User Interface

Options & Settings
Customize your profile, change your picture, test audio, preview video, and more by clicking the gear icon to access Options.

Show Menu Bar
Click the arrow next to the Options gear icon. Select Show Menu Bar to add this shortcut item.

Change Availability
Click the arrow next to Available and select a choice from the dropdown list.

Set Location
Click the text Set Your Location to display a text field and type your location.

Interact with Contacts
Hover over a contact’s image to display the Quick Lync Bar choices and more options.

Schedule a Meeting
In Microsoft Outlook Calendar, click the New Skype Meeting button in the top ribbon. The email will generate a meeting link for all recipients to be able to connect.

Host or Connect to a Meeting
Click the meeting link in your Microsoft Office Calendar event to connect. Use the buttons in the conversation window to interact with participants.

Record a Lecture or Presentation
Click Meet Now to start a single participant meeting and set up your display choice. Click the more options icon in the conversation window and select Start Recording.

Online Interactive Tutorial
Comprehensive instructions for Skype are available at tinyurl.com/utsa-training.

Quick Reference Instructions

Options & Settings

Show Menu Bar

Change Availability

Set Location

Interact with Contacts

Schedule a Meeting

Host or Connect to a Meeting

Record a Lecture or Presentation

Online Interactive Tutorial
How do I install Skype on my computer?
If you do not already have Office 2013 on a UTSA imaged computer, contact OITConnect to request an install. Additionally, the UTSA community can now install Office 2013 on their personal computer from Office 365. Login to UTSA Staff Webmail for access.

Is Skype available for Mac?
Skype will be available for Mac in the future. For now, Lync 2011 is the product currently available for Mac OS, but this product is unable to record.

Do I need additional equipment?
Possibly, depending on your current computer setup. For the full audio and video experience you will need a microphone, webcam, and speakers. Access a list of recommended devices here.

How do I invite people to join a meeting?
Use Microsoft Outlook to create a New Skype Meeting and email your participants. This process will generate a hyperlink to an online space that your participants will use to connect to the meeting.

Can people outside UTSA participate?
Yes, as long as they are invited through either an Outlook email using the New Skype Meeting option or are provided the hyperlink to access the online space.

How does a person without Skype connect?
A participant trying to connect to a Skype meeting without the product installed on their computer will be directed to the Skype Web App. Learn more about this process here.

How do I record a lecture capture or presentation?
After you have connected to a meeting, click the more options icon in the conversation window and select Start Recording. An mp4 file will be created and saved in the Recording Manager.

Why does my recording status still say Pending?
Laptops and tablets need to have the power supply connected before the status will show as Completed.

How do I share my recordings?
Helix Media Library, OneDrive, and YouTube are options for sharing recordings.

Can I join a meeting without a mic or webcam?
Yes, but you must select the option Do not join audio before entering the meeting.

How do I control participants’ ability to present?
Skype Meeting Options are accessible in Outlook before an invitation is sent as well as from the conversation window of a current meeting.

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.

Will Skype work on my mobile device?
Yes. Skype is available as an app for mobile devices. Find out more about features here.