



Skype for Business Quick Guide

Remote Participation Options, How to Join, and General Tips

The purpose of this guide is to assist with participation in Skype for Business remote hearings (applies to non-court employees only).

Skype for Business Remote Hearings – Participation Options

1. **Laptop equipped with microphone and camera (recommended option)** (See pg. 2 for download steps)
 - a. Allows judges/magistrates to confirm users' identity via the camera
 - b. Allows users to view live video of all other participants
 - c. Allows users to share their computer screens to share exhibits, evidence, proposed orders, motions, and other documents (users may be asked to do so during a remote hearing)
 - d. Users can view others' shared screens
2. **Desktop equipped with attached microphone/headset and attached camera** (See pg. 2 for download steps)
 - a. Same benefits as laptop
3. **iPad/tablet with microphone/camera via Skype for Business app** (See pg. 3 for download directions)
 - a. Not as ideal as laptop/desktop due to smaller screen and settings that make screen sharing more challenging
4. **Hybrid Participation - without microphone/camera** (See pg. 2 for download steps)
 - a. Users must join via phone by using the call-in number and conference ID
 - b. Screens shared by others can still be viewed
 - c. **Disadvantage:** users cannot be identified via video (no camera)
5. **iPhone/Android smartphone via Skype for Business app** (See pg. 3 for download directions)
 - a. Full audio/video
 - b. **Disadvantage:** limited screen sharing options and small screen makes viewing others' shared screens very difficult
6. **Call-in using conference ID to participate via audio only** (See pg. 4 for directions)
 - a. Users can be heard by all attendees
 - b. **Disadvantage:** Users cannot view shared screens or video from others
 - c. Judge/Magistrate cannot confirm identity
7. **Invite More Participants via Skype – audio only** (See pg. 4 for directions)
 - a. Judges/Magistrates/Meeting Organizers can use the **Invite More People** feature to call users directly from the Skype remote hearing window. Users will automatically join the meeting when they answer the system call.
 - b. **Disadvantage:** same as using call-in number/conference ID

Joining a Skype Remote Hearing on a Computer/Tablet/Smartphone

- If joining a Skype remote hearing on a computer/tablet/smartphone, always click the [Join Skype Meeting](#) or [Join Online Meeting](#) links within the email invite.
 - If the user has downloaded the app previously on the device, clicking the Join Skype Meeting link activates the Skype for Business app on the user's device
 - **NOTE:** If the Skype for Business app has not been downloaded on that device, the user will be prompted to download the app.

General Tips

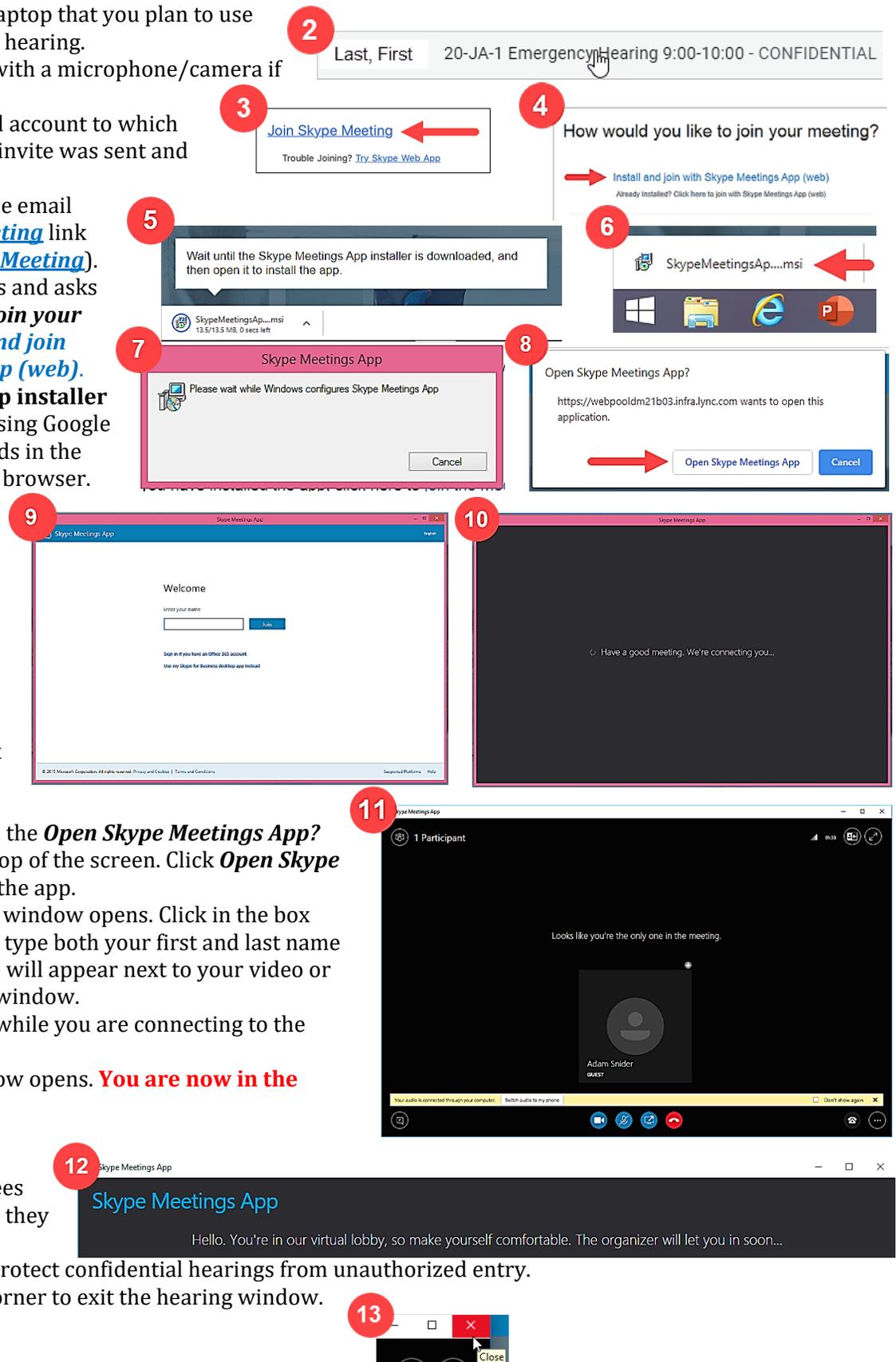
- Communicate with the judge/magistrate before the Skype hearing to learn details about the hearing procedures utilized by that specific judge/magistrate
- Users should have the judge/magistrate's office phone number to contact if technical issues occur
- If necessary, users should share their office/cell phone number with the judge/magistrate's staff
- Be prepared with digital copies of necessary court documents for the specific case/hearing
 - The judge/magistrate may ask users to share their screen to present case documents



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Quick Steps to Download the Skype for Business Web App (Laptop/Desktop)

1. Log onto your desktop/laptop that you plan to use during the Skype remote hearing.
NOTE: Use a computer with a microphone/camera if possible.
2. Login to your work email account to which the Skype hearing email invite was sent and click to open the email.
3. Scroll to the bottom of the email and click [Join Skype Meeting](#) link (it may read [Join Online Meeting](#)).
4. A new browser tab opens and asks **How would you like to join your meeting?** Click [Install and join with Skype Meetings App \(web\)](#).
5. The **Skype Meetings App installer** begins downloading. If using Google Chrome, the installer loads in the bottom left corner of the browser.
6. When the installer is finished downloading, click the installer to begin the installation process. **NOTE:** You may need to click **Run** or **Open** to download, depending on the browser.
7. You may see a dialog box while the installer is installed.
8. After the app is installed, the **Open Skype Meetings App?** message appears at the top of the screen. Click **Open Skype Meetings App** to launch the app.
9. The Skype Meetings App window opens. Click in the box below **Enter your name**, type both your first and last name and click **Join**. This name will appear next to your video or icon within the meeting window.
10. You see a brief message while you are connecting to the Skype hearing.
11. The Skype hearing window opens. **You are now in the hearing.**
12. **NOTE: Lobby:** The meeting organizer may have set meeting attendees to enter the lobby before they can be admitted into the hearing. This is used to protect confidential hearings from unauthorized entry.
13. Click **X** in the top right corner to exit the hearing window.





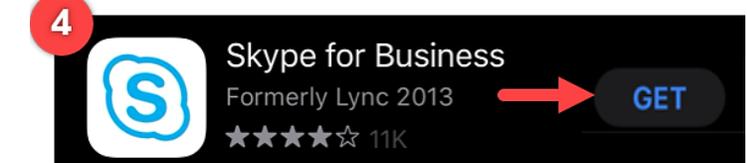
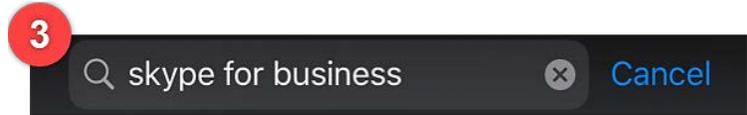
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Quick Steps to Download the Skype for Business App on iPhone/iPad

1. Turn on iPhone and select **App Store** icon.
2. Click the **Search icon** (bottom right corner).
3. Click in the Search field at the top of the screen and type “**skype for business**”.
4. Click the **Get** icon next to the Skype for Business app.



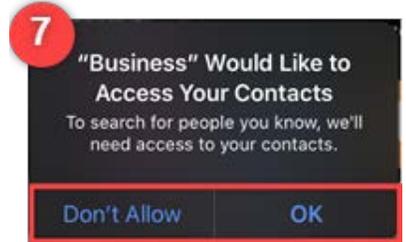
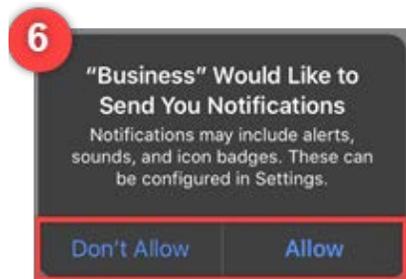
5. When download is finished, click **Open**.
6. The app asks if you want to **allow notifications**. Select either **Don't Allow** or **Allow** depending on your preferences. Selecting **Allow** will send you reminders of scheduled meetings.



- Recommendation: Select Allow**
7. The app asks for **access to your contacts**. Select either **Don't Allow** or **OK** depending on your preferences. Selecting **OK** will allow the app to search your contacts on your phone to assist when searching for contacts.



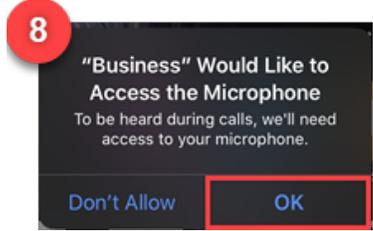
- Recommendation: Select OK**
8. Finally, the app asks to **access your microphone**. Select **OK** to ensure that you can be heard during Skype hearings.



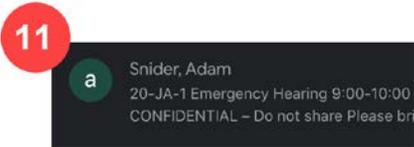
9. The Skype for Business app icon has now been added to the iPhone and is ready for use.



10. After the download is complete, open your phone's email app.



11. Navigate to the Skype remote hearing email invite and open it.



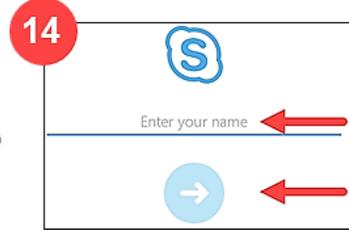
12. Scroll to the bottom of the email and click **Join Skype Meeting** link.



13. The Skype for Business app opens with two options: **Sign In** and **Join as Guest**. Click **Join as Guest**.



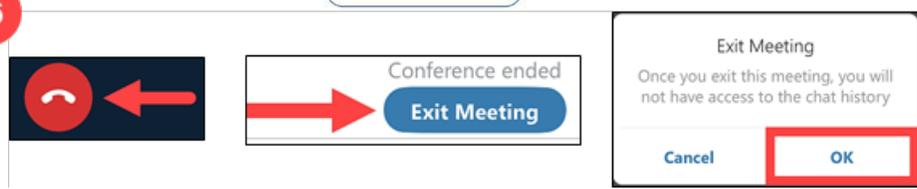
14. Click **Enter your name** and type your first and last name and click the blue arrow.



15. You are now in the Skype hearing window.



16. When finished with the hearing, you can click the **red Hang-Up button** to exit the meeting. Then click **Exit Meeting** (bottom of screen) and **OK** to completely leave the meeting lobby.





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Quick Steps to Call-in using Conference ID to Participate via Audio Only

- Option 1:** If you received a Skype hearing email invite, log into your email and open the email invite.



Option 2: The judge/magistrate staff may contact you by phone to disclose the **call-in number** and **conference ID**. The **judge/magistrate will also share the hearing date/time**. **Keep the call-in number/conference ID in a secure location and do not share with anyone.**

- Option 1:** Locate the **Join by phone** details in the email (Look below the [Join Skype Meeting](#) link at the bottom of email).



- Call the **Dial-in Number**.
Recommendation: Join the hearing 10-15 minutes prior to the scheduled start to ensure connectivity.

- You will hear “**Welcome to the Audio Conferencing Center. Please enter a conference ID followed by #**”
- Enter the conference ID + #.**
- You will hear “**You are now joining the meeting.**”
- If other attendees are present, you should be able to communicate with them.
- NOTE: Lobby:** The meeting organizer may have set meeting attendees to enter the lobby before they can be admitted into the hearing. This is used to protect confidential hearings from unauthorized entry. You will be informed if you are in the lobby. Please wait to be admitted by the judge/magistrate.

Quick Steps to Invite More Participants via Skype - Audio Only

- If necessary, provide your office or cell phone number to the judge/magistrate.
- The judge/magistrate or a staff member will use the **Invite More People** button from within the Skype hearing window to call your phone number.
- When you answer, you will hear “**You are now joining the meeting.**”
- You should be able to hear all other hearing attendees immediately.
- NOTE:** You will not need to enter the conference ID.

IMPORTANT: Mute feature: It is possible for the judge/magistrate to mute individual attendees or mute all participants should the need arise. If you are participating via phone and are muted by the judge/magistrate, the only way to unmute is to press *6 on the phone keypad.

Only use the unmute function when directed to unmute by the judge/magistrate.