

External Participants User Guide

HOW TO PARTICIPATE IN SAP ONLINE MEETINGS

Participants from outside the organization are able to join SAP Skype for Business meetings as a guest.

PREREQUISITES AND JOINING A MEETING

- ✓ To ensure rich audio quality and a great end user experience, a Microsoft certified headset is recommended when using the Skype Meetings App, but not required. However, audio quality may be impaired if not used.
- ✓ Confirm with your IT department if you are able to install the plugin required to join a Skype for Business meeting. If so, click on "Join with Skype for Business" in the meeting invitation 5 minutes before the meeting starts, and follow the prompts to install the plugin.

Join with Skype for Business

If you have problems opening the link above, [click here](#) to launch the Skype Meeting App. When joining with the Skype Meeting App, please download and install the Skype Meeting App plug-in when prompted, you only need to install it once.

Join with phone only

All you need is to dial the conference number and, when prompted, the **Conference ID:** [redacted]. Alternatively, you can select "Have the meeting call me" when joining the meeting with the Skype Meeting App.

Canada	+1 8552234162
China All Cities	+86 40081069059
Germany	+49 8005891883
Germany Frankfurt	+49 6922227996
India Bangalore	+91 8071279160
India	0008004404099
Singapore All Cities	+65 67041630
United Kingdom All Cities	+44 3306068688
United States	+1 8664100244
United States All Cities	+1 2106069508

[Find a local number](#), if your country is not listed.

Forgot your Host PIN? You only need your PIN if you are the meeting host and dialing in by phone. In that case, enter: "ConferenceID"HostPIN"

[Do you need help joining the meeting?](#)

WINDOWS USERS

The Skype Meetings App is a free web-based tool that enables anyone who does not own a license for the full Skype for Business client to enjoy the full experience.

- Available features for attendees:
- ✓ Send / receive instant messages (IM)
 - ✓ Activate video
 - ✓ Layout options

- Additional features for presenters:
- ✓ Share content
 - ✓ Meeting features
 - ✓ Meeting options
 - ✓ Manage participants

Supported Browsers:

Microsoft Edge, Internet Explorer 11, Mozilla Firefox, Google Chrome

How would you like to join your meeting?

[Install and join with Skype Meetings App \(web\)](#)

[Join with Skype for Business \(desktop\)](#)

Have you finished installing the app?

[Join the meeting](#)

Please note:

Install the plugin even if you plan to dial into the meeting via phone.

[Trouble installing the plugin?](#)

All set! Your meeting is opening in a new window.

Trouble with the app?

- [Try to reinstall Skype Meetings App \(web\)](#)
- [Try to join the meeting again](#)
- [Join with my Skype for Business desktop client](#)

[Click here for more help.](#)

Enter your name in the field to sign in as a guest and click "Join".

Welcome


Enter your name

[Join](#)


[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

SEND AN INSTANT MESSAGE

During a Skype meeting, click the  icon to type an instant message (IM) to all meeting participants. Please note that you cannot send files or images (except emoticons) via IM.



ADD VIDEO

Click on the  icon to preview your own video. Then click "Start Video" to share it with all participants.

LAYOUT OPTIONS

Select the "Pick a Layout"-button to choose between Gallery View or Speaker View.


02:33


Gallery View

Speaker View

SHARE CONTENT & MEETING FEATURES

Presenters can click the  icon to share their desktop, programs, or PowerPoint presentations. Here they can also add whiteboards, start polls or Q&A's. Simply click on "Add Attachments" to browse and attach files.

MEETING OPTIONS

Select the  icon on the lower right of the meeting room to change meeting options or to retrieve meeting entry information.

Meeting Entry Information...

Meeting Options...

Change Audio Connection

Exit Meeting


Switch to Audio only

Help


Report a Problem


About


MANAGE PARTICIPANTS

Presenters can manage the meeting privileges of participants during the meeting. Select the  icon to display a list of all presenters and attendees. The button "Participant Actions" will display the meeting privileges of participants during the meeting.


Participant Actions

 No Meeting IM

 Mute Audience

 Hide People's Names

EXIT THE MEETING

To leave the meeting, select  or simply close the window.

MAC USERS

The Skype for Business for Mac desktop app now offers the ability to join a Skype meeting as a guest without signing in.

- Available features for attendees:
- ✓ Send / receive instant messages (IM)
 - ✓ Activate video

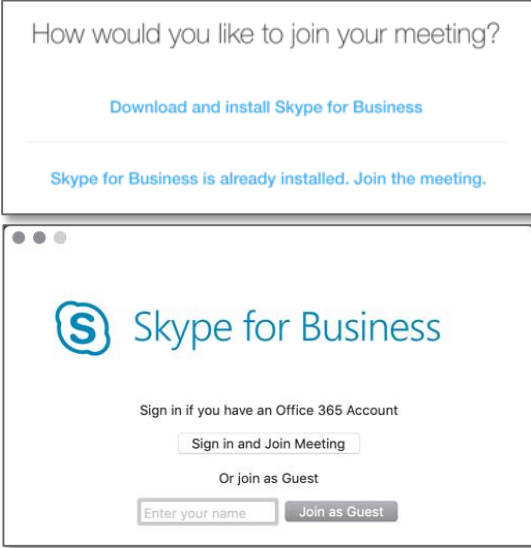
- Additional features for presenters:
- ✓ Share a screen
 - ✓ Share a PowerPoint presentation

Not available features on Skype for Business for Mac are whiteboard, polls, and Q&A.

INSTALLATION

Follow the prompts displayed after clicking on "Join with Skype for Business" and install the Skype for Business for Mac desktop app or download it directly from <https://aka.ms/sfbmacdownload>

Please note:
The installer currently requires you to have administrator rights on your computer.

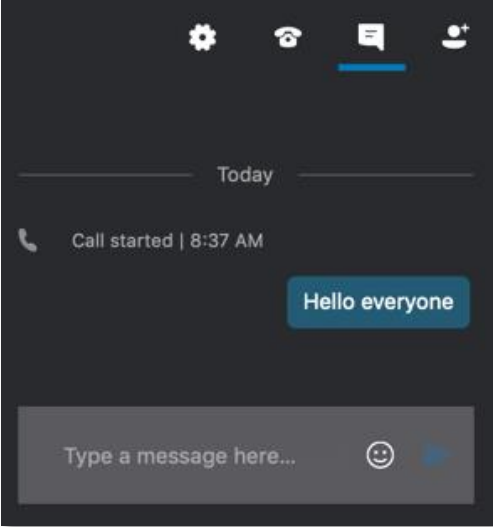


Enter your name in the field to sign in as a guest and click "Join as Guest".

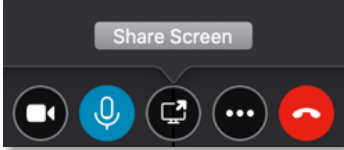
After being admitted to the meeting, participants are automatically assigned attendees, which allows to send / receive instant messages and to start / stop your video. By default, your microphone is automatically muted.

Please note:
If for any reason, the app does not offer you the option to join as a guest, please go back to the meeting invite email and select "Join with Skype for Business" again.

SEND AN INSTANT MESSAGE
To send or read messages, click on the icon in the upper right corner. All previous messages are displayed under the start time of the call. Type your message in the box and click the send button to send it to all meeting participants.



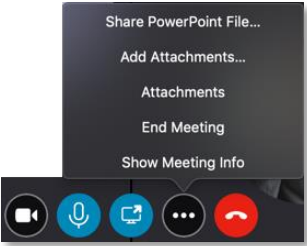
SHARE CONTENT & MEETING OPTIONS
After being promoted to a presenter, the participant can share content. Click on the icon shown below and select "Share Screen" to share your screen.



Please note:
There is no sign to indicate that you are sharing your full screen other than the share icon appearing in blue.

By clicking on the icon, a menu opens that allows to share a PowerPoint file and to add attachments from a new pop up window. Select the file and click "Open" to start sharing or attaching the file.

To stop sharing the file, click on the icon again. Select "Attachments" to manage your attached files.

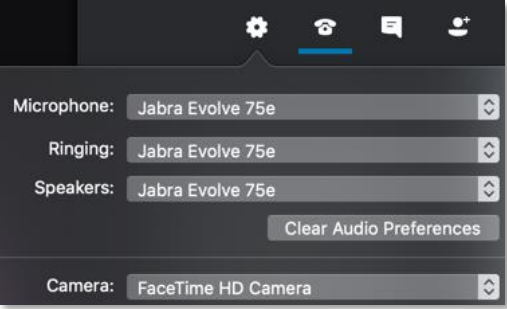


ADD VIDEO
Click on the icon to preview your own video. Then click "Start Video" to share it with all participants.

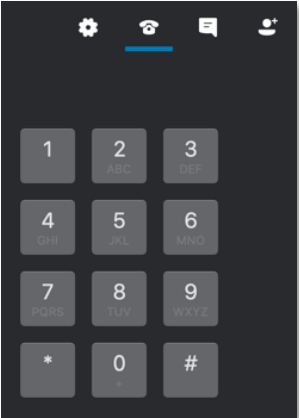
PARTICIPANTS LIST
Click on to see who joined the meeting.
Here presenters can

- Admit participants waiting in the lobby
- Mute / unmute participants
- Give / take presenter rights to / from attendees

CHANGING AUDIO / CAMERA RESOURCES
In case there are more than one audio resources connected to the Mac, click on to select the appropriate device from the drop down menus.



DIAL PAD
The dial pad can be found under the icon. It is not reserved to dial out to another phone number. It is to enter the conference passcode, in case the meeting was set up as confidential.



EXIT THE MEETING
To leave the meeting, select or simply close the window.