

Skype for Business Meetings

Skype meetings are available to all O365 users. They allow participants to collaborate, share content, and utilize Q&A and polls over the Internet.

Features and Requirements

- Maximum Number of Participants: 250
- Audio is carried over the Internet; participants will need microphones and speakers for sound
- O365 license required (already provided to most users)

Audio Conferencing

Audio conferencing allows licensed users to add a dial-in bridge and meeting ID to a Skype Meeting. This will allow participants to dial-in to the meeting from a cell phone or desk phone, for example.

Features and Requirements

- Maximum Number of Participants: 250
- Audio available to mobile or desk phone users.
- O365 license required (already provided to most users)
- PSTN conferencing license required

Skype for Business Broadcast Meeting

Broadcast meetings allows users to schedule and broadcast an event to a large number of participants. These are different from Skype Meetings in that only designated moderators and presenters are the only ones able to speak and the audio is one-way. There is no dial-in number for these meetings and all participants must join via a web browser.

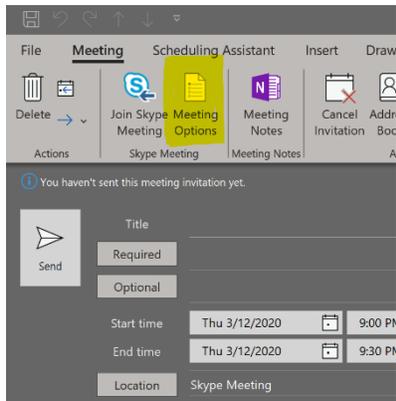
Features

- Maximum Number of Participants: 10,000
- One-way audio only; sound is carried over the Internet
- O365 license required (already provided to most users)
- Moderated chat function available for attendees to communicate with the presenter

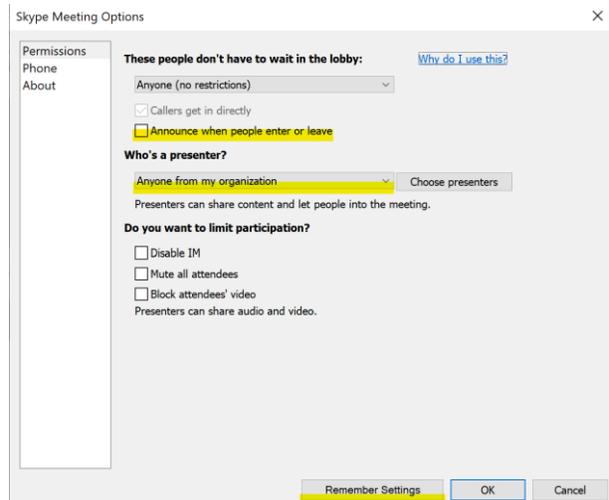
For more information, please see [IT Central](#) or call the 24/7 Skype for Business training help desk at **844-580-6957**.

Disable/enable announcements for Skype for Business meetings

When you set up your original meeting:



1. Click Skype Meeting
2. Once populated in your meeting, Meeting Options will appear.
3. Click on Meeting Options > Uncheck **Announce when people enter or leave**, and click **Remember Settings** at the bottom of the page.



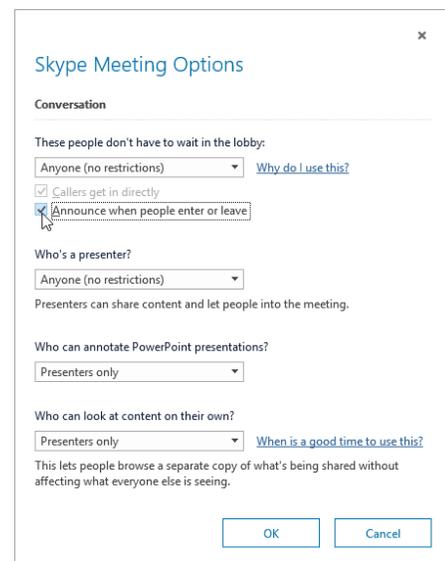
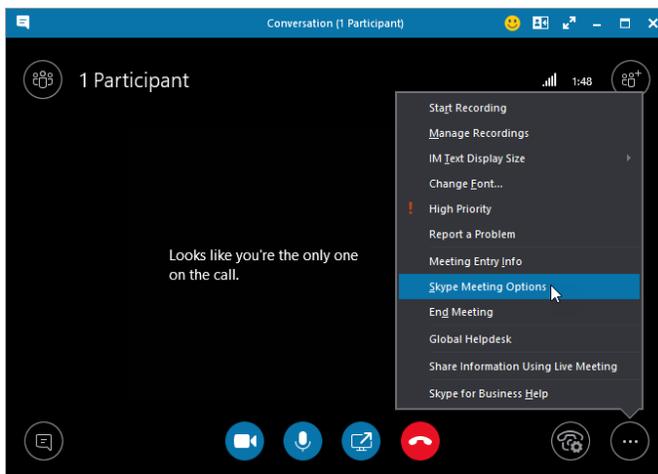
[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

If you're already in a Skype Meeting and are a presenter:

1. Click **More options** > **Skype Meeting Options**.
2. Check the box next to **Announce when people enter or leave**.
3. If it is unchecked, check it, click ok. Then go back into Presenter Options, and uncheck it again.
4. Click OK



You can also use the option on a Skype desk phone:

You will see an **Enable\Disable Announcement** soft key

