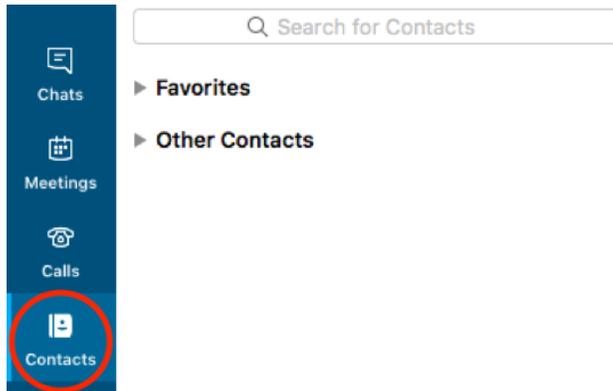


MAC

STARTING A VOICE OR VIDEO CALL

1. Click on the contact tab



2. Search for the name of the person you want to add
3. Above the contact info, choose the camera or phone icons to start a video or phone call.

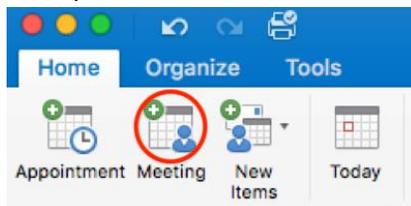
FIND AUDIO AND VIDEO SETTINGS

1. Go to the Skype for Business menu at the top of the screen, and choose "Preferences"
2. Click on the Audio/Video tab.
3. Choose the device that you would like for the microphone, Skype ring (for when someone calls you), speakers, and camera.

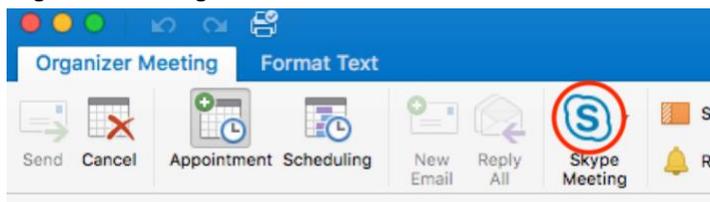
Note: If you have an external microphone and/or camera plugged in, you can switch to that device, here. It will show up in the drop down menus.

CREATING A SKYPE MEETING VIA OUTLOOK

1. Go to your Calendar in Outlook, and click on the "Meeting" icon on the Home tab, at the top.



2. If you have Skype for Business installed on your computer, the Skype Meeting icon will show up under the Organizer Meeting tab.

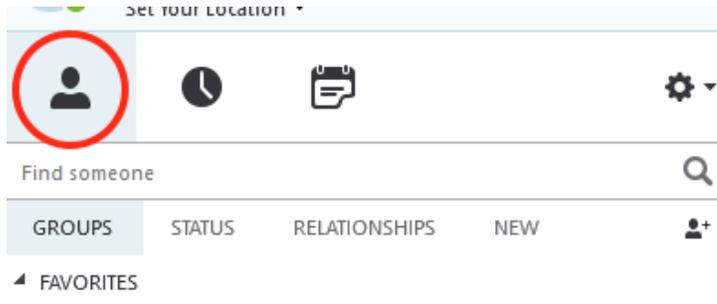


3. Click on the Skype icon, and it will add a link to the meeting invitation info.
4. Fill out the rest of the information as needed, and send by adding participants emails in the “To” section.
5. Note: Any non-USC entities will be prompted to download the Skype Meetings application.

WINDOWS

STARTING A VOICE OR VIDEO CALL

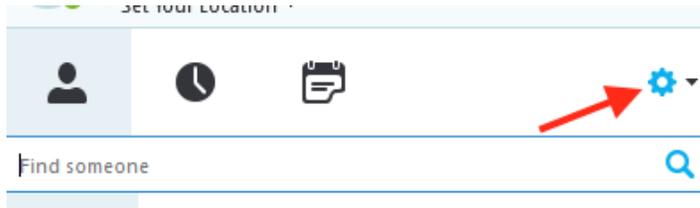
1. Click on the contact tab



2. Search for the name of the person you want to add
3. Double click on the person’s name when it appears
4. Click the camera or phone icon to start a video or voice call

FIND AUDIO AND VIDEO SETTINGS

1. Click the gear icon on the main window



2. Click on either audio or video device options on the left for settings

CREATING A SKYPE MEETING VIA OUTLOOK

1. Go to your calendar in Outlook, and make sure the Home tab is selected
2. Click on the “New Skype Meeting” icon at the top of the screen.

