

**Synchronous communication**



**(A) Using Skype for Business Web Scheduler (for HKU staff)**

1. Go to the Office 365 Web Scheduler address at <https://sched.lync.com> and try signing in with your HKU Portal account ([xxx@hku.hk](mailto:xxx@hku.hk)) and password.

1a. enter HKU email

1b. click "Next"

1c. Enter HKU Portal password

1d. Click "Sign in"

2. Enter an event name, type a message, select the start time and end time. Please select "Everyone including people outside my company" for the participants. For the presenter, you may choose "Organizer" or others if you want other participants to be able to control the shared screen.

2a. enter an event name

2b. enter a message

2c. select start and end time

2d. select "Everyone including people outside my company"

2e. choose presenter option

2f. Click "Save"

3. A meeting will be created and you can send the URL to participants for joining the web meeting. Clicking the **meeting URL**, participant(s) will be able to launch the Skype for Business to join the meeting.

3a. copy meeting URL

3b. select Skype for Business

3c. click "Open link"

3d. select "Use Skype for Business"

3e. click "OK"

The screenshots show the following steps: 1. A 'Skype meeting' notification with a 'Join Skype Meeting' button and a URL: <https://meet.lync.com/hkuhk-hku/mckwong/L4MYDWF0>. 2. A 'Launch Application' dialog box where 'Skype for Business 2016' is selected. 3. A 'Join Meeting Audio' dialog box where 'Use Skype for Business (full audio and video experience)' is selected. 4. The 'OK' button in the 'Join Meeting Audio' dialog is clicked.

4. The Skype for Business will fire up and you can click on the "Share" icon and select Desktop or PowerPoint. Please remember to click on the "Hang up" icon to end the session.

4a. click on "Share" and select an option above

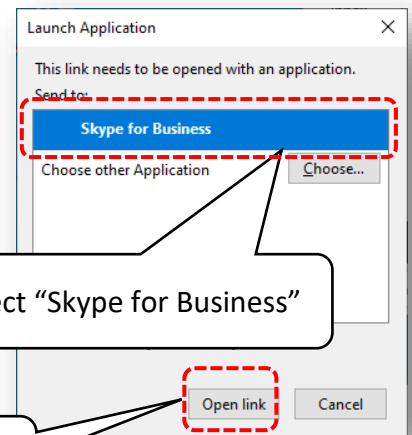
4b. click "Hang up" to end session

The screenshots show the Skype for Business meeting interface. The first screenshot shows a 'Share' menu with options: 'Share your Desktop...', 'Share a Window...', 'Share PowerPoint Files...', 'Co-Author Office Doc...', 'Add Attachments...', 'Shared Notes...', 'My Notes...', 'More...', and 'Manage Content'. The second screenshot shows the 'Hang up' icon (a red phone with a slash) in the bottom toolbar.

**(B) Using Skype for Business (HKU students)**

1. After clicking the meeting URL, you will be prompted for using “Skype for Business” desktop application (if MS Office is installed on your computer). For HKU students admitted before 2018/19, their login email is **HKUPortalUID@hkumssa.onmicrosoft.com**; whereas students admitted on or after 2018/19, their login email is **HKUPortalUID@connect.hku.hk**.

<https://www.its.hku.hk/documentation/guide/cloud/mssa#login>  
<https://www.its.hku.hk/documentation/guide/cloud/o365-student#login>

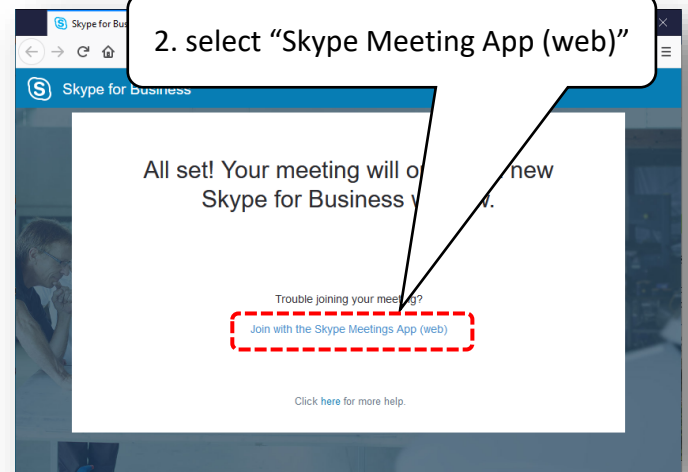
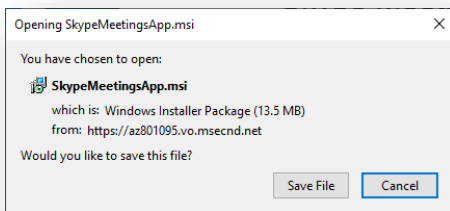


1a. select “Skype for Business”

1b. click “Open link”

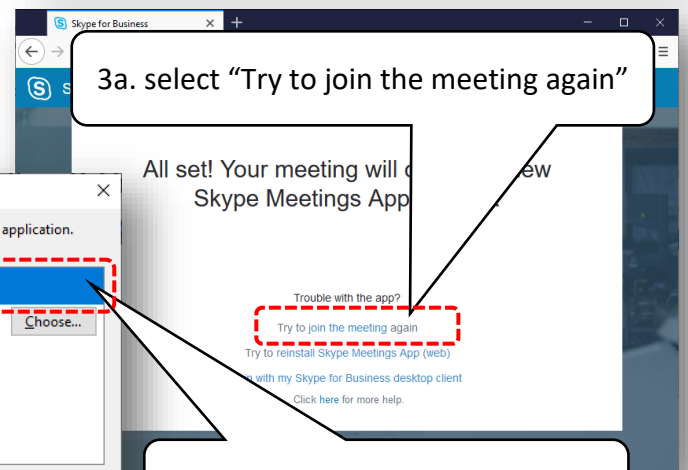
**(C) Using Skype for Business (guest)**

1. If you can’t remember your login, then you can click “Cancel” in the popup box and click “Join with the Skype Meeting App (web)”, a small SkypeMeetingApp.msi file will be downloaded and you have to double-click it to run it on your computer.

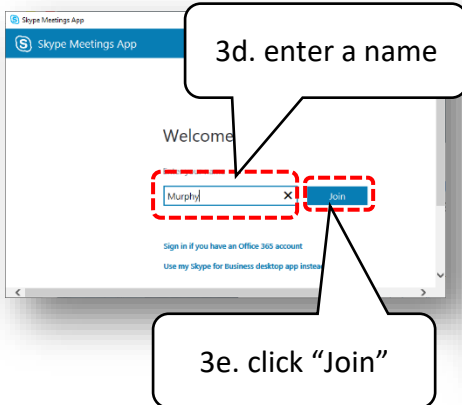


2. select “Skype Meeting App (web)”

2. After running the SkypMeetingApp, reload the meeting URL page and select “Skype Meeting App” on the popup box, enter a name and click “join”.

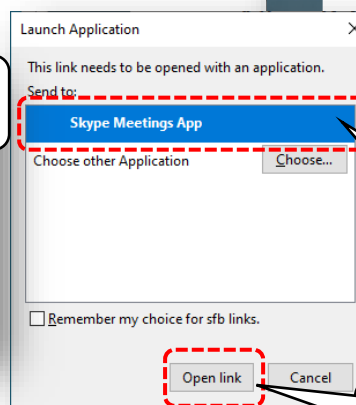


3a. select “Try to join the meeting again”



3d. enter a name

3e. click “Join”



3b. select “Skype Meeting App”

3c. click “Open link”

PS: If you need to a **recording** function, you must use the **Skype for Business** from the MS Office DVD version. ITS documentation: <https://www.its.hku.hk/documentation/guide/communication/im/skype-for-business>