

Participating in a Skype for Business exam

Students in VIA have to install Skype for Business on their computer themselves, whereas employees in VIA will have Skype for Business installed on their Windows work computer as a standard.

You can install Skype for Business on a Windows computer [here](#).

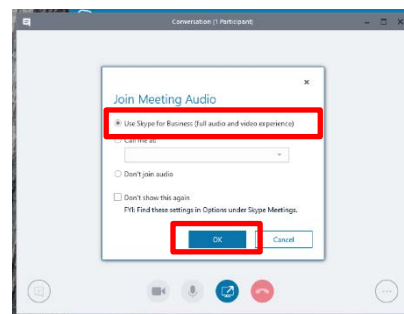
Mac users can install Skype for Business [here](#).

Advice and good practice

- When you participate in a meeting, it is possible to use your computer's in-built microphone but the quality of the sound will be improved if you connect an external microphone or headset (e.g. the type of headset that comes with most mobile phones).
- Plug the headset and/or external microphone into your computer before the meeting and restart your computer and restart your computer well in time for the exam.
- Test the headset and microphone you plan to use well in time for the exam. See how it is done in step 3 below.
- When you present (e.g. a PowerPoint Presentation), your presentation will appear in full screen mode on your computer, Skype hasn't disappeared. It is still running in the background. Use the escape key ('Esc') on your keyboard to close the full-screen presentation mode and the Skype meeting window will appear again on your screen.

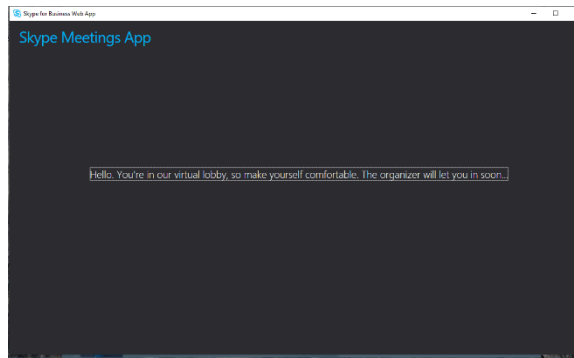
1. Accessing a Skype for Business exam

- Click on the Skype meeting link you have received, in, your plan for exams.
- In the 'Join Meeting Audio' window, select 'Use Skype for Business (full audio and video experience)'.
 Use Skype for Business (full audio and video experience)
- Click 'OK'.



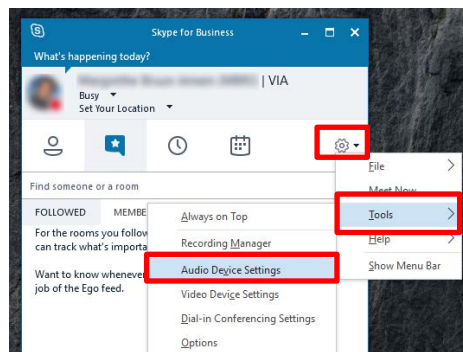
2. The meeting has a 'Virtual lobby'. Wait in the 'virtual lobby' until the lecturer lets you into the meeting.

- When the exam has finished, the lecturer will exclude you from the meeting entirely.
- Immediately click on the same meeting link you used to access the meeting earlier. You will be held in the Virtual lobby until your lecturer lets you into the meeting again after the deliberation, and you will be presented with the outcome of the exam.

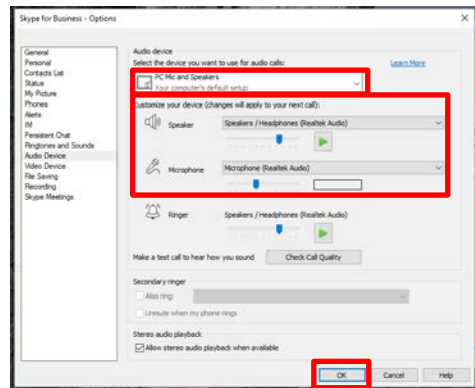


3. Experiencing difficulties with the audio in Skype for Business - Windows?

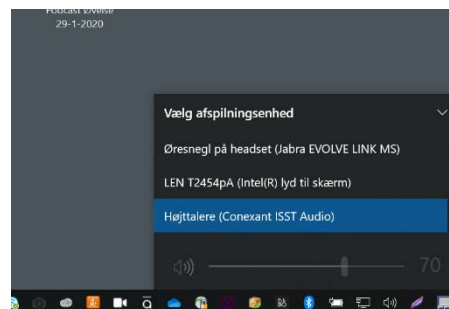
- Open the Skype for Business desktop app.
- Click on the 'Options' link ('cog' icon).
- Select the 'Tools' option from the list.
- Select 'Audio Device Settings'.



- At the top, check that the correct audio devices have been selected.
- Below you can check the microphone and speaker devices individually, and select the correct ones.
- You can test the audio for both speakers and microphone by clicking on the green arrows.
- Click 'OK' to save the settings.

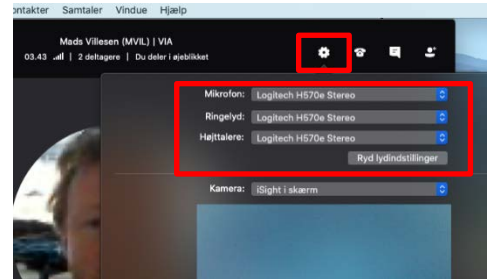


- If that doesn't solve the problem, then check the volume on the computer. You can check this in the bottom right hand corner of the taskbar. If you need to change the audio device, you can do this here as well.
- Finally, if this still hasn't solved the problem, then restart your computer and open the meeting again.

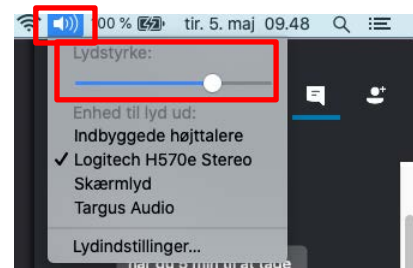


4. Experiencing difficulties with the audio in Skype for Business - Mac

- Click on the 'Options' link ('cogfig' icon)
- Check that the correct audio devices have been selected. If no select the correct ones at the blue arrows



- If that doesn't solve the problem, then check the volume on the computer. You can check this in the top right hand corner of the taskbar. If you need to change the audio device, you can do this here as well.



- Finally, if this still hasn't solved the problem, then restart you computer and open the meeting again.

Share options during the meeting

5. During the meeting you can share the desktop on your computer so the other participants can see your presentation.
 - Click on the blue 'Share content' button in the meeting window.
 - Select the 'Share your Desktop...'
 - The list also allows you to 'Share a Window....', 'Share PowerPoint Files...', etc.
 - Click on the 'Share button'.
 - Click 'OK'.
 - Start your presentation.

