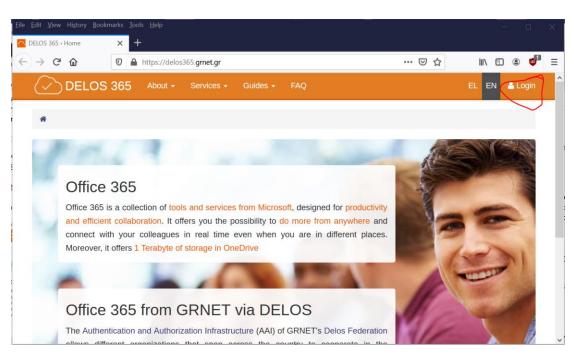
# Watching Lectures with Skype Meetings / Skype for Business

To watch a remote lecture with Skype Meetings / Skype for Business, you need a computer with the (Windows or Mac) or a smartphone (Android or iOS), the Skype Meetings application (Windows only) or the Skype for Business application (all platforms) and headphones or speakers – you do not need a camera or a microphone.

#### **STEP ONE: Connect to DELOS 365**

To connect and attend lectures as registered users, you must have already activated your institutional account at AUEB, which takes place during your registration via the URegister system. You then need to activate your DELOS 365 account. To do so, visit this address:

#### https://delos365.grnet.gr/



Choose the EN icon to switch to English, and then click on Login:

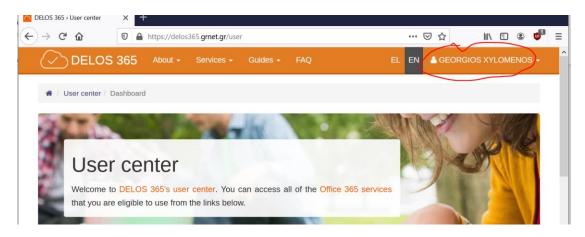
If this is the first time you are visiting DELOS 365 from you browser, you will see the following page, where you need to select "Athens University of Economics and Business" as your institution and then click on **Confirm**:

	GRNET AAI Federation
grnet	Authentication & Authorization Infrastructure
	you tried to access a service that participates in DELOS Federation. In order to proceed, you have to select v. You may save your selection, in order to avoid this question during future access attempts.
Home Organization from the list between	
Home Organization from the list between	You may save your selection, in order to avoid this guestion during future access attempts.
Home Organization from the list between	x You may save your selection, in order to avoid this guestion during future access attempts. Athens University of Economics and Business Confirm

You will then see the following page from the AUEB Single Sign On (SSO) server, where you must enter the data from your AUEB account, that is, your username (without @aueb.gr) and your password, and then click on **Login**.

S Central Authentication Service	- 0		×
			^
Sign in Secure usage Frequent questions			
Welcome to the Central Authentication Service for users! Sign in to affiliated services by giving your credentials only once.			
Secure usage of the service With your account On this page you will find information regarding secure usage of the service. More > Password: Login Login Login Password, only for students Password, only for students Password Management Service			
		///	
Copyright GUnet 2013   All Rights Reserved			~

If your credentials are correct, you will be returned to the DELOS 365 page, but now you will see your **name** on the top right corner.



If you do <u>not</u> have an institutional account yet at AUEB (e.g., due to your registration being incomplete), you must ask the instructors to add you to their classes or lectures as guests using your e-mail.

## STEP TWO: Install the Skype Meetings App

If you are using Windows, you can install the **Skype Meetings** app, which can be downloaded from the following link:

https://az801095.vo.msecnd.net/prod/LWA/plugins/windows/SkypeMeetingsApp.m si

Copy the link and paste it to your browser. Download the SkypeMeetingsApp.msi file, and the run it to install the app, following the instructions of your Operating System. After completing the installation of SkypeMeetingApp.msi, you may need to restart your computer in order for the app to operate correctly.

Alternatively, you can install the **Skype for Business** application, which you can download from this link:

### https://www.microsoft.com/en-us/download/details.aspx?id=49440

After selecting the appropriate version, execute the downloaded program and follow the instructions for installation. Skype for Business is available not just for Windows, but also for Mac, iOS and Android systems. For the iOS and Android versions, you must download the application from the App Store or the Play Store.

Note that you <u>cannot</u> login to **Skype for Business** without an institutional account (as a guest). If your institutional account has not been activated, you will have to use **Skype Meetings**.

### **STEP THREE: Attend a lecture**

To enter a lecture, click on the link sent to you by the instructor. If you have installed the **Skype Meetings** app (as explained in step 2 above), it will either automatically

open or you will get a message prompting you to **Open Skype Meetings app.** Whether the app opens automatically or after a prompt, depends on your browser.

Open Skype Meetings App?	
https://webpoolam41e15.infra.lync.com wants to open this application.	
Open Skype Meetings App Cancel	

Eventually, you will see the Skype Meetings welcome screen:

Skype Meetings App	- 0	ı ×
S Skype Meetings App		English
Welcome		
Enter your name		
nioL		
Sign in if you have an Office 365 account		
Use my Skype for Business desktop app instead		
© 2015 Microsoft Corporation. All rights reserved. Privacy and Cookies   Terms and Conditions	Supported Platforms	Help

To connect to the lecture, click on "Sign in if you have an Office 365 account" (do NOT click on Join). You will be asked to enter your account name, and you will use your full AUEB e-mail address (e.g., p3950037@aueb.gr). You will then be directed to the AUEB Single Sign On (SSO) server, where you will enter your AUEB username, e.g., p3950037 (without the @aueb.gr) and your password and click on **Login**.

If you have not activated your institutional account, then you simply enter your name in the screen above and click on **Join** to login as a guest.

If you have installed **Skype for Business** (as explained in step 2 above), it will either open automatically or present a message asking you to open these links with that program. Whether it opens automatically or not, depends on your browser.

Launch Application	×	
https://webpoolam33e03.infra.lync.com wants to open a lync15 link. This link needs to be opened with an application. Send to:		
Skype for Business		
Choose other Application	<u>C</u> hoose	
<u>R</u> emember my choice for lync15 links.		
Open link	Cancel	

After choosing Skype for Business, you will see the **Skype for Business** opening screen:

	Skype for Business 🛛 🗖	×
Skype for Business		
Sign in	۵-	
8īgn-in address: xgeorge@aueb.gr		]
Use the sign-in address for your organization - not Learn More	a Skype Name or Microsoft account	
Delete my sign-in info		
Sign in as:		
🕑 Available 👻		
<u>Sign In</u>		

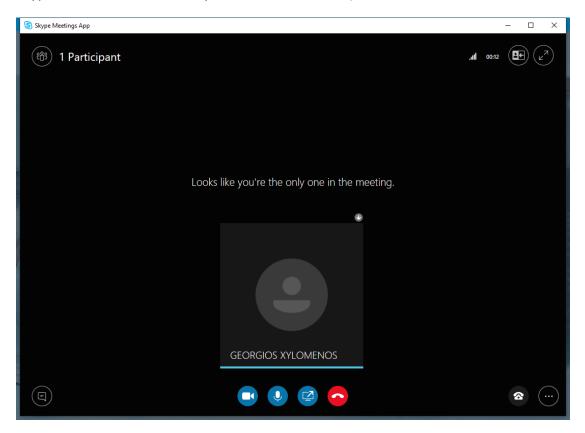
To connect, enter your AUEB email in the "Sign-in address" field and click on "Sign in". You will be asked to enter your account name, and you will use your full AUEB email address (e.g., p3950037@aueb.gr). You will then be directed to the AUEB Single Sign On (SSO) server, where you will enter your AUEB username, e.g., p3950037 (without the @aueb.gr) and your password and click on **Login**.

After logging in, you will see the following window asking you how you want to participate in the lecture:

		×
Join Meeting Auc	io	
Use Skype for Business (ful	audio and video expe	erience)
O Call me at:		
	~	
🔿 Don't join audio		
0	Can	cel

Leave the first choice selected and click on "OK".

After this step, you will enter the lecture and the application windows will look similar to the following (depending on whether you are using Skype Meetings or Skype for Business, there may be minor differences).



What options do I have in Skype Meetings / Skype for Business;



Activate / Deactivate Camera



Activate / Deactivate Microphone



Menu available to the instructors



Leave the lecture

If you have sound problems, you can check the following settings by clicking on the telephone icon at the bottom left and then clicking on Devices.

Hold	<b>D</b> evices
2	•

You will then see a new window where you can choose amongst the various sound input/output devices available on your computer.

### **Participants**

To see theparticipants in the lecture, the best option is to click on the people icon on the top left side of the screen:



After clicking on the icon, a pane will appear on the left side of the screen with the names of all participants. If the participants are more than 75, the names are not shown.

Skype Meetings App	
PARTICIPANTS	×
Presenters (1)	
GEORGIOS XYLOMENOS	9 y = 💼

#### **Instant Messaging**

To talk with the other lecture participants via instant messages, we click on the icon on the bottom left corner.



A pane opens up on the left side of the window, showing the messages exchanged.

7	Skype Meetings App		
te	CONVERSAT	ION	×
		ls anyone not hearing audio?	
			10:02 PM
6			A ①

After sending a message, it will show up with your name on the chat pane of everyone else.