Skype For Business Web Sch', a user profile picture, and a 'Sign Out' link. Below this is a 'New Meeting' header with a back arrow. The main form is divided into two columns. The left column has a 'General' section with fields for 'Event' (empty), 'Location' (set to 'Skype Call'), and 'Message' (empty, with a '340 characters left' indicator). Below these is an 'Attendees and Audio' section with a text area for 'Add participants here (separate by semicolon)' and a 'Check Names' button. The right column contains settings for 'Start Time' (07-18-2018, 11:30), 'End Time' (07-18-2018, 12:30), 'Time Zone' (UTC+02:00 Athens, Bucharest), 'Who will bypass the lobby?' (Everyone including people outside my company), and 'Who is a presenter?' (People from my company). At the bottom right are 'Cancel' and 'Save' buttons.

- A. At the field "Who will bypass the lobby":
- Choose "Everyone 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.
  - 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](mailto:<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](mailto:<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

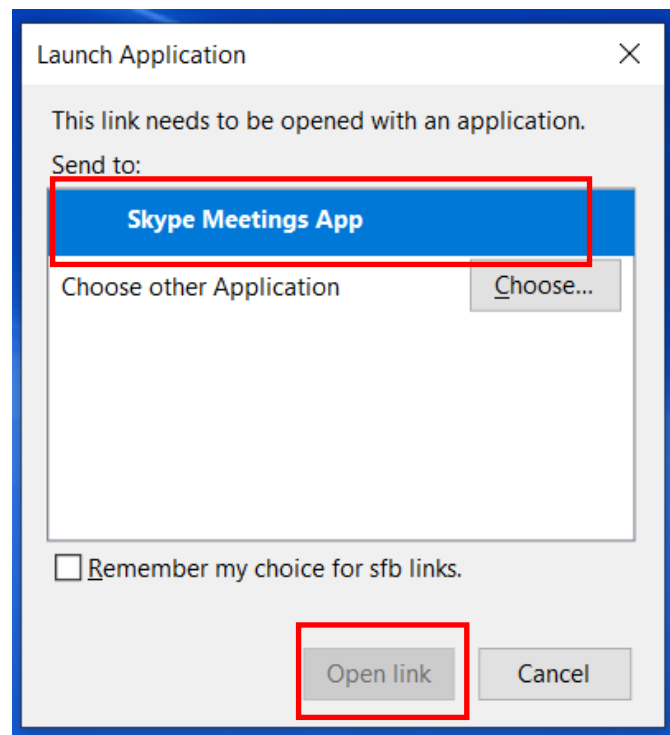
<https://meet.lync.com/office365.tuc.gr/NDZ1CXRO>

[First Skype Meeting?](#)

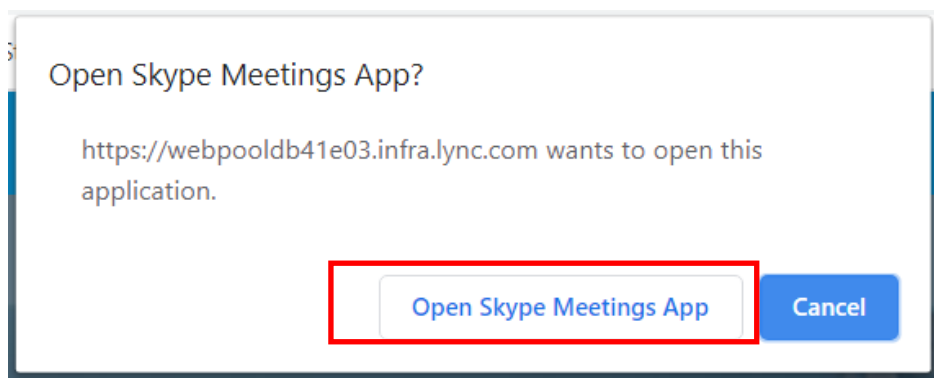
Copy the meeting details and send them to the participants via e-mail, viber, eclass, etc.

### [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.

## Welcome

Enter your name

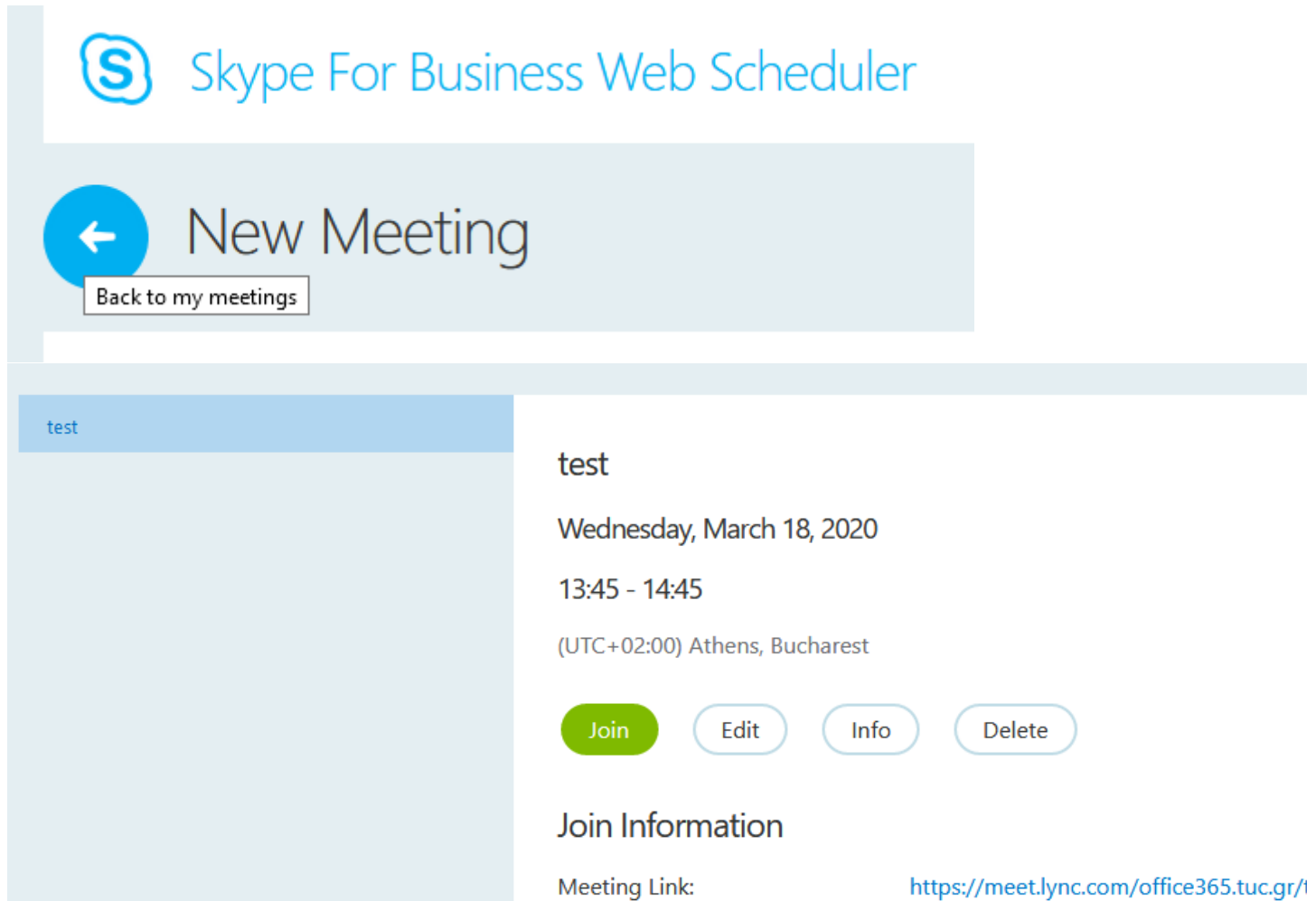
Join

[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

[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.

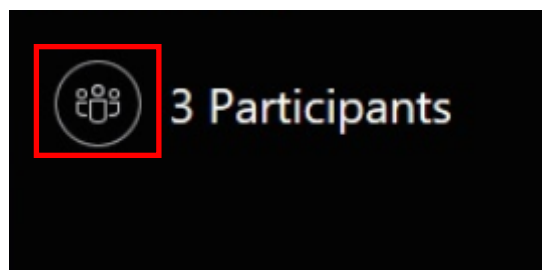


The screenshot shows the 'Skype For Business Web Scheduler' interface. At the top, there's a blue header with the Skype logo and the text 'Skype For Business Web Scheduler'. Below this is a light blue bar with a circular button containing a left arrow and the text 'New Meeting'. A tooltip labeled 'Back to my meetings' is visible over the arrow. The main content area is divided into two columns. The left column has a header 'test' and a large empty space below it. The right column displays meeting details: 'test', 'Wednesday, March 18, 2020', '13:45 - 14:45', and '(UTC+02:00) Athens, Bucharest'. Below the time zone, there are four buttons: 'Join' (green), 'Edit' (light blue), 'Info' (light blue), and 'Delete' (light blue). Under these buttons is the section 'Join Information' with the text 'Meeting Link:' followed by the URL <https://meet.lync.com/office365.tuc.gr/>.

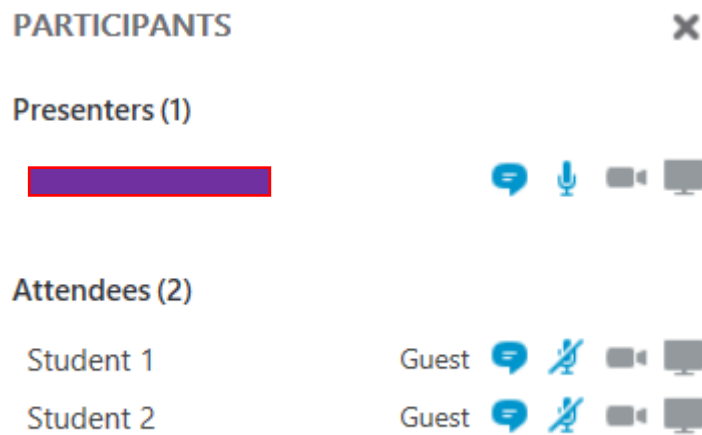
## Managing a video conference

### Managing the participants

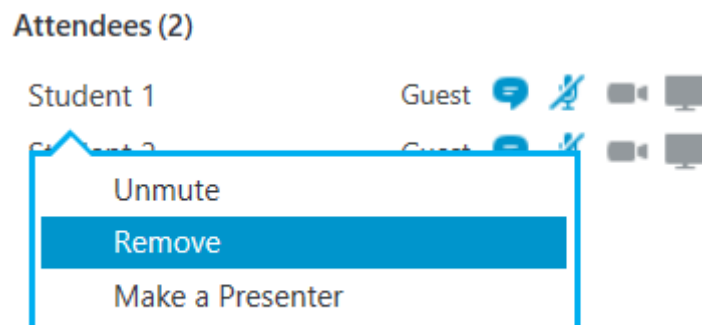
On the top left of the screen click on the participants icon to see the names of the logged-in participants.




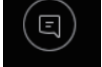




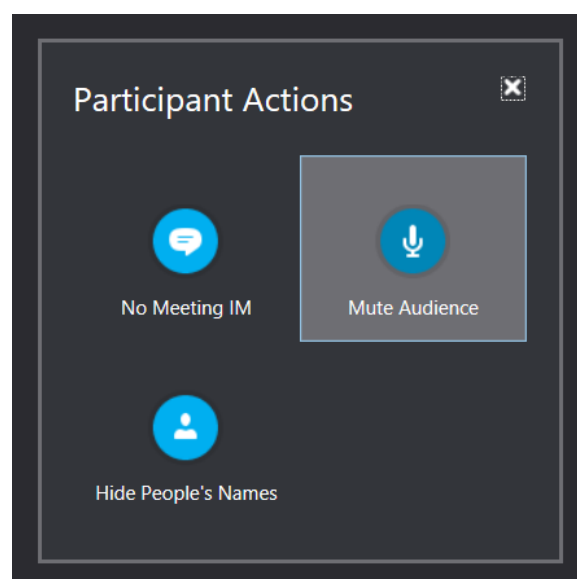
Through this page you can right-click on a participant name and have the following Options: Unmute / Remove / Make a presenter.



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.

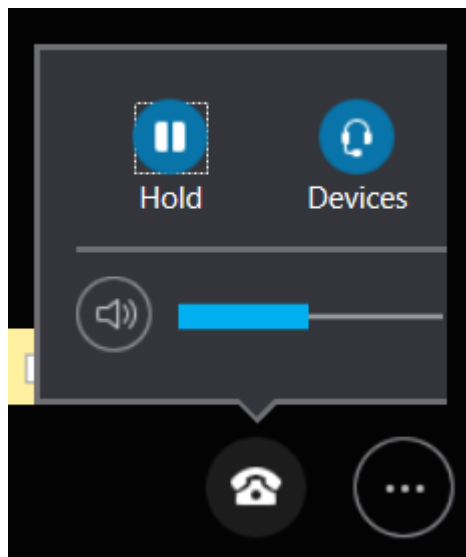
By clicking the “Participant Actions” button the following window will appear:



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.

