

Audio setup and making calls

Dial into a Skype Meeting using a phone

The meeting host's account must be teleconference enabled for this options to be available.

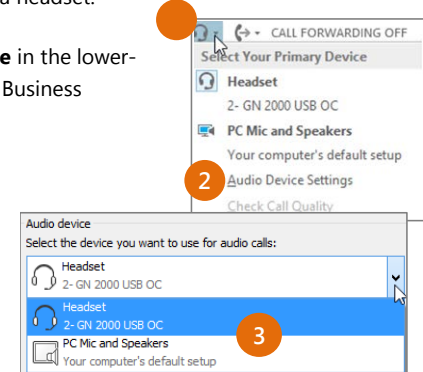
1. From your mobile device, simply dial the phone number in the invitation.
2. When prompted, enter the Conference ID from the invitation.



Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



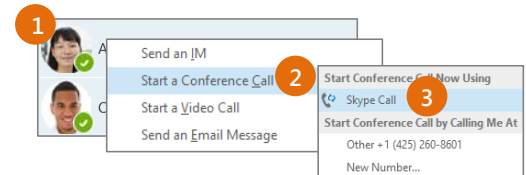
Start a call



1. Hover on a contact's pic until the quick menu appears.
2. Click the **Phone** button.

Start a conference call

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.
2. Right-click any of the selected names, then click **Start a Conference Call**.
3. Click **Skype Call**.



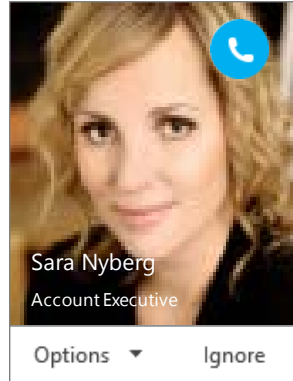
Which Skype should I use?

- Skype for Business is for connecting with a co-worker or business associate.
- Skype is for connecting with your grandma, or chatting with friends while gaming.

Answer a call

When someone calls you, an alert pops up in the lower-right of your screen.

- To answer the call, click anywhere on the photo area.
- To reject the call, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.
- To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.



Invite more people to a call

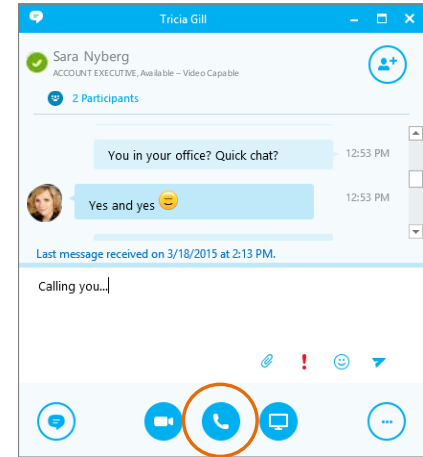
1. In the Meeting pane, click  or, in the Participants pane, click

[Invite More People](#)

2. Select or multi-select (Ctrl-click) from your contacts, or type someone's name or phone number in the Search field, then select them from the results. Click **OK**.
Your new invitees receive a request to join your call.

Add audio to an IM conversation

In the conversation window, click the **Phone** button.



Use audio call controls

During a call, point to the buttons to do the following:

- To put the call on hold, click the **Hold** button.
- To mute your audio, click the **Mic** button in the conversation window.
- To hang up, click the **Phone** button in the conversation window.

