

Quick Reference Guide

Booking a Skype for Business video conference to be held at a Surface Hub

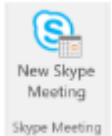
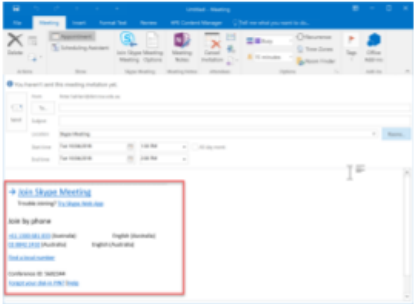
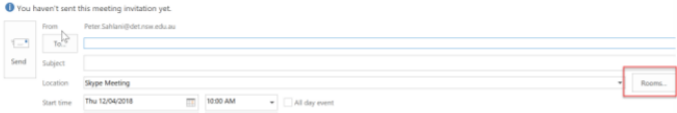
Description

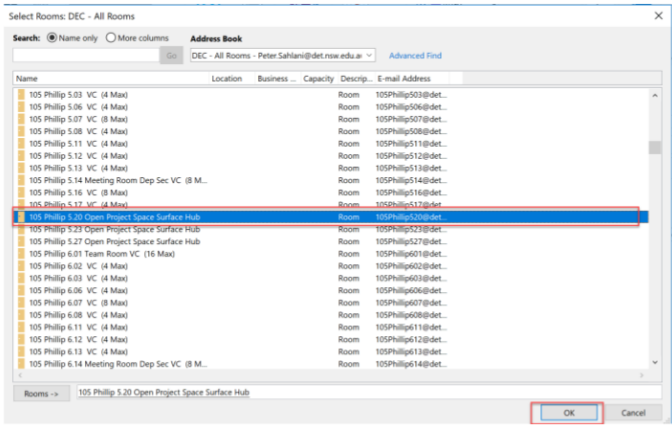
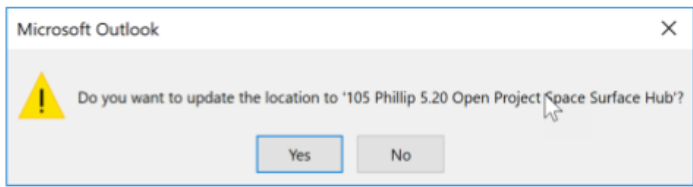
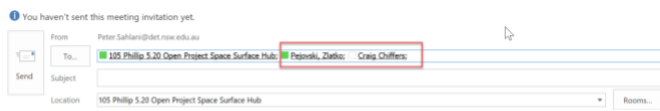
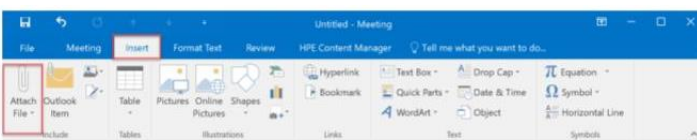
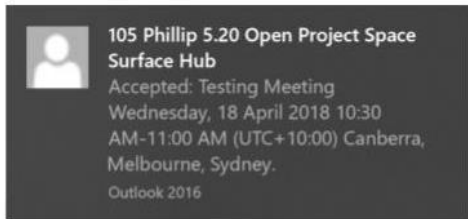
You can hold a skype for business video conference from a surface hub to utilise Surface Hub features during a video conference such as:

- sharing a whiteboard
- touch-enabled apps, including Microsoft Office from the Surface Hub screen.

Dependencies

If you would like to take advantage of the Surface Hub Pro features during a Skype for Business video conference, you will need to add the Surface Hub Pro as a participant to your Skype meeting.

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
1.1	From your laptop, open your Outlook Calendar, click the Home tab, and click New Skype Meeting .	
1.2	Complete the meeting request, just like you normally would. You will notice that Skype meeting details will be added automatically.	
1.3	Click on Rooms to select the Surface Hub Pro that you want to use.	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
1.4	Select the Surface Hub Pro you want to add (the name will be on the bottom left of the screen).	
1.5	Click Yes to the screen.	
1.6	Invite attendees as you normally would by entering them in the To field.	
1.7	Go to Insert > Attachments to Attach any documents, PowerPoints or files that you want to use during the meeting. These will become available on the Surface Hub Pro.	
1.8	Click Send .	
1.9	You will receive a notification from the Surface Hub saying it has been accepted. If it is already booked you will receive a notification that it has been declined.	
2.0	You are now ready to go to the Surface Hub and join the meeting.	
	<p>Need technical support? Click here to log an online query with EDConnect or call us on 1300 32 32 32</p>	