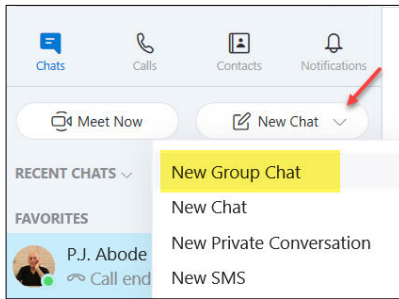


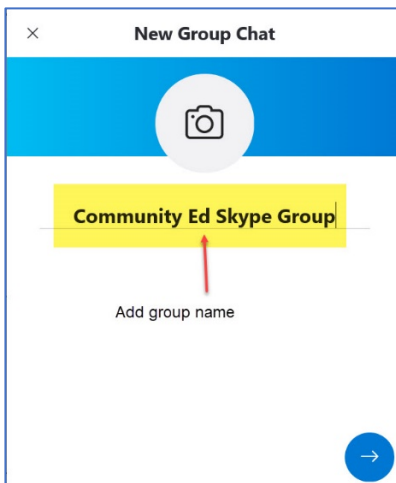
SKYPE GROUP MEETINGS

This handout contains illustrated instructions in creating a Group in Skype, and using some basic controls, including sharing one's screen.



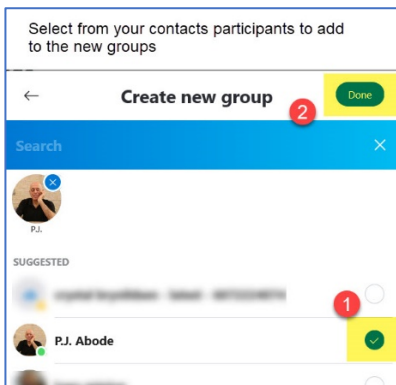
To get as much out of the Free version of Skype that you can as a host, you will want to install the desktop version. Once installed, open Skype.

At the top left-side you will see a dropdown list menu, with the default item, New Chat. You should click on the item or downward pointing arrow to open the menu, and select **New Group Chat**.



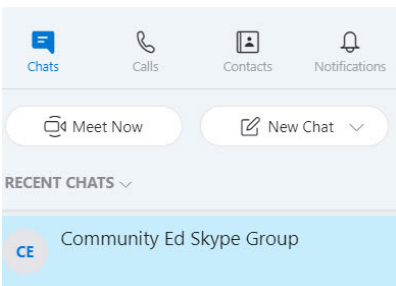
That will bring up the New Group Chat window, where you can give your group a name and also add a photo that would represent the group.

When finished, click the blue right pointing arrow at the bottom.



That takes you to the Create new group window, which lists all your contacts.

- 1) First select the people in the contact list you wish to join this group.
- 2) When finished, click the Done button on the upper-right.

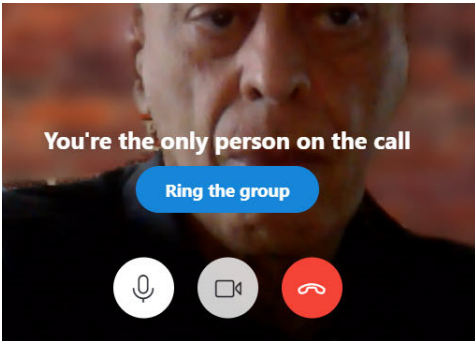


After you had clicked on Done, you will return to the main Skype interface. In the left-side Chats column, you will see you new group. As it should be selected, in the main panel, you will see the home screen of the "Community Ed Skype Group" with icons for creating a video call, audio call and inviting people to a meeting.

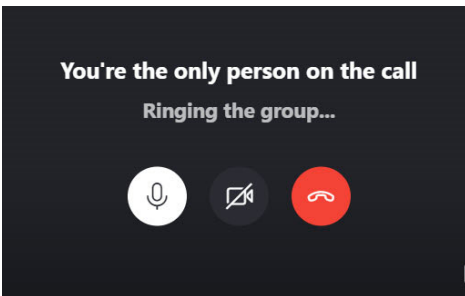
SKYPE GROUP MEETINGS



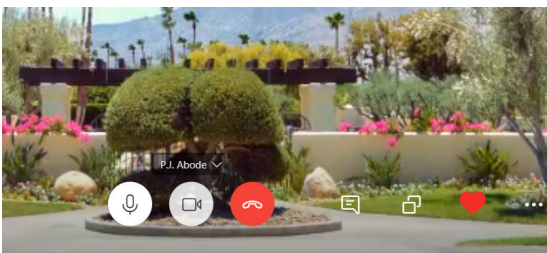
When you are ready to make a Group call, click on the video camera icon at the top right of the group's home page.



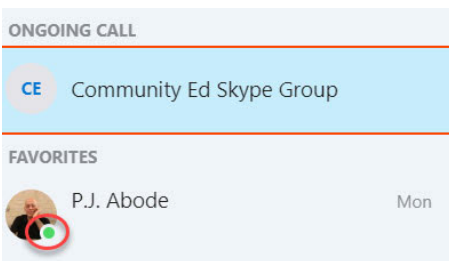
You will be presented in ready mode, if you wish to have the camera turned off until you are in the meeting, click on the Camera button.



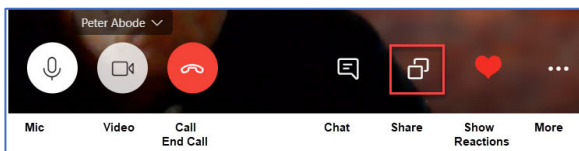
As Skype rings all the group members the message changes....



Once the group members connect, you can turn on your camera and if their cameras are on, all participants will be able to see each other.

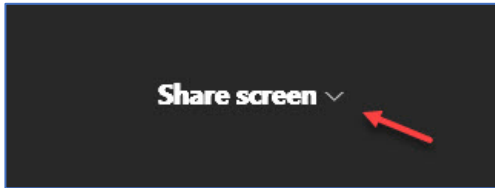


You will also notice that the list of group members in the left-side contact panel, will show a green dot when a group member connects to the meeting.

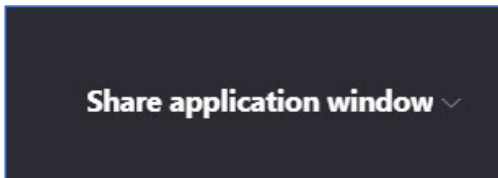


Once you are connected to a live video meeting, your icons will change to show the options available. The Double-Square icon represents the Sharing icon, which allows you to share your screen or an application window, such as PowerPoint. By clicking on the icon, a large Share window will open first to the default selection, "Share screen"

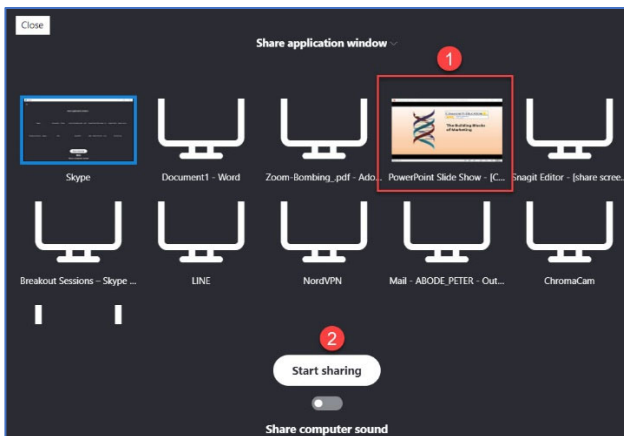
SKYPE GROUP MEETINGS



This default setting will share your complete desktop, and is not the most desired option.



Most likely, if you wish to share a PowerPoint presentation you will want to select "Share application window".



Instead of viewing your complete desktop, you will view thumbnails of the open applications. Ones that visible on the monitor, will have a thumbnail of the application showing.

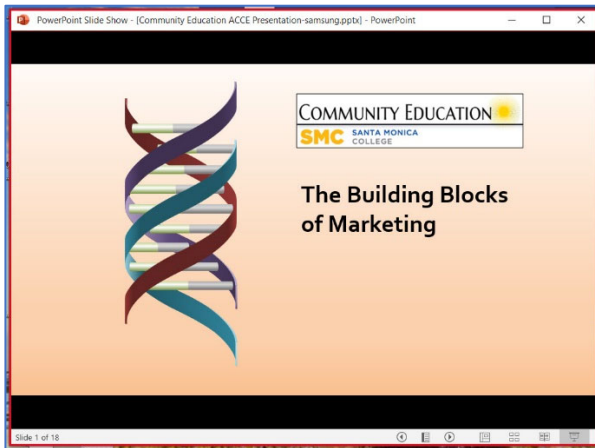
It is important that the application window be the active application window on your desktop, and not allow any other application window from covering any part of it. That includes not allowing the Skype interface from covering it. You may want to resize the windows before sharing and positioning them next to each other with the PowerPoint window being the larger one.

When ready, to share an application:

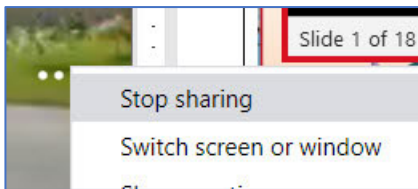
1. Select that application's thumbnail.
2. Click on the Start sharing button

Once you click on the Start sharing button, the Sharing window will close. Just make sure the window being shared is the active window and no other desktop object is in front of it.

SKYPE GROUP MEETINGS



When a window is being shared it will have a red border around it.



When you are ready to discontinue sharing, you will need to click on the Sharing icon, which has since, changed to the Stop sharing icon or in the menu shown to the left, text (see below).

If you resized the Skype window and can no longer see the Share icon, click on the 3 dots to the right of your meeting controls, and a sub-menu appears, with the Stop sharing command at the top.

Click on **Stop sharing** if you wish to end sharing, if you wish to share another application, click on **Switch screen or window**.

The Switch screen or window command will reopen the Share window to allow you to select the Screen to share, or an application window, as you had done earlier.



When you are ready to end the meeting, click on the red **phone icon** to hang up and terminate the meeting.