

More Skype how-to

If you're sending the invite with the Skype link, best practice is to set the **Meeting Options** before you send the meeting invite.

Default is the second radio button as shown (Figure 1).

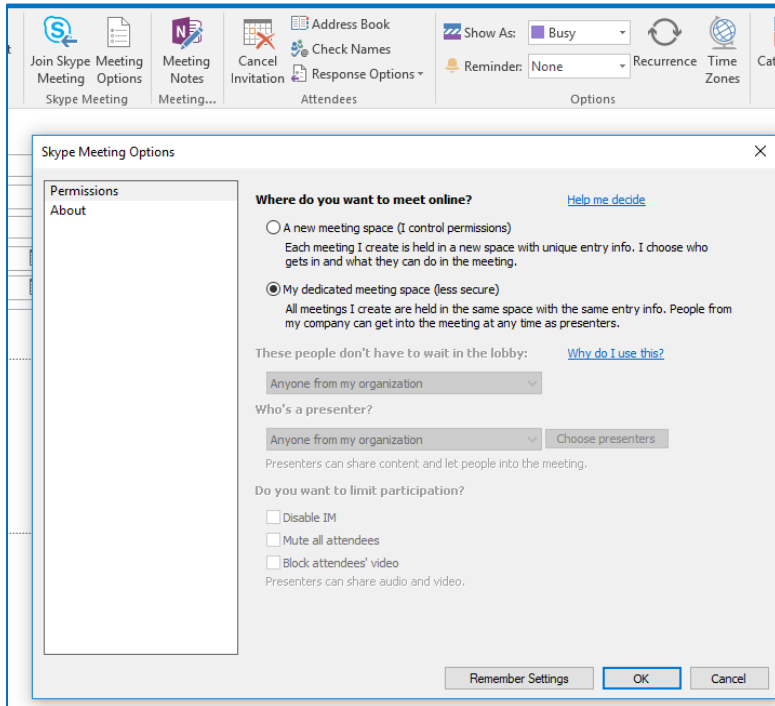


Figure 1: Meeting options before sending Skype link

Click the first radio button, **A new meeting space**, to see more options (Figure 2), e.g., waiting in the lobby, who can present, limiting participation.

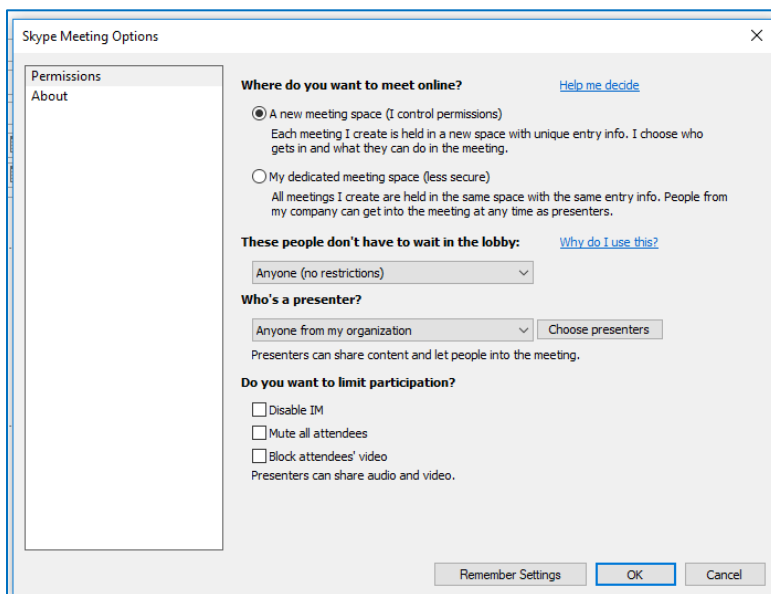


Figure 2: More control options

If you did not set the Meeting Options ahead of time:

1. Launch Skype
2. Click the lower-right **dots in the circle (aka More Options)** (Figure 3)

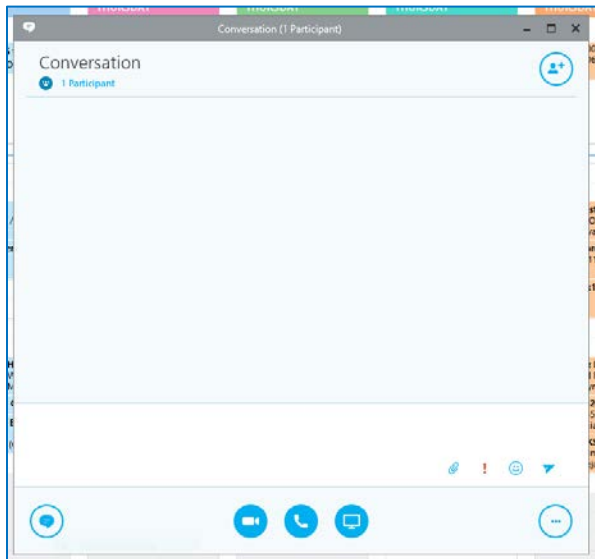


Figure 3: Skype launched

The More Options box opens (Figure 4)

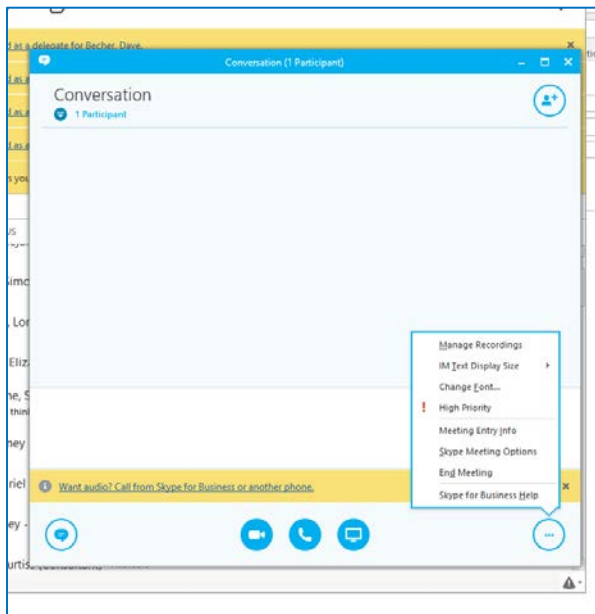


Figure 4: More options

3. Select **Skype Meeting Options** (Figure 5).

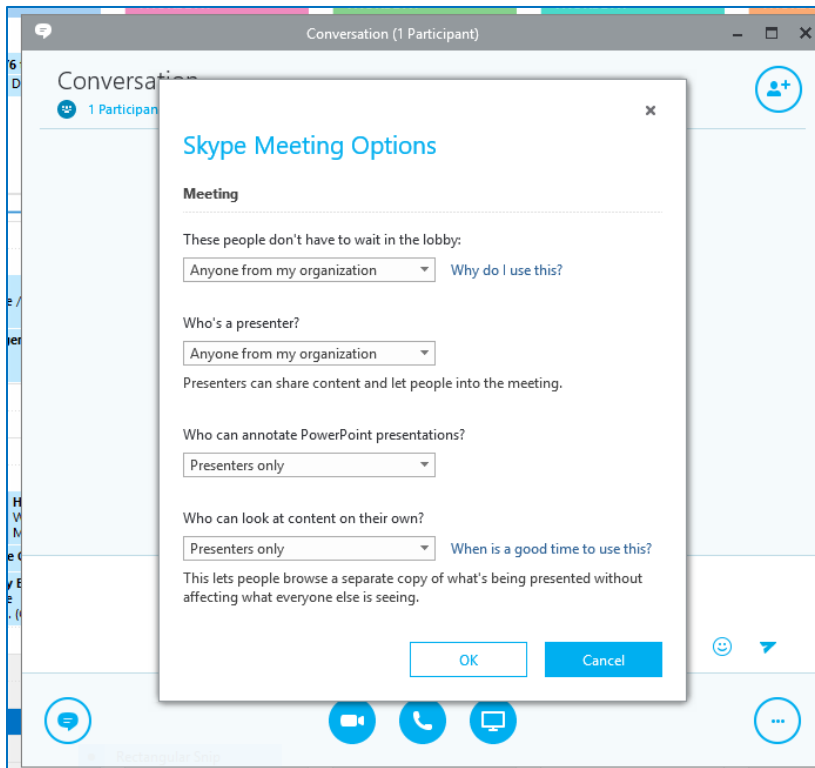


Figure 5: Meeting options

4. Look at each of the four options:
- Waiting in the lobby – e.g., if you select **The meeting organizer**, that means no one will see what's on your screen until you start the meeting/start sharing your screen
 - Who can be a Presenter (if it's only you, select that)
 - Who can mark-up/edit your slide deck or whiteboard that you're sharing
 - Who can look at content on their own