Conferencing: Skype for Business

Skype for Business is the John Marshall Law School’s conferencing software. As of September 15, 2015, Blue Jeans software is no longer available to JMLS employees.

Getting Started

1. Locate Skype for Business in your Start Menu under All Programs/Microsoft Office 2013 and click to open.

2. On the Sign in screen, enter your entire JMLS email address and password and click Sign In.

3. Next, click the down arrow to the next to the gear icon. Select Show Menu Bar.

4. To schedule a conference call, select Meet Now from the Skype menu bar or, in Outlook, select New Skype Meeting.
Set up a Call/Meeting

Sending a Skype Meeting request via Outlook works just like a standard Outlook meeting request:

1. Enter the names of the invitees and the meeting details and click Send. Outlook will add the meeting to your calendar, which you will be able to review and edit after you’ve send the invitation.

2. To participate at the scheduled time, click Join Skype Meeting from the invitation or Join Online in the Outlook notification. Call one of the phone numbers provided or communicate via your computer’s webcam and microphone.

3. Whether you communicate via phone or webcam/microphone, you should mute your phone or microphone to avoid unnecessary noise or feedback during the call.

4. During the call/meeting, you’ll find buttons at the bottom of the screen. Control participation with these buttons. Also, click the ellipsis to open a menu for adjusting settings.

Adding Contacts & Contact Lists (Optional)

After logging in to your Skype for Business account, you can add coworkers from the directory as contacts, create contact groups, and start instant messaging with your contacts. In this example, several contact groups have been created and JMLS employees have been added to them.
1. **Search by name.** After finding a coworker you’d like to add, **right-click on the name and select Add to Contacts List.** If you’ve created contact lists, you will be able to choose which list to add to.

2. To create a new Contacts List, **right-click** on one of the existing groups, such as the Favorites group, and **select Create New Group.**

---

**Web App (Only if attendee DOESN’T have Skype for Business)**

If attendees do NOT have Skype for Business installed, they will need to use the Skype for Business Web App. Following are instructions for the web app (not for anyone with the regular Skype for Business installed, such as a JMLS employee working onsite.

1. **Open the call/meeting invite from the web-based version of your email account** (in Firefox, Safari, Internet Explorer, etc.) Our example shows the Google Chrome version. In the call/meeting invite, **click Join Skype Meeting.**

2. A new tab/window will open. **Click Join Using Skype for Business Web App instead.**
3. If this is the first time using the web app, **click Skype for Business Web App Plug-in** to download and install the necessary browser software. (This only needs to be done once per browser per computer.)

4. Once the plug-in is installed, **click Join the meeting**.

5. The External Protocol Request box will appear. **Select the checkbox** for *Remember my choice for all links of this type*. Then **click Launch Application**.

6. **Enter your name** for the call, **select the checkbox** for *Remember me*, then **click Join the meeting**.

7. Remember to **mute** your phone or microphone during the call except when you are speaking.

Questions?

If you have any issues with printing, please contact the ITS Help Desk via the Help Desk Portal at helpdesk.jmls.edu. You may also call 312.427.2737 x550, email helpdesk@jmls.edu, or visit us on the 7th floor of the State Street Building in room 733.