Choose your view

1. In the conversation window, click the **Pop out video gallery** arrow.

Pam McCullough

2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** to show all the participants' video streams.
   - **Speaker View** to show only the presenter's.
   - **Content View** to show only the meeting content.
   - **Compact View** to show pics of the participants in a compact window.

3. Click **Full Screen View** for a large view of the video streams.

4. Click **Pop in the video gallery** to show the gallery in the conversation window again.

Which Skype should I use?

Skype for Business is for connecting with a co-worker or business associate.

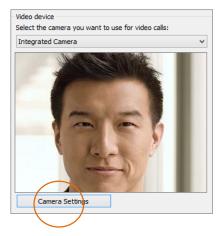Skype is for connecting with your grandma, or chatting with friends while gaming.
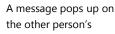
Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

- From the main screen, click ⚙▾ **Tools** then **Video Device Settings**.

- If you see you, you're set! If not, make adjustments. Click **Camera Settings**.

Start a video call

1. Tap a contact's picture.

2. Tap the **Video** button.
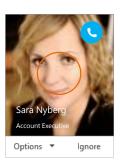

A message pops up on the other person's screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

TIP During an IM or Skype for Business audio call, click the **Video** button to make it a video call.

Answer a video call

When someone calls you, you'll get an alert in the lower right of your desktop. Make sure you aren't wearing pajamas and that you don't have lettuce in your teeth!
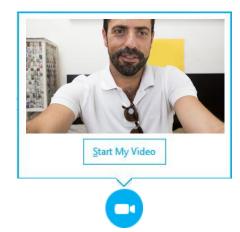
- To answer, click their pic.
- To ignore, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**. To reject the call and other calls, until you change your status, click **Options**, and then **Set to Do not Disturb**.

Sara Nyberg
Account Executive

Options ▼   Ignore

Add video to an IM conversation

1. In the conversation window, click the camera icon. It shows you preview.
2. Adjust your camera (or yourself),
   and click **Start My Video**.
3. To stop sharing your video, click **Stop My Video** again.

   TIP Click **End Video** to stop sharing your video with others AND to end their video feeds to you.

Start My Video

Need to invite more people?

Click this: Invite More People

Start a video meeting

You can start an ad-hoc video meeting any time. If people are available you can bring them into a meeting now instead of scheduling one for later.

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key and clicking their pics.
2. Right-click one of the selected names, and click **Start a Video Call**. When you start a video call, you automatically use Skype for Business computer audio.

Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.
2. Click the **Participant Actions** button.
3. Click one or multiple buttons to apply these settings to all attendees.