Quick Skype for Business Checklist:
Determine what “Content” layout you want Skype for Business to capture during your lecture process.
You have three options:
a. Capture your voice audio over shared computer content
b. Capture your voice and webcam video over shared computer content
c. Capture only a face video of yourself being lecturing
You will need a USB external microphone or webcam with a built-in microphone to record your voice. Most new laptops have a built-in webcam and microphone.

Note: To set up and test your audio & video devices, go to the Skype for Business main window, click Tools > Options > Audio Device or Video Device, and then choose the device you want. For more instructions and a video demonstration, visit: http://tinyurl.com/AudioDeviceSetUp

For more information on Lecture Capture, please visit: http://tinyurl.com/SkypeLectureCapture

Faculty Quick Reference Card for Lecture Capture with Skype for Business

Visit the OIT website at http://utsa.edu/oit for the most current information.

How do I install Skype on my computer?
If you do not already have Office 2013 (which includes Skype for Business) on your United States Park computer, contact OITConnect to request installation. Additionally, the UTSA community can use install Office 2013 on their personal computer from Office 365. Log in to UTSA Staff/Student account at UTSA http://my.utsa.edu for access.

Is Skype for Business available for Mac?
Skype will be available for Mac at the time of the release of Skype for Business in 2015. This product is currently available for the Mac OS, but the product is unable to record.

Do I need additional equipment?
Possibly, depending on your current computer setup. For full audio and video experience you will need a microphone, webcam, and speakers. Access a list of recommended devices at http://tinyurl.com/SkypeLectureCapture

How do I invite people to join a meeting?
Use Microsoft Outlook to create a new Skype Meeting and email your participants. The process will generate a hyperlink to an online space that your participants will use to connect to the meeting. Visit http://tinyurl.com/SkypeInformation for more.

Can people outside UTSA participate?
Yes, as long as they are invited through either an Outlook email using the New InviteSkype Meeting option or are provided the hyperlink to access the online space. The maximum number of meeting participants is 250.

How many participants can meet in a single Skype session?
Possibly, depending on your current computer setup and on-campus connection issues. The maximum number of meeting participants is 250.

Should I host a test session before my meeting?
Yes. The host and participants will benefit from connecting to the meeting before it begins. This allows time to test audio/video devices and troubleshoot connection issues.

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Starting Skype for Business Lecture Capture on a UTSA Classroom Computer

1. Log on to the PC with your myUTSA ID and passphrase.
2. Go to the Search Windows Applications and type in Skype for Business (if app is not located on the taskbar).
3. Pin Skype for Business to your taskbar.
4. Sign in to Skype for Business with your UTSA email.
5. Respond Yes and Never Show Again to all pop-ups.
6. Go to the gear icon on menu > and select show menu bar.
7. Select Tools on menu > and then select audio device to ensure your mic is selected and is working.
8. Select Tools on menu > and then select video device to check if your video web camera is selected.
9. Select “Meet Now” on menu > and another Skype for Business window will appear titled “Conversation (1 Participant)” on the top left-hand corner.
10. You can share and capture any of the following in a Skype for Business recording: desktop, program, PowerPoint, Whiteboard. It is recommended that you share the Desktop view.

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12. From your “Conversation” meeting window, hover the cursor over the screen button and a pop-up window with selections will appear.

13. The pop-up window will default to the “Present” field stating no one is presenting Content.
   a. Select Desktop.
      • A text window will pop-up stating “You’re Presenting: Desktop”
      • A yellow border around the entire desktop screen will appear to confirm desktop is being shared.
      • A status bar at the top will appear with the option to Stop Presenting and the option to unpin this bar and enable auto-hide.

14. Next, if you want to share live video of yourself in conjunction with your shared desktop Content, hover the cursor over the video button and click Start my video.

Noteworthy Lecture Capture points:
- Skype for Business Lecture Capture in the classroom can also be scheduled as a recoursing Outlook Skype Meeting invite. This link can be shared with students needing to attend class remotely. They will be able to view and/or interact with you during the Lecture Capture. See FAQs for additional information.
- The Meet Now Lecture Capture option can also be used in your office or home to create supplemental/additional lectures for students.
- The Windows Surface Pro tablets come installed with Skype for Business and can be used in the classroom/office/home.
- Microsoft will be introducing the Skype for Business Broadcast and Producer applications in the near future.

Starting the Recording for Skype for Business Lecture Capture

1. In the meeting window, click the More Options button, and then click Start Recording.

a. Use the controls at the bottom of the meeting window to pause or resume recording as needed.

b. Minimize this window to maximize what is being recorded for your Lecture Capture.

c. The status bar at the top will also show a red record dot indicating this status.

d. You are free to navigate around your desktop to Present the Content you want recorded for your lecture.

2. When you are ready to stop recording your lecture, hover to the minimized Skype for Business app at the bottom taskbar and select the active “Conversation (1 Participant)” window.

3. Click the Stop Recording button on the bottom row.

4. Now click the More Options button, and then click End Meeting.

Retrieving the Recording of your Skype for Business Lecture Capture

1. On the top menu of the Skype for Business app, select Tools > Recording Manager.

2. The Microsoft Skype for Business Recording Manager app window will appear with a list of all your Skype for Business recording captured on this computer.

3. Select the Browse button and Windows Explorer window will appear showing the location where the recordings are saved by default. The default can change by clicking the Publish button to initiate a new location where the next recordings will be saved.

4. From this location window you can copy, paste or move your MP4 lecture video to a network drive, cloud drive, or USB drive.

Note: Use desktop sharing rather than program sharing whenever possible. Desktop sharing uses significantly fewer networking resources than program sharing.