Best Practices for Skype for Business meetings

Attendees

- Use an audio device to avoid echoes or other audio issues.
- To prevent audio feedback, if other attendees are sitting in the same room, use only one computer to log on to the meeting.
- Mute your audio unless you are speaking.
- Do not take a call from your cell phone, particularly while driving. Road noise diminishes the meeting’s audio quality and driving while distracted is dangerous.

Presenters

- Set up and test your audio devices 15-20 minutes before the start of your meeting (when possible).
- Provide a clear and complete invitation, including a meeting agenda.
- Join your meeting early to prepare your content. Upload slides or documents to be shared, and start applications you want others to view during sharing.
- Set your screen display to 1024 x 768 pixels for the best viewing experience (800 x 600 portrait for tablet PCs).
- Mute participants who cause a poor audio experience.
- Enlist the help of an assistant for larger meetings.

*Mute or unmute your microphone in a Skype for Business meeting or call*

When you’re in a Skype for Business meeting or call, you might have to mute or unmute your microphone multiple times. You can do this either in the Skype for Business meeting window or on your phone if you call into the meeting.

- Sometimes when you join a Skype for Business meeting, your microphone is muted by default.
- The Mute button looks like when muted.
- When you want to speak, click the Mute button to unmute your microphone. The button changes to and you can speak.
- **Note:** You can also use the mute buttons on your laptop, keyboard or some USB headsets to mute or unmute your mic and speakers. Keep in mind that the meeting organizer sometimes mutes the audience. When this happens, you won’t be able to unmute your mic.

*Mute or unmute the audience in a Skype for Business meeting*

If you’re a presenter, you can mute or unmute meeting participants, individually or as a group, to eliminate background noise.

- To mute individuals, right-click the Mute button next to their name (conversation view) or above their picture (gallery view) in the meeting and click Mute this person. They’ll receive a notification that they’ve been muted.
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- You can right-click the mic button again to unmute their audio and they will be prompted to unmute on their side to open the line.

- To mute the entire audience, point to Participant Actions > Mute Audience.

- All meeting participants, including those on the phone, will be muted. To unmute, go back to Participant Actions and click Unmute Audience.