Prepare for an upcoming Skype for Business meeting

LOGIN

Look for the icon to sign in to Skype for Business (S4B) using your NSHA username and password. If you do not see the Skype icon click your computer start menu , then *all programs* to find the Microsoft Office folder. You will find the Skype for Business program within the Microsoft Office program options. Click on the program to open it. If you have never signed in before it may prompt you to. Use the same details you use to sign into your NSHA computer and email.

IMPORTANT: **1. Include CDHA\ before your username when signing in for the first time.**

2. You have to be signed in to see all meeting content. DOP members no longer attend as a guest.

3. You require at least a headset to do a sound pretest, a cell phone headset (i.e. earphones with a microphone) is sufficient.

Click the following link for a list of approved devices: NSHA approved hardware/devices.   iPhones and laptops (PC and MAC) will already have the required devices.

PRETEST DEVICES

Below is what the program looks like once you are signed in. You can pretest the audio device from multiple spots. Those spots are highlighted in green.
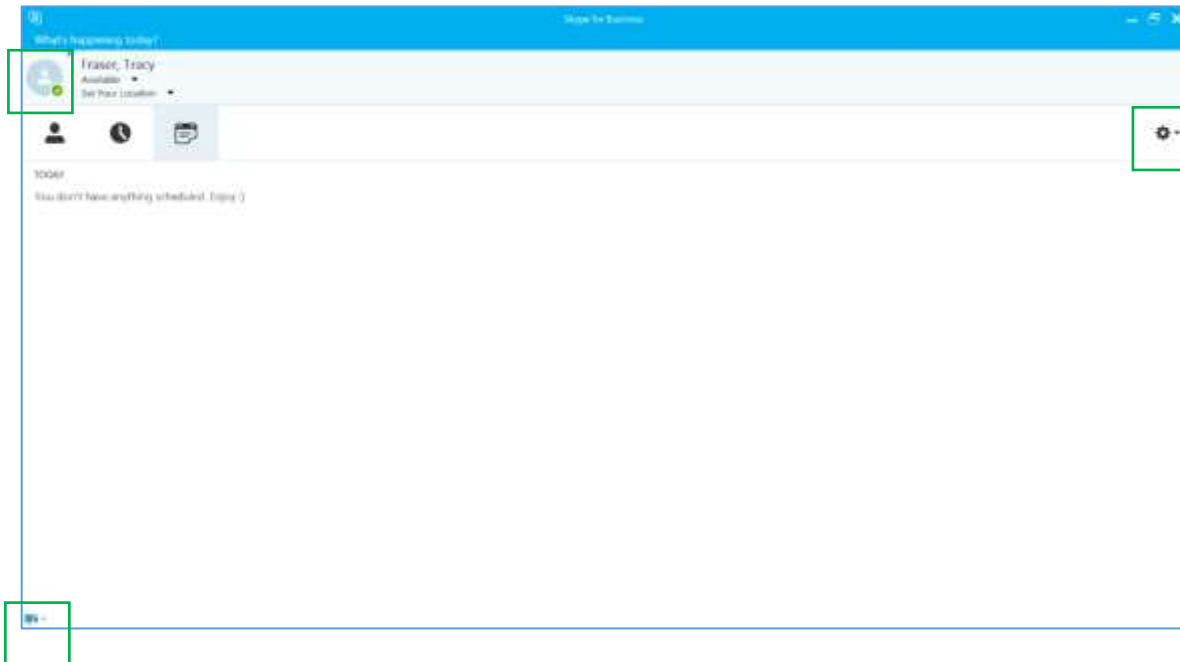

NOTE: If you do not have an appropriate device connected / installed, you will not have the device settings options.

TECHNICAL ASSISTANCE

NSHA helpdesk 1 866 224 2555. Non-NSHA attendees will need to contact their designated helpdesk.

SOUND CHECK – do this test on the device you will use to attend the meeting.

Click either option shown above then choose *Audio Device Settings*. The audio device settings window will appear in a new window:
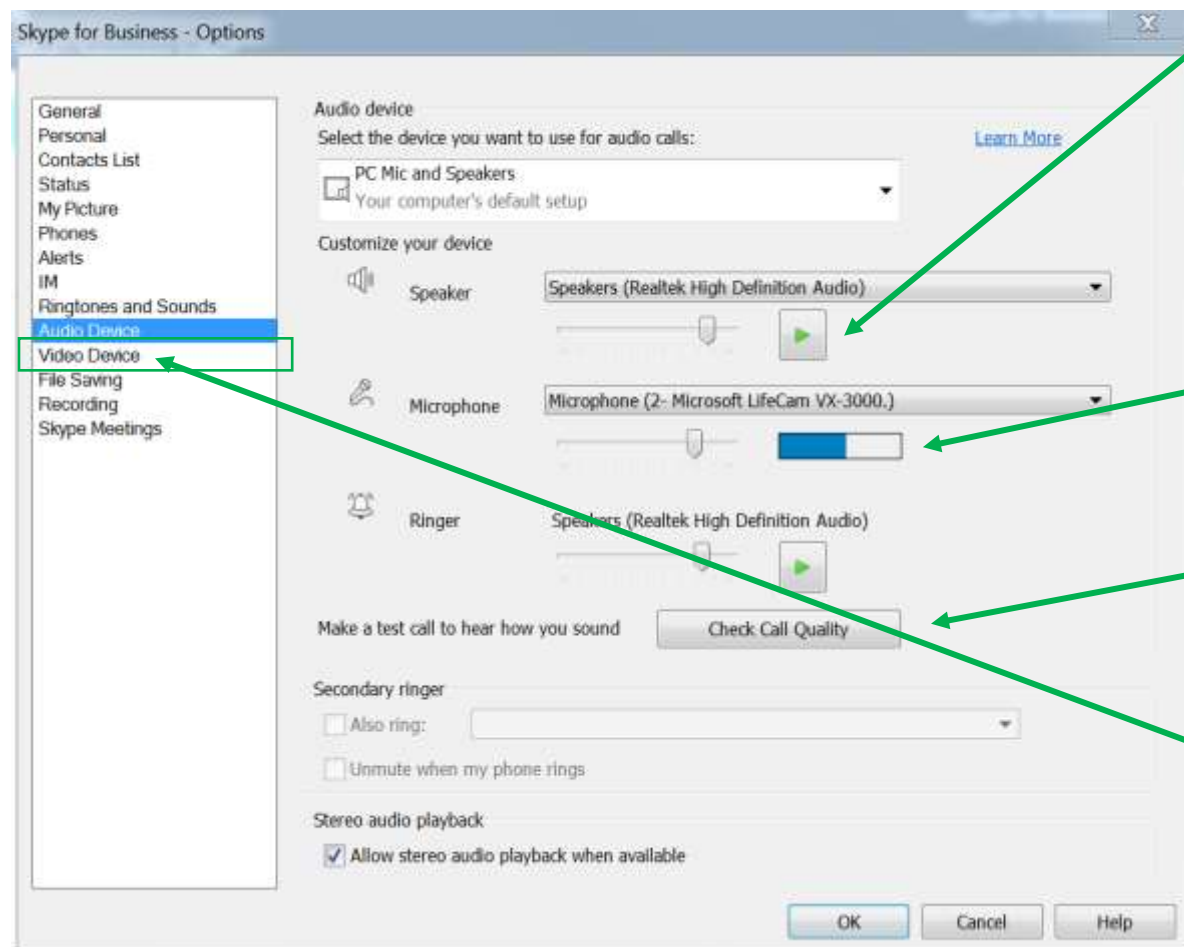
Click the green arrow to hear how your **speakers** sound. This is required for **Rounds**.

IMPORTANT: The sound quality highly depends on your speaker quality.

NSHA approved hardware/devices

When your **microphone** is working you will see the blue bar move when you speak.

To hear how you will sound, **make a test call**: Click *Check Call Quality*. This is important for **meetings**, but not for Rounds. You use the chat to communicate when attending Rounds online.

If your meeting requires a **video** device, you can also choose video device from this window.

Click the link directly below to view a short video on how to set up audio and video:
https://support.office.com/client/en-us/videoplayer/embed/RWffZF?pid=ocpVideo0-innerdiv-oneplayer&jsapi=true&postJsllMsg=true&maskLevel=20&market=en-us

RESOURCE LINKS / How To Instructions

Attendee checklist: https://intra.nshealth.ca/training-resources/LyncSkype/Checklist%20for%20Skype%20Business%20Attendees.pdf

Join a meeting: https://intra.nshealth.ca/training-resources/LyncSkype/Joining%20a%20Skype%20Meeting.pdf

All **NSHA instructions** for using Skype for Business: https://intra.nshealth.ca/training-resources/SitePages/Skype.aspx

App Download: https://products.office.com/en-ca/skype-for-business/download-app

Attend from a **non-NSHA location**: https://csuf.screenstepslive.com/s/12867/m/48670/l/529153-attending-a-skype-for-business-meeting-for-users-without-a-skype-for-business-account [These are borrowed instructions. (**REMINDER**– Although DOP members can choose to attend as a guest, this may limit the content received. To see **all** content attendees must be signed in. All efforts will be made to encourage presenters to offer easy to share materials.)]