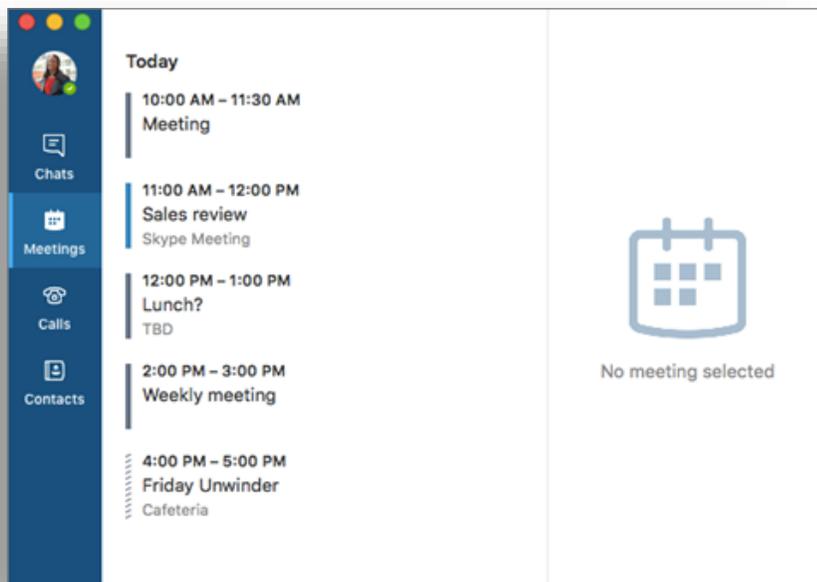


## Skype for Business on MAC Quick Start User Guide

Now that you are ready to use Skype for Business on MAC, here are some quick hints to get started.

### Join a meeting

To join a meeting, see [Join a for Skype Business meeting.](#)



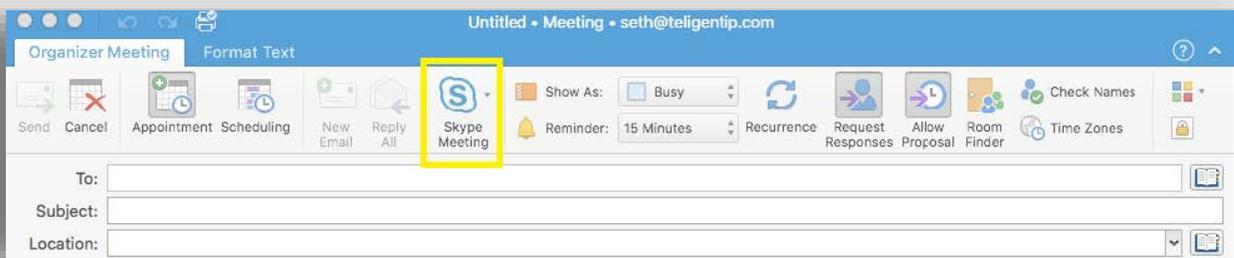
## Sign out of Skype for Business on Mac

On the menu bar, click **Skype for Business**, and then click **Sign Out**.

After you sign out, you cannot send or receive messages, and you appear offline to other people.

## Schedule a meeting in Mac.

To create a meeting on Outlook for Mac, you can simply create a new meeting as usual. You will then have to press "Online Meeting" as shown below, and choose "Add Online Meeting", this will convert the meeting to a Skype for Business meeting, it will add all the details to join the meeting including the number and link.

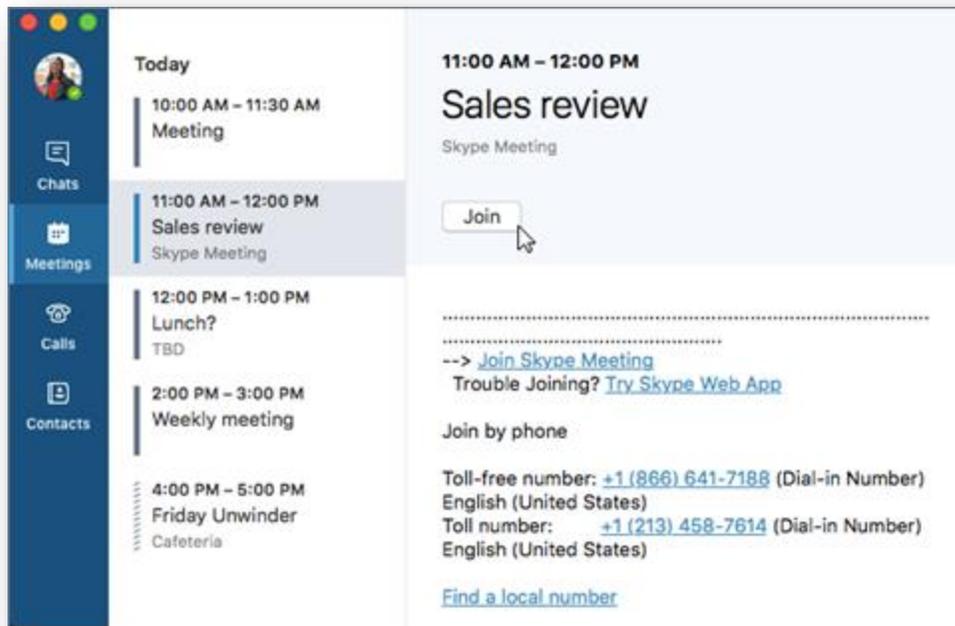


## Join a Skype for Business meeting on MAC.

Skype for Business on Mac lets you quickly check your upcoming meetings for the day, without having to go to your Outlook calendar. You can join a Skype for Business meeting right from the main window, if the meeting was set up by an organizer inside your company.

## Join with Skype for Business on Mac.

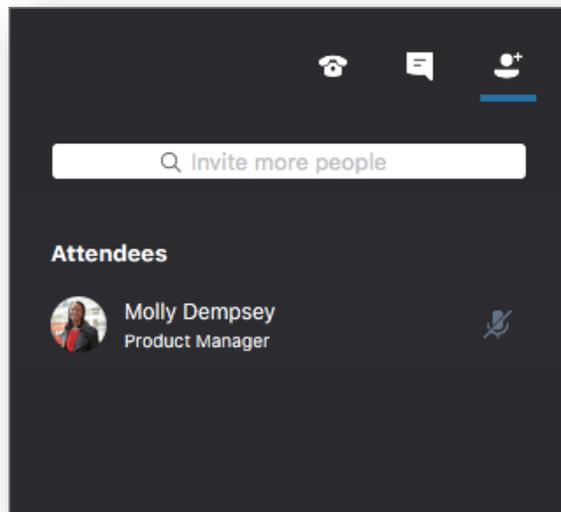
1. In the Skype for Business on Mac main window, find and double-click the meeting you want to attend, or click the Join button.



2. Welcome to the meeting.

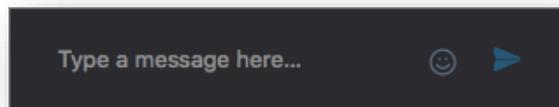


3. To view meeting participants, to add others, and to mute participants if you're a presenter, click the  button.



Use the **Invite more people** box to add more people to your meeting.

4. To send an IM to meeting participants, click the  button.



Type a message, and then press Enter or click  to send the message.

5. When you first join a meeting, your microphone is automatically muted, and people in the meeting can't hear you. To unmute your microphone, click the 

button.

6. When you first join a meeting, the video camera is inactive. To start your video camera, click the 

## Disconnect from the meeting

1. To exit the meeting, click the  button.
2. At the **Need to leave?** prompt, confirm you want to leave the meeting by clicking the **Leave Meeting** button.



## How to set your audio device preferences in Skype for Business.

These steps will help you configure your audio device settings in a MAC computer.

1. From your Skype for Business application main window, click on "Skype for Business" in the action bar in the upper part of the screen, then select "Preferences" from the dropdown menu.



2. From this screen, go to "Audio/Video" and select your preferred Microphone, Speakers and Ringing device, as well as your video device for video conferencing.

