![Florida Atlantic University - Charles E. Schmidt College of Medicine logo]

Skype for Business: Meeting window and options/controls while conducting meetings

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Being familiar with the Skype for Business meeting features helps you find the option you want quickly and continue with your meeting smoothly.

General meeting controls

Here are some of the options that are available in the Skype for Business meeting window.

| Use this button	To do this
📹	Start or stop the video camera.
🎤	Mute or unmute the microphone.
↗	[Share your desktop](#) or present content with others in the meeting.
📞	Exit the meeting. (If you accidentally exit the meeting, you can rejoin.)
⋯	Set general meeting options, [record the meeting](#), and find meeting entry and other information.
⚙	Set call controls, including putting a call on hold and switching your audio device.
💬	Start an instant messaging (IM) conversation.

Presentation controls

If you're presenting in the meeting, click the **Share Content** button , and choose what you want to do.
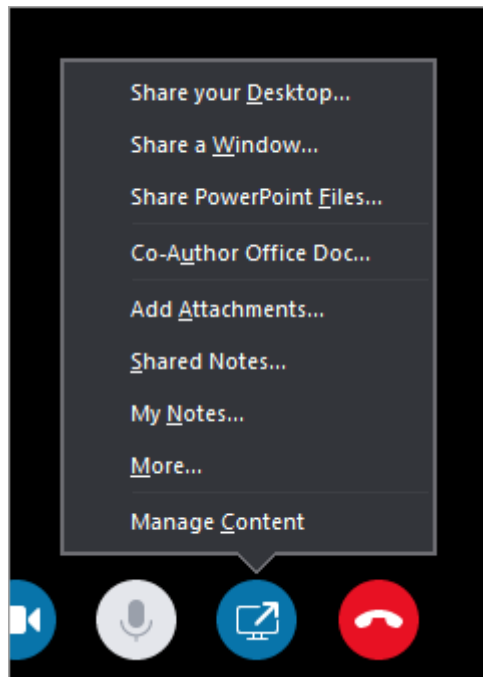

- **Share your Desktop** (For details, see [Share your screen in Skype for Business](.).)
- **Share a Window** (For details, see [Present programs in Skype for Business](.).)
- **Share PowerPoint Files** (For details, see [Present PowerPoint slides in a Skype for Business meeting](.).)
- Use PowerPoint to upload a video to Skype for Business. See [Play a video in a Skype for Business meeting](.).
- **Co-Author Office Doc** (For details, see [Co-author in a Skype for Business meeting or conversation](.).)
- **Add Attachments** (For details, see [Add a file to a Skype for Business meeting](.).)
- **Shared Notes** (For details, see [Use shared and private notes in a Skype for Business meeting](.).)
- **My Notes** (For details, see [Use shared and private notes in a Skype for Business meeting](.).)

More

- **Whiteboard** (For details, see [Use the whiteboard to collaborate in a Skype for Business meeting](.).)
- **Poll** (For details, see [Take a poll in a Skype for Business meeting](.).)
- **Q & A** (For details, see [Have a Q&A session in a Skype for Business meeting](.).)
- **Manage Content** to add, save, or delete meeting attachments and to specify permissions for who can access the content.
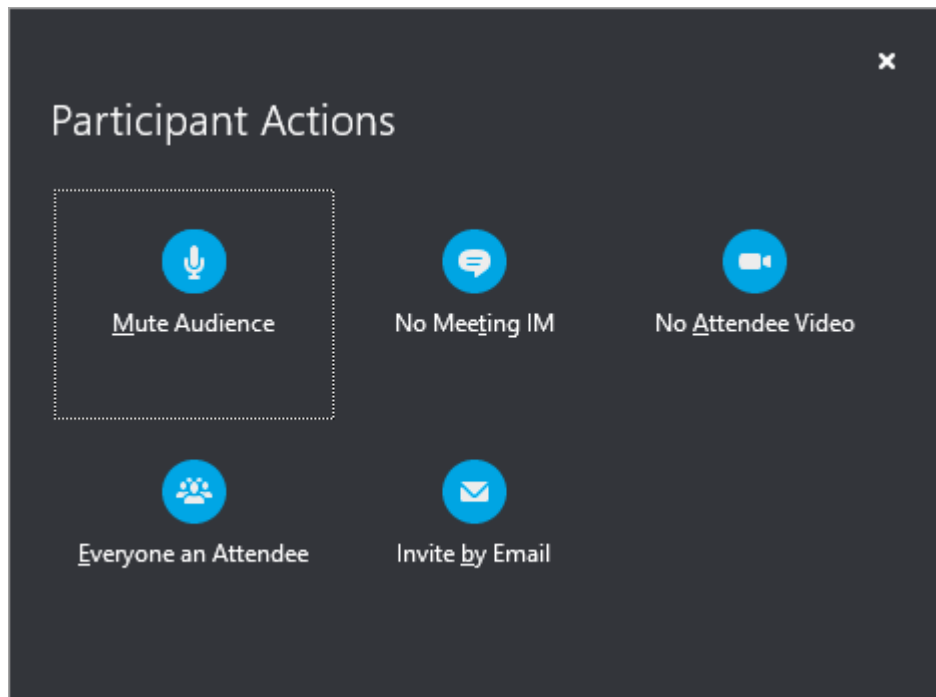
Participant controls

If you're a presenter, you'll have access to other controls, such as muting the audience or inviting more people.
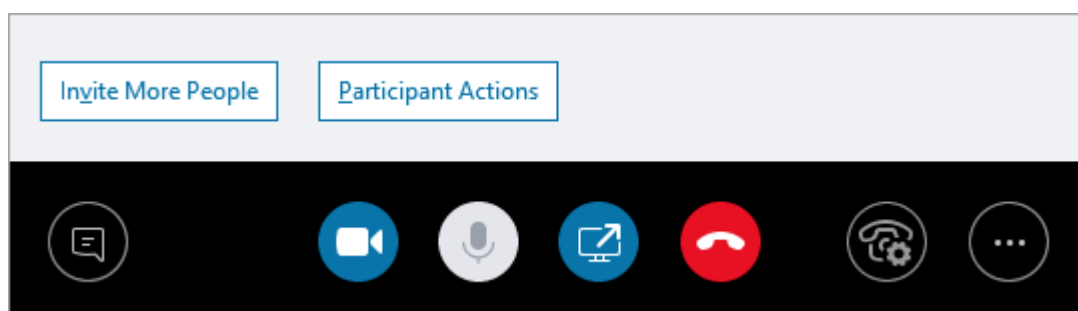
Participant Actions

In the meeting window, open the Participants list, click the **Participant Actions** button, and then choose what you want to do.

- **Mute Audience** to eliminate background noise.
- **No Meeting IM** to disable instant messaging (IM) during the meeting.
- **No Attendee Video** to disable letting attendees start the video.
- **Everyone an Attendee** to reduce the number of presenters if you have too many.
- **Invite by Email** to send email invitations to additional people.

Note: You can also manage participant settings in advance of the meeting. (This is particularly useful when you are expecting a large audience.) See Set options for online meetings and conference calls.

Invite More People

In the meeting window, click the **Invite More People** button, and then choose the people you want to invite.

Note: Before you start your meeting, we recommend that you make sure your audio and video are working correctly. For more information, see Set up an audio device for Skype for Business, Set up a video device for Skype for Business, or Troubleshoot audio and video in Skype for Business.

https://support.office.com/en-us/article/learn-about-the-skype-for-business-meeting-window-9a81e1c7-c4fc-44a6-84f6-79f056912f4d