Skype for Business Usage Tutorial for the purpose of Distance Learning
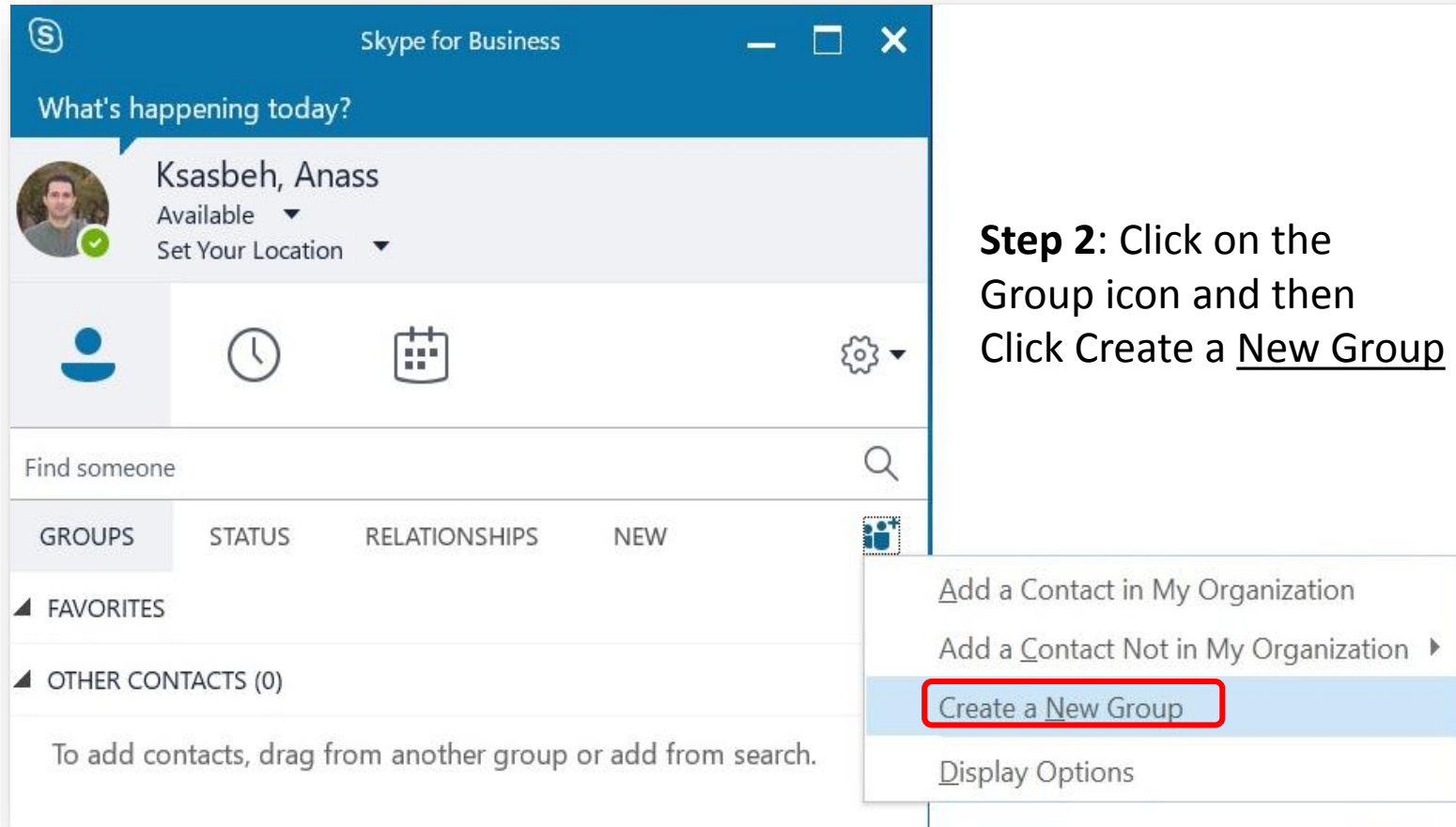
Skype for Business Client – Main Window
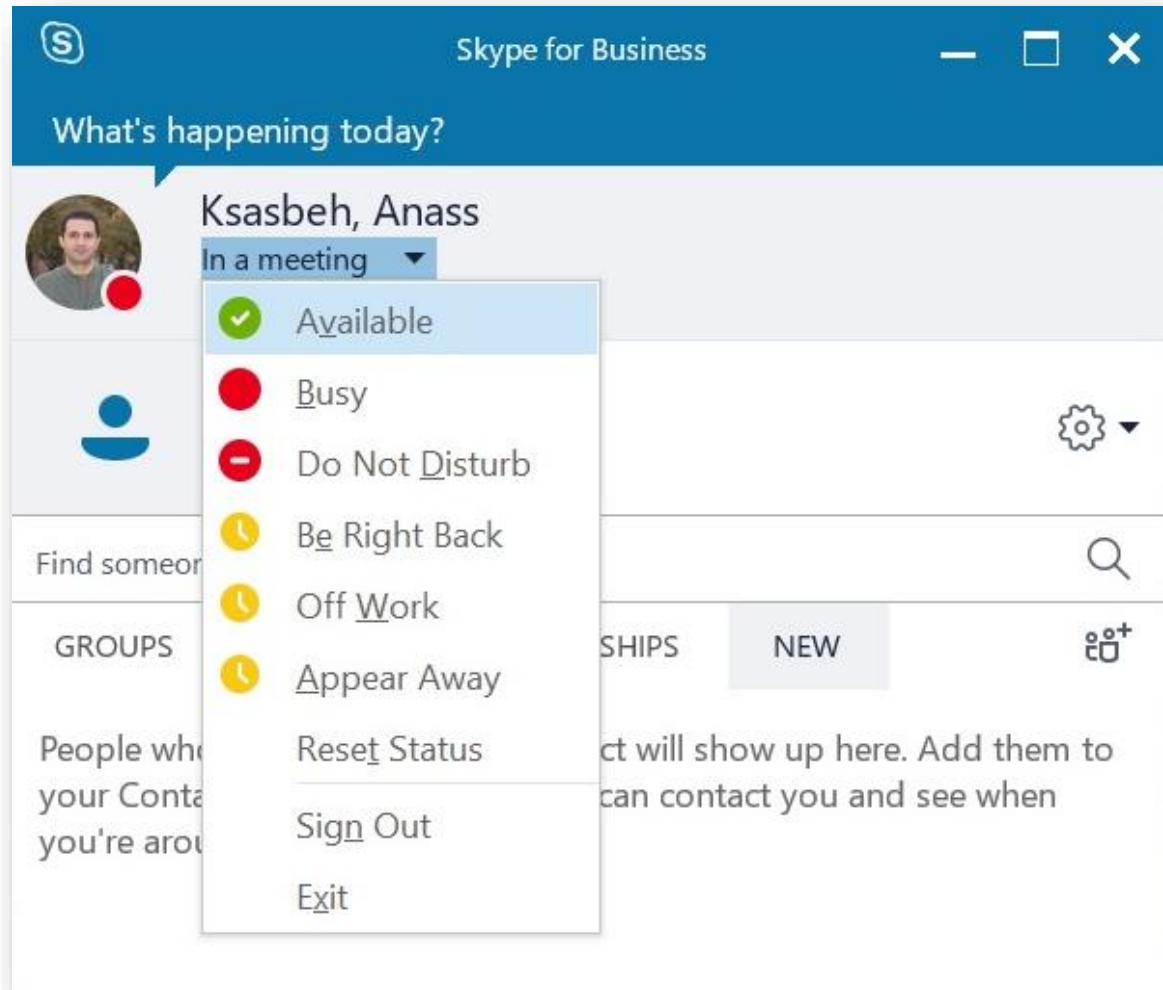
Step 1: Open your **Skype for Business** client, sign-in and make sure that your status is Available
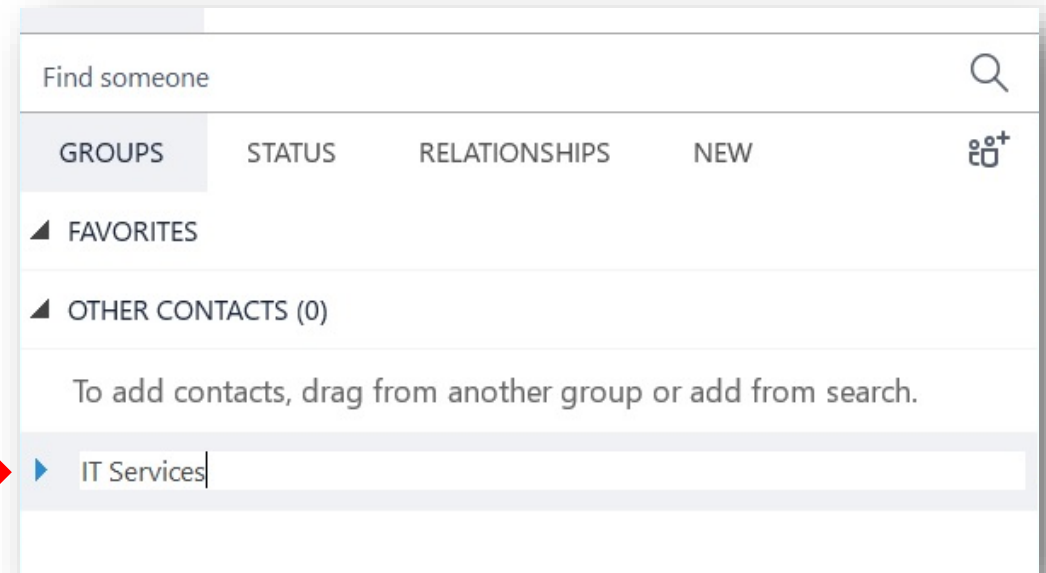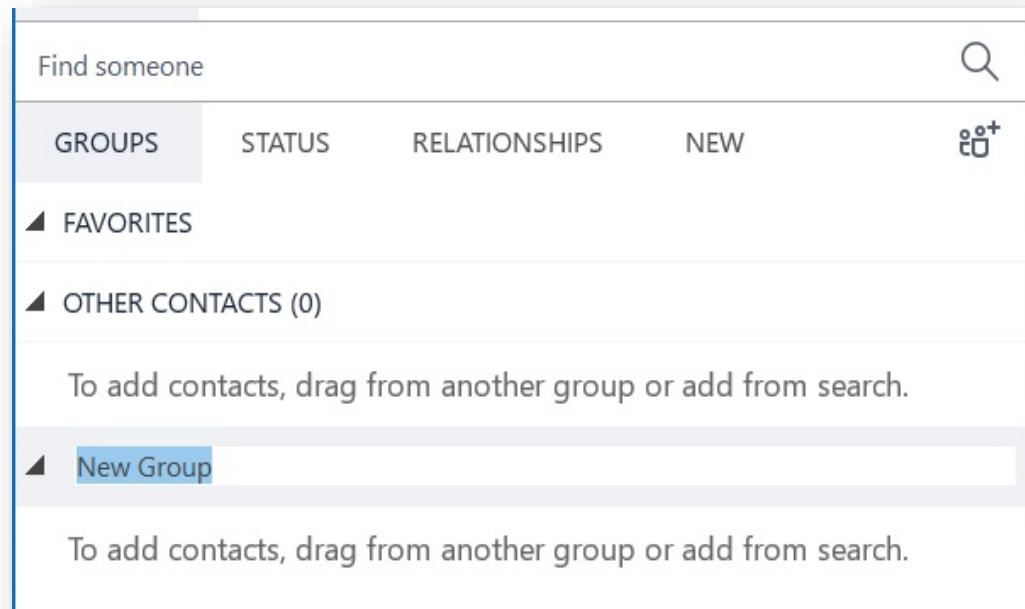
Skype for Business Client – Groups Creation

Step 2: Click on the Group icon and then Click Create a New Group

Skype for Business Client – Group Naming

Step 3: Rename the group to an appropriate title i.e. course section

Skype for Business Client – Students Adding

Step 5: Search for your student list using their email address ID, click on the name of the contact you would like to add to the group and then select the group name. This will add the contact to the group.
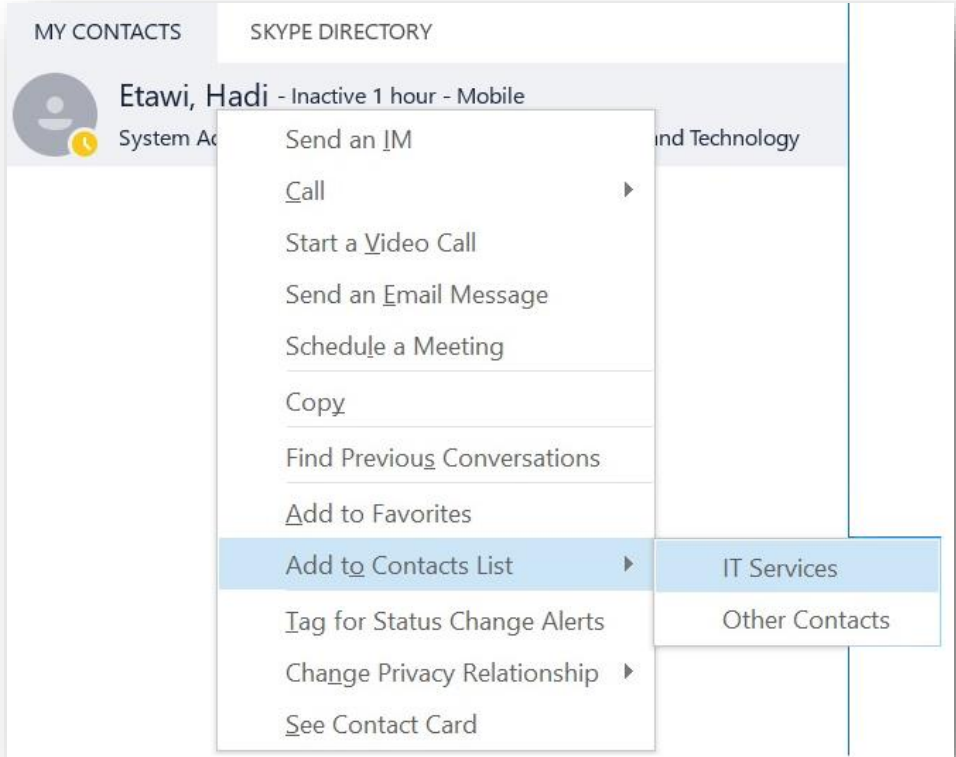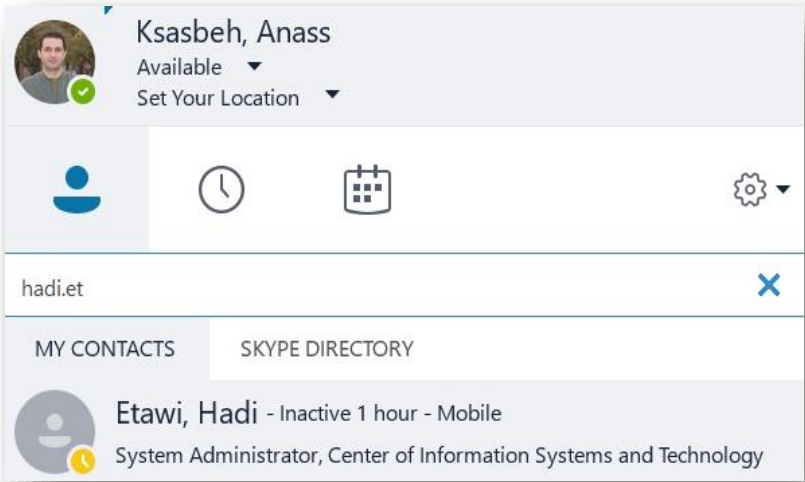
Step 6: Continue to add contacts until you complete your student list.

Skype for Business Client – Starting your lecture

Step 7: You will see when your start your Video Call, all of the group contacts are included in the conversation, any message that is sent within the conversation will be sent to all participants and any replies will also be visible to the whole group.
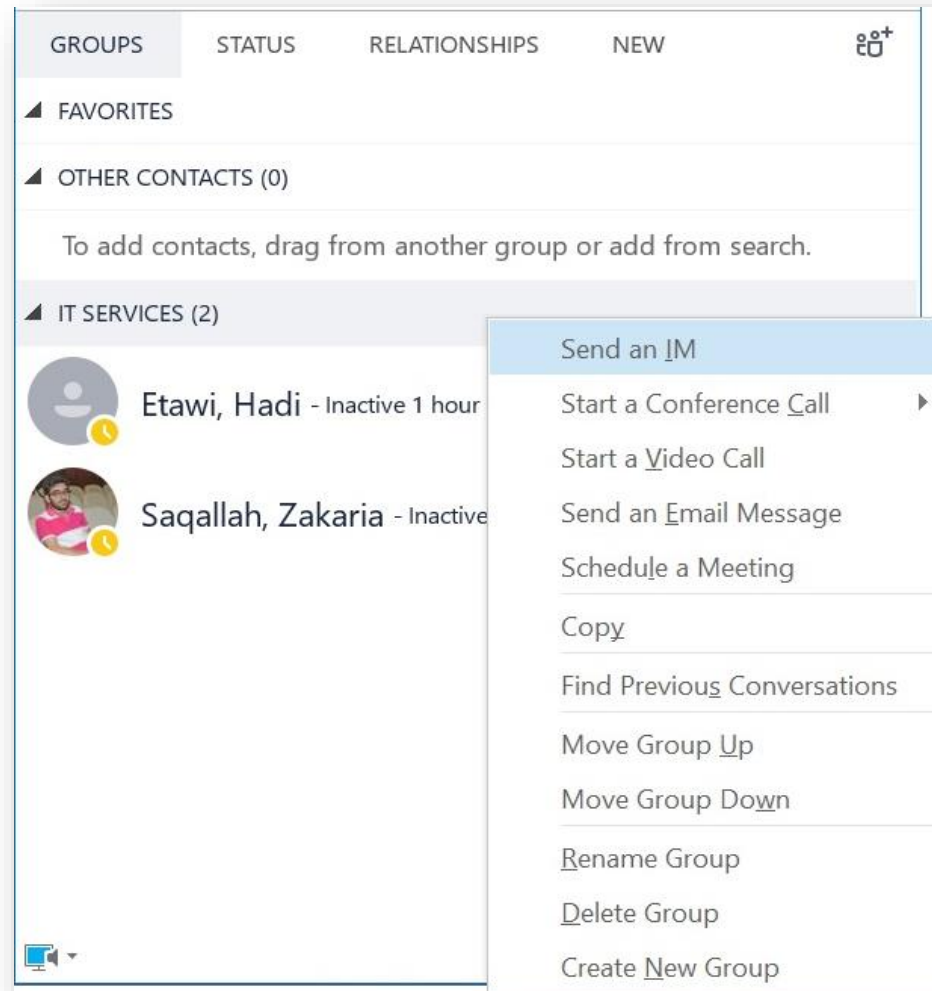
Skype for Business – Call Recording

Once you start your Skype Video Call (Lecture) you can record the Call by selecting Start Recording from the main conversation menu
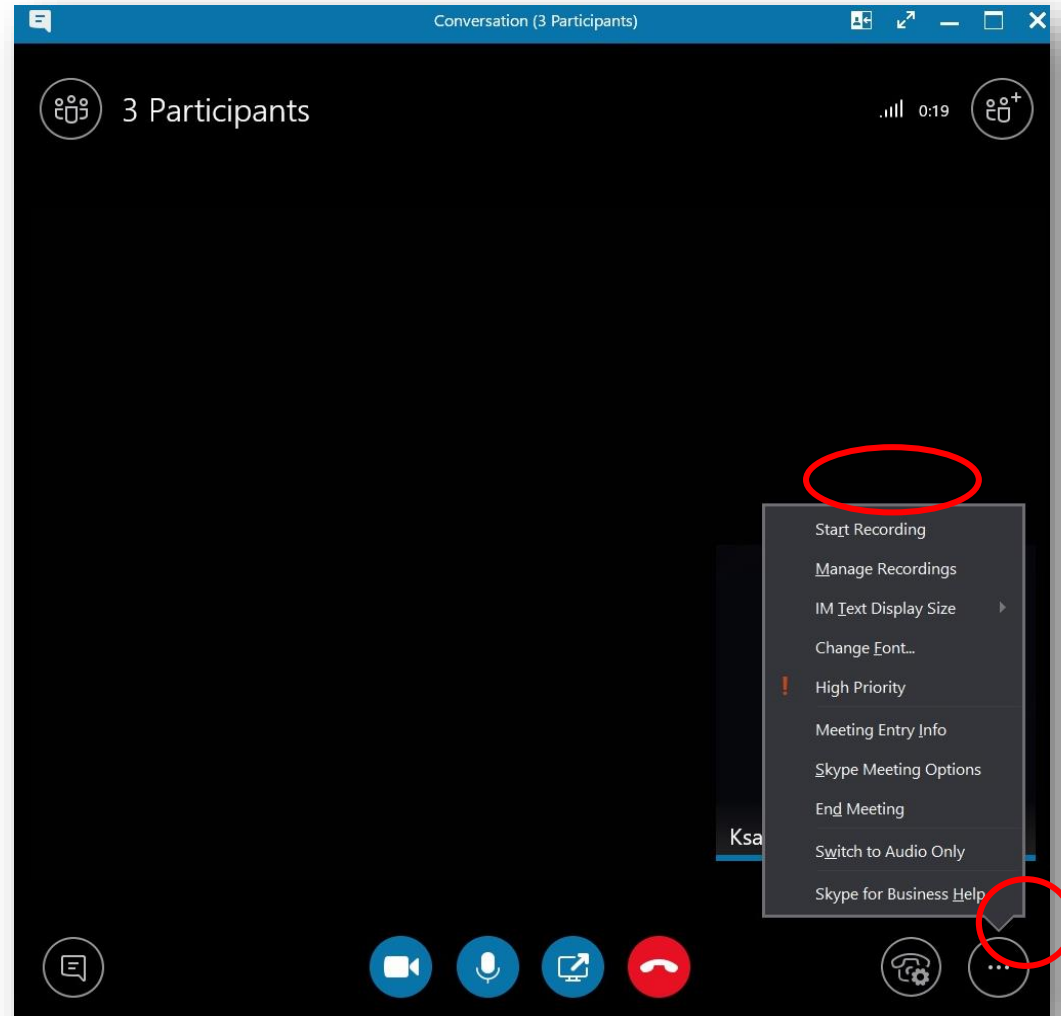
Skype for Business – Call Recording

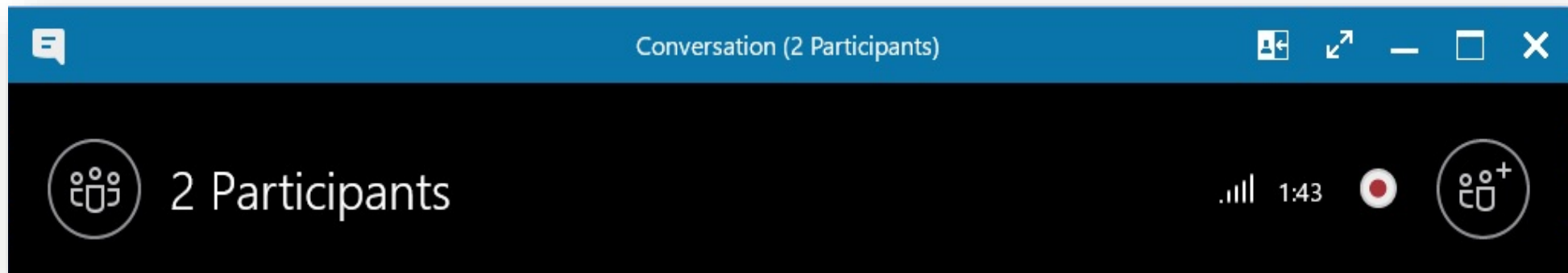After starting video recording, The red-dot-in-a-white-circle icon will show up, an indicator that recording is underway.

Skype for Business – Call Recording

The Stop Recording option ends the recording process and begins processing the file. Skype will notify you when the file is ready for viewing or sharing.

The Pause recording/Resume recording icons lets you temporarily stop and then restart a recording.
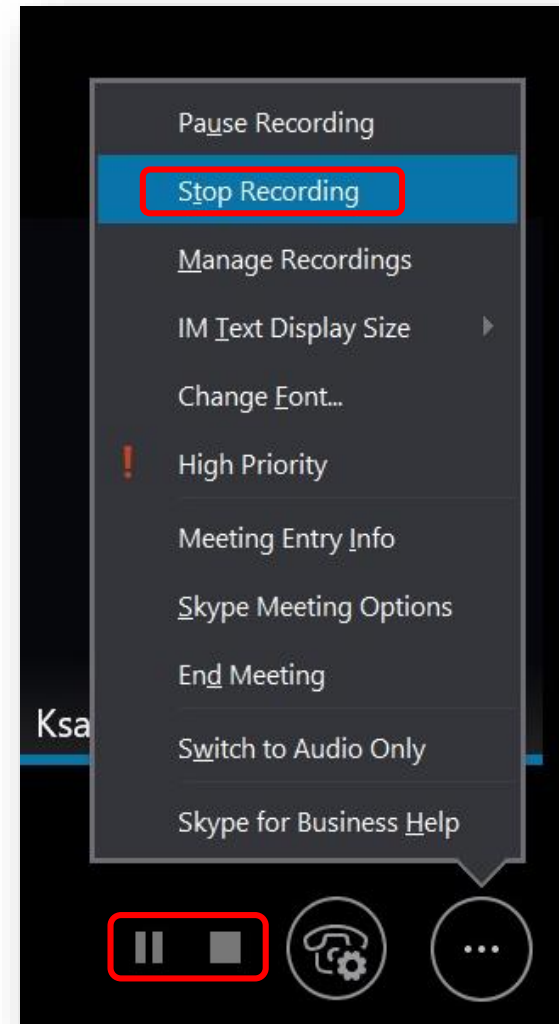
Skype for Business – Recording Manager

The Skype Recording Manager lets you view recordings and/or prepare them for sharing with others.

In the main Skype for Business window, click the downward-facing arrow next to the gear icon, then Tools, then select Recording Manager. You'll be shown a list of all your recordings.
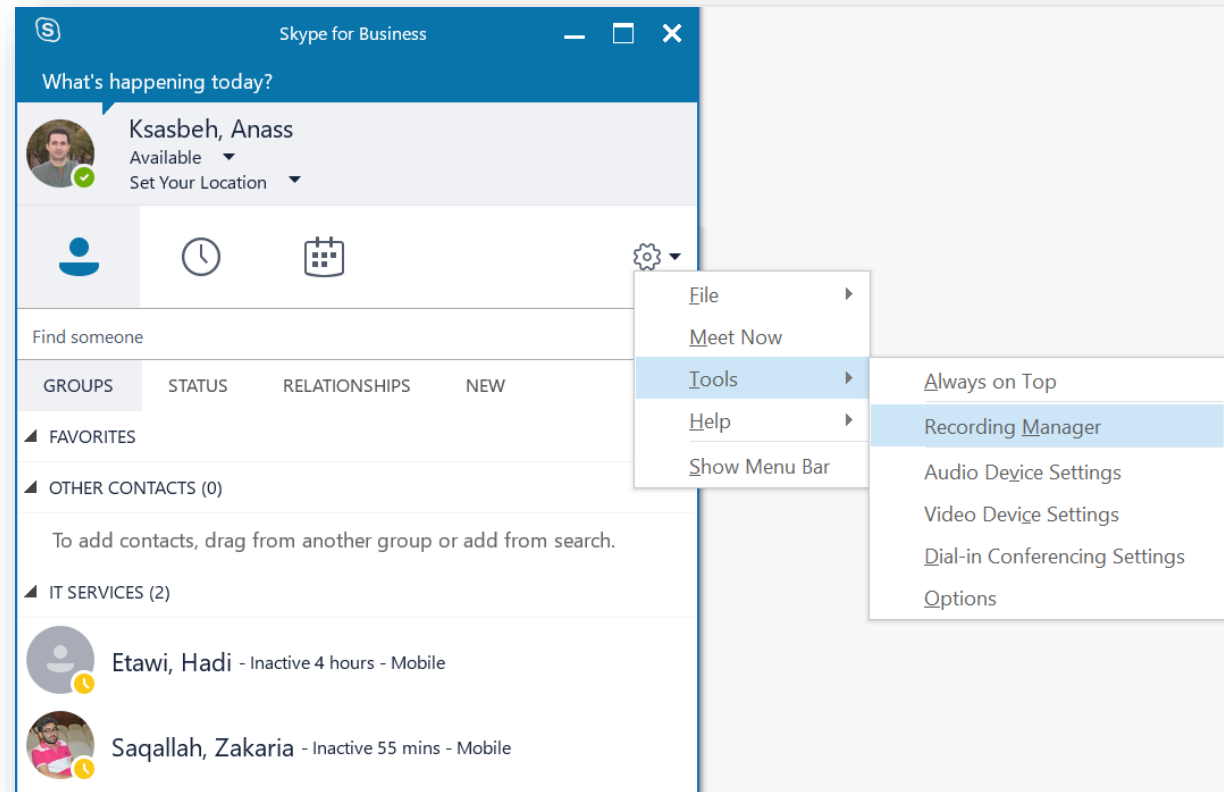
Skype for Business – Recording Manager

Wait until processing of your recording is complete (100%) - this can take some time if the recorded meeting is long.
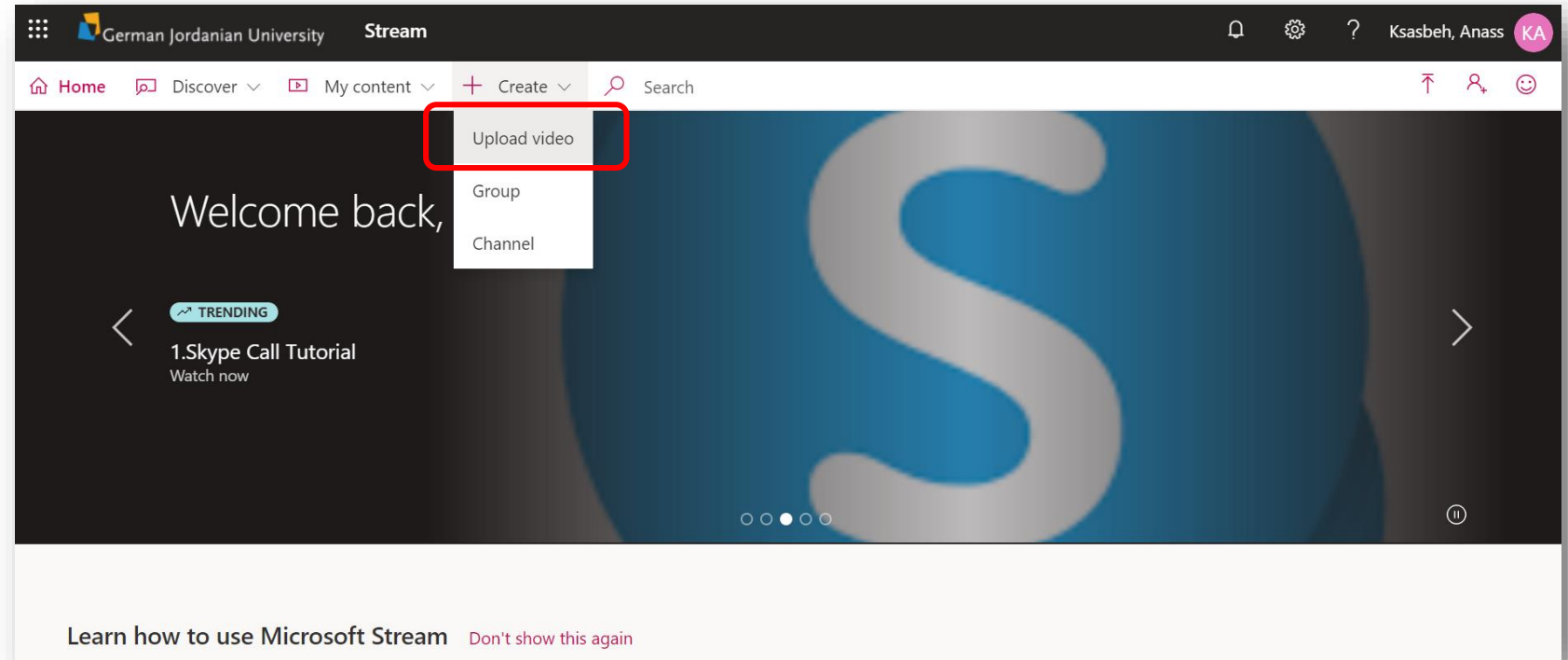
Select the recording and use the options to Play or Publish (Save) the recording.
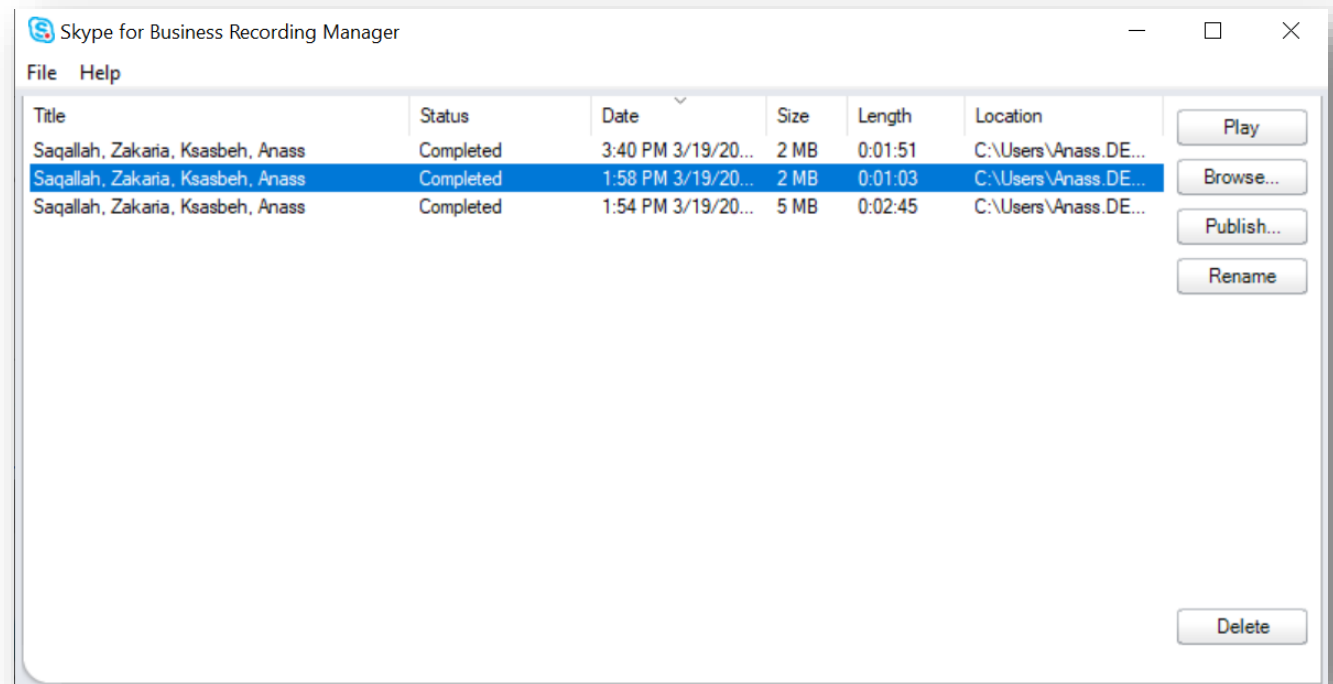
Microsoft Stream – Video Uploading

Microsoft Stream is a corporate video-sharing service (YouTube Like Sharing Service)

Skype for Business video recordings can be uploaded to Microsoft Stream and shared to All GJU users, certain GJU users, Class teams etc.

Thank You!