

Skype for Business: A guide for Bellarmine University students

Skype for Business is Bellarmine University's go-to tool for video and web conferencing. It does so much more than the "vanilla" version of Skype that you may have used for web calls with friends and family; beyond just web conferencing, Skype for Business allows individuals to present content, share screens, instant message, use presentation tools such as a whiteboard, and more. It is available to all Bellarmine faculty, staff, and students, free of charge.

Skype for Business exists in several forms: as a full program (download and install), a web browser version (join meetings through Firefox, Chrome, etc.), and an app for tablets and mobile devices. The device you plan to use will determine which version you need. Bellarmine students using a desktop or laptop computer should download and install the full Skype for Business program in order to ensure they can join and participate in Skype calls for class purposes.

If it's not already installed on your desktop/laptop computer, here's how you'd do that:

Navigate to <https://portal.office.com/OLS/MySoftware.aspx>. Logon with your Bellarmine credentials, then select "Skype for Business" in the menu on the left side of the page, and click "Install" (screenshot below). For a mobile device including iPads and other tablets, navigate to the app store appropriate for your device, and search for the Skype app.

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Skype for Business

Install Skype for Business Basic. (For Office 2016)

Get instant messaging, audio and video calls, online meetings and presentations, availability information, and sharing.



Skype for
Business
Basic

Language:

English (United States) ▼

Version:

32-bit (Recommended) [Advanced](#)

[Review system requirements](#)

Install

The equipment you'll need: webcams and microphone

Remember: if you're joining a web conference, you'll need—at the very least—a microphone. The whole point of a web conference is typically to allow face-to-face contact, so you may also be expected to use a webcam on the call. Webcams are relatively inexpensive nowadays—starting at \$20—and should be installed on the computer you plan to use, prior to the call. Many laptops have a webcam and microphone built in. When you open Skype on a desktop or laptop computer, you'll be prompted to select your audio/video devices. If you are going to use Skype on a device with built-in audio/video capabilities, such as an iPad, the app will automatically know how to access/use them.

Joining a Skype call

If you'll be joining a Skype call set up by your instructor, the instructor should send you a meeting invitation (email, etc.) that contains a URL (web address) that you'll be able to simply click in order to enter the meeting, on the date and time the meeting is scheduled.

If you've installed the full version of Skype onto your desktop/laptop computer, when you click the meeting URL, Skype for Business should open automatically and take you into the meeting (after you log in), where you'll have full interactive capabilities, depending on how the instructor has set up the meeting.

If you don't have the full Skype desktop/laptop program installed on your computer, you can still join a Skype call through a web browser (Firefox, Chrome, Internet Explorer, etc.). In this case, if you click the meeting URL sent by your instructor, you will be prompted to install a "plugin" that will allow you to join the meeting directly through your web browser. You should still have the same tools and capabilities for interacting as others who have joined the call using the full Skype for Business desktop/laptop program. The main difference is that you can't initiate your own Skype call this way; you can only join calls that others have set up. That may not be an issue

For apps: If you have the Skype app installed, you should be able to join the Skype call using the app, by following the URL provided by the instructor.

Regardless of how you installed it or which version you use, Skype for Business should allow you to sign in with your Bellarmine credentials.

If you have any trouble installing Skype for Business or entering a Skype meeting, please contact the Technology Support Center (TSC) at tsc@bellarmine.edu, or 502.272.8301.

The actual Skype conversation

When you enter a Skype for Business call, you'll be taken into the Skype conversation interface, which is a relatively simple environment where you'll be able to listen, watch, and (possibly) interact with the presenter and other callers.

In a Skype conversation, presenters can share their desktop view, share their view as they use programs on their own computer, upload attachments, share PowerPoint presentations, and much more. Meeting attendees can do the same, depending on how the lead presenter has restricted tools for the call. Attendees may be able to use the instant messaging/chat feature to interact with the presenter and each other—possibly to ask questions, talk amongst themselves, and share files.

Typically, the instructor will be the lead presenter. In the main part of the screen, you'll see the instructor's image or video in a box, as well as those of others on the call (other students). The box of the person talking at any given time will appear larger than the other boxes, to help you keep track of who is speaking. You can turn on/off your video feed at any time, as well as your audio feed (remember to mute yourself when you're not talking, to avoid background noise on the call).

Below is a screenshot of the Skype for Business conversation interface, including explanations for the functions of various buttons available to you.

