


## Connecting to a meeting from the presentation laptop

**IMPORTANT: Make sure the laptop sound is turned off before connecting to a meeting**

1. Open up the Skype client by clicking the Skype icon  at the bottom of the screen. If the meeting is already active, it will open up.
2. If the meeting is not open, Click the schedule icon and double click on your event.
3. The laptop will connect you to the meeting and you will see a screen similar to one of these:

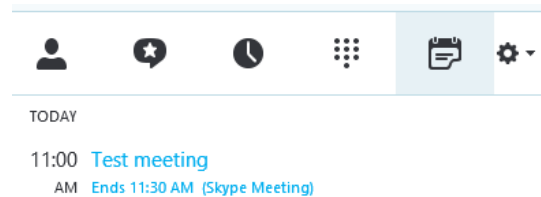


Figure 1 Schedule icon

## Sharing Content

Click the sharing icon and as shown in Figure 2 ‘Desktop’ to share the laptop’s screen. If someone else is sharing content, you will be prompted to “*stop the current presentation and become the active presenter*”. Click ‘OK’

The Skype client will disappear and your screen will show the sharing controls (Figure 3) and be surrounded by a yellow border.

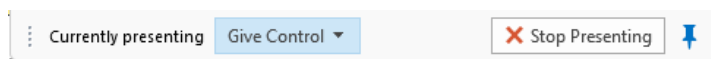


Figure 3 Presentation controls

When you are finished presenting, click the ‘Stop Presenting’ button at the top of your screen.

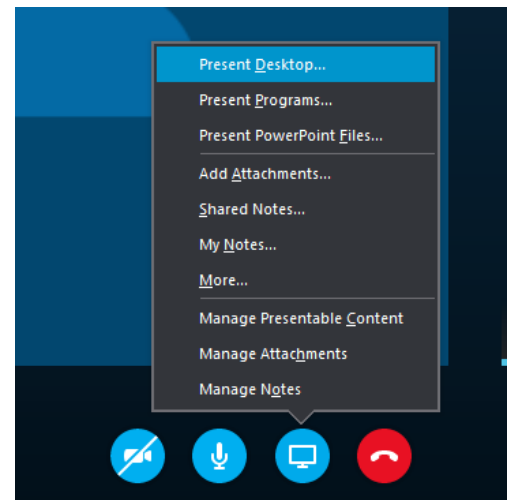


Figure 2 Presentation options

## Attaching Remote Content to the Projector

You can also display remote/shared content on the overhead projector by doing the following using the conference room laptop:

1. Make sure the conference room laptop is connected to the projector and is **muted**.
2. Follow the connection instructions on the first page.
3. Once connected to the meeting, click the full screen icon in the upper right of the meeting window (Figure 4).
4. (Optional) You can hide the participant video on the screen by clicking the layout icon in the lower right and selecting 'Content View'.

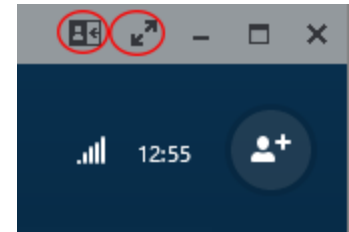
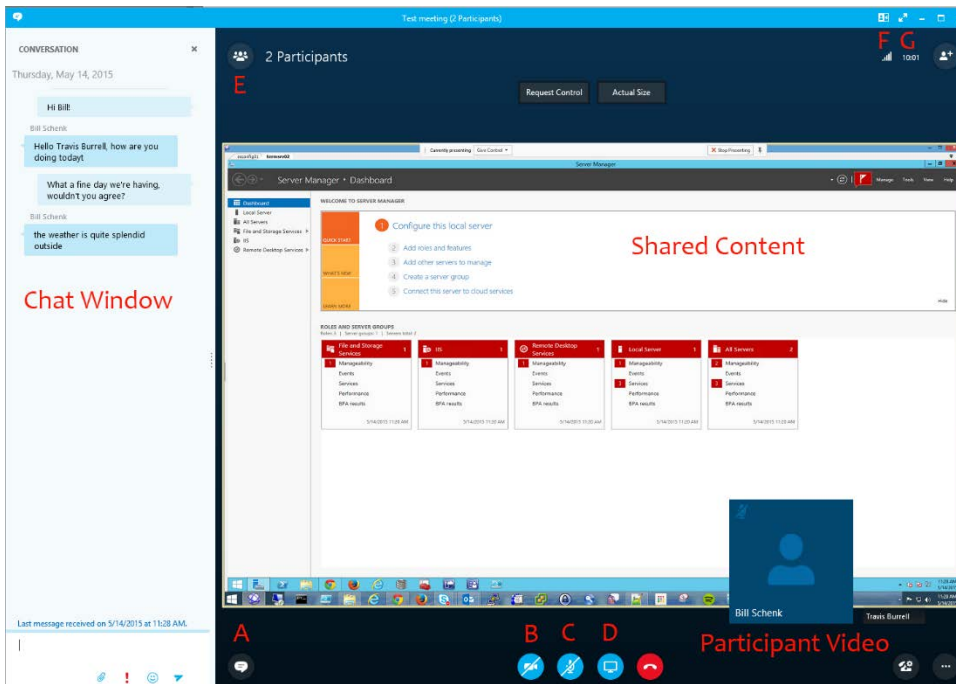


Figure 4 Layout controls

## Navigating your Skype Meeting

While the Skype meeting is connected, you'll see a screen that contains participant video and optionally a chat window, attendee list, and shared content. The lower left contains controls for showing or hiding different parts of the meeting.

### Meeting Control Description



- A. View chat window
- B. Mute/Unmute your microphone
- C. Start or Stop your webcam
- D. Share Desktop or Content
- E. View attendees
- F. Change Meeting to Full Screen.
- G. Change screen layout