



Skype for Business Meetings



Global and distributed is the new normal for teams



78%

the percentage of people that say they collaborate with partners or colleagues, who are located somewhere else in the world, on a daily basis

MICROSOFT: Lync usage and adoption survey, 2014

Meetings and mobility go hand in hand = flexibility



4 of 5

surveyed information workers say they use web conferencing to meet with the same group of people at least once a week, sometimes daily

MICROSOFT: Lync usage and adoption survey, 2014



66%

of the people who use a smartphone to attend a web conference say that doing so affords them more freedom and flexibility

WAINHOUSE: Web conferencing usage summary, 2014.



46%

of surveyed information workers launch and host web conferences from their mobile devices

WAINHOUSE: Web conferencing usage summary, 2014.

Microsoft is already delivering the tools that make meetings more productive – with assets that are integrated, familiar, and part of the everyday work experience.

And yet, so much more is possible with Skype for Business as a part of Office 365.





Skype for Business brings real-time communication to the productivity experience

It's one solution for all meetings and conversations

Meetings are a part of a unified communications and collaboration platform

*One solution for every kind of meeting
and conversation*

From relaxed, highly interactive
collaboration sessions to more formal
meetings

Spontaneous or scheduled, the
meeting experience is the same

Organizers have the tools to optimize
for meeting types and scenarios

Great meetings and collaboration are
accessible from virtually anywhere



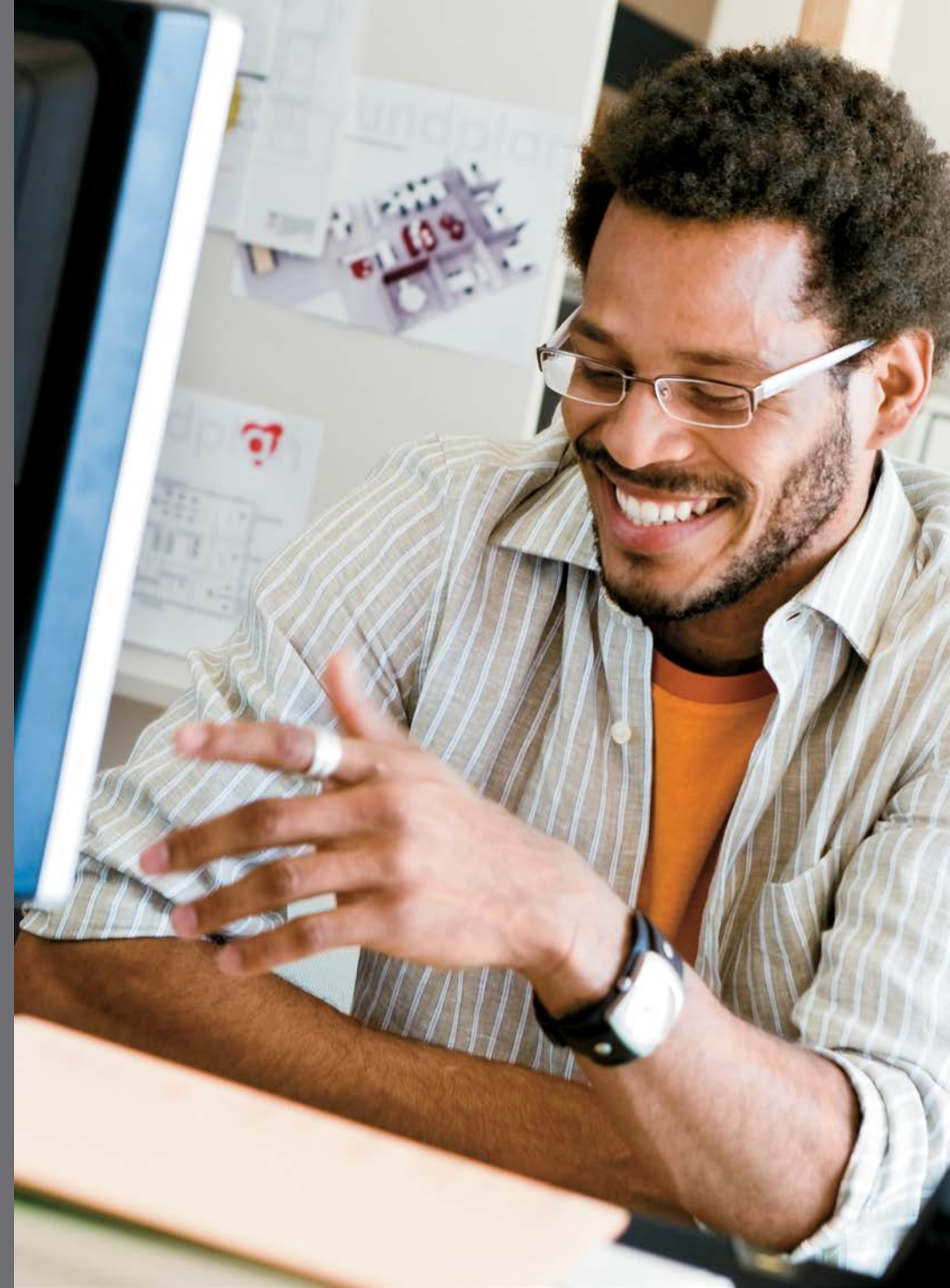
*One solution for every kind of meeting
and conversation*

Audio, video, and web conferencing are combined into a single user experience

Participants choose whether they see video, content, or both—as you're sharing a presentation or working together

Participants can join via desktop, mobile clients, web app or room system for an integrated audio/video experience

PSTN dial-in and dial-out is also optionally available*





Rich video experiences in every meeting and conversation

High quality, low cost video experiences for everyone

Familiar user experience encourages video usage and adoption across the enterprise

Video conversation among consumers and partners are made possible with Skype Connectivity

Standards based and interoperable



Skype for Business in every kind of meeting space

Surface Hub - the powerful team collaboration device

Skype for Business Room Systems - dedicated meeting room solution

Interoperable with legacy Tandberg systems

Works with a host of qualified Partner devices

Continued joint innovation with device partners will enable an even wider range of scenarios

The business case for Skype Meetings

A woman with braids, wearing a blue and white plaid blazer and dark pants, sits on a wooden stool, holding a white coffee cup. She is looking towards a man standing in front of a large screen. The man is wearing a grey jacket and dark pants, and is looking at the screen. The screen displays a lush green forest scene. In the foreground, there is a small, light blue table with a yellow mug and a notebook. The room has a concrete wall and a green carpet.

Reduce complexity for people,
minimize support costs for IT

Increase people productivity and
encourage collaboration

Enable employees to work
from anywhere, save on travel costs

Reduce and repurpose expensive
real estate

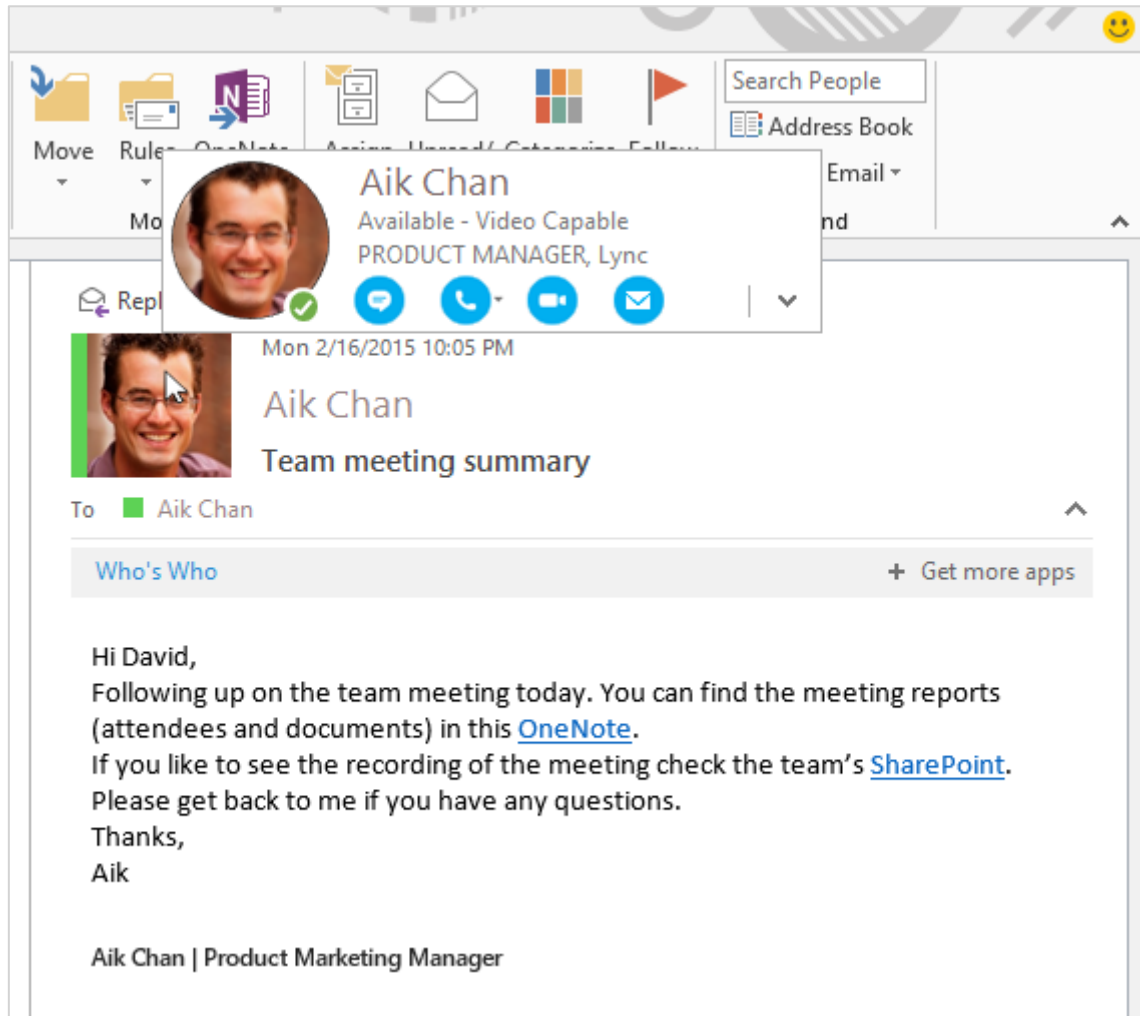
Consolidate conferencing solutions
and simplify operations



Skype Meeting

Features & Capabilities





Skype for Business is integrated into Office 365

Skype for Business and Office apps work together creating easier transitions and fewer interruptions

Start a meeting and share documents directly from Office apps like PowerPoint or even the contact card

Share OneNote notebooks in a meeting

Capture the meeting attendee list automatically with OneNote

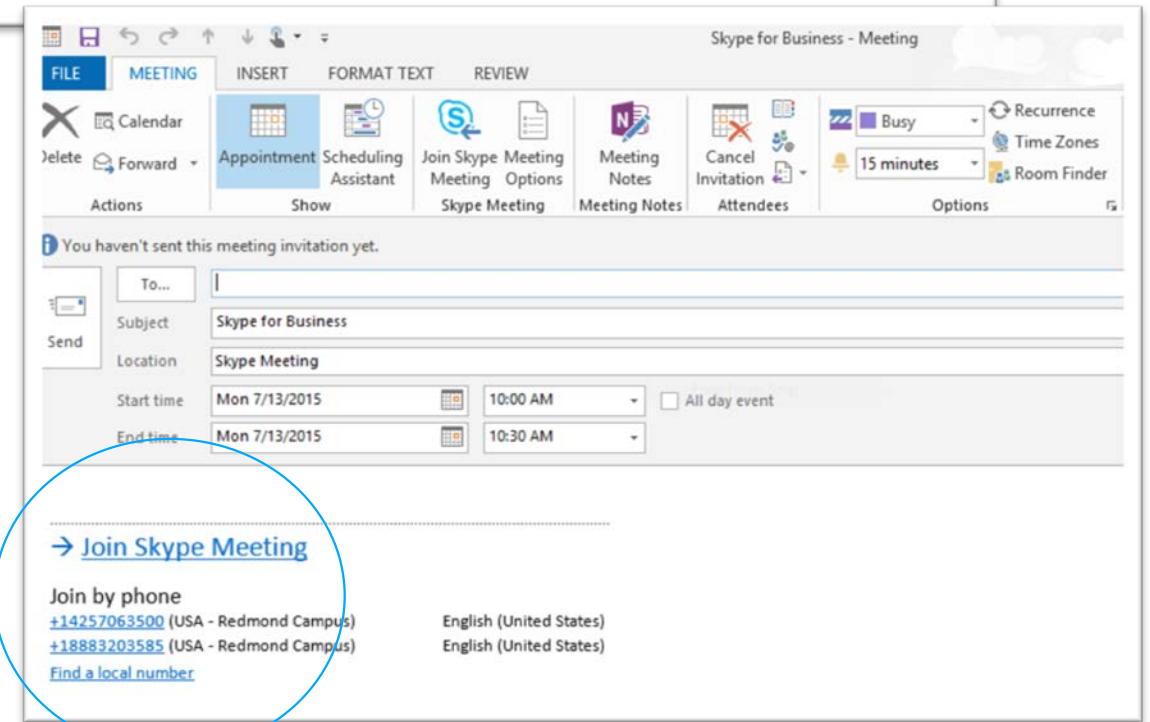
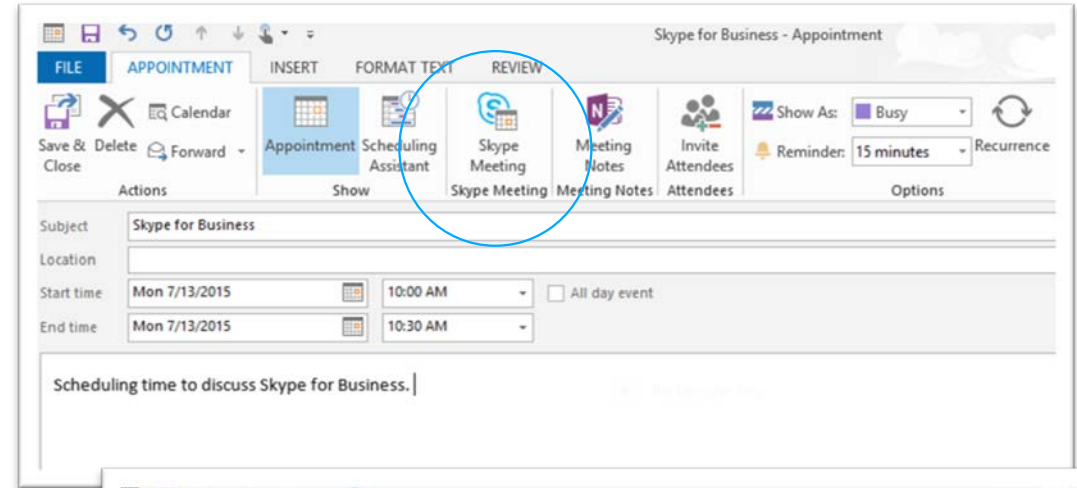
Scheduling a Skype Meeting

Schedule a Skype Meeting right from Outlook when creating the calendar invite

Meeting join information is included in the invite to all participants

Organizers can schedule as new or recurring (persistent)

Invitations can be customized (org level) to include company specific information, legal text, and logos

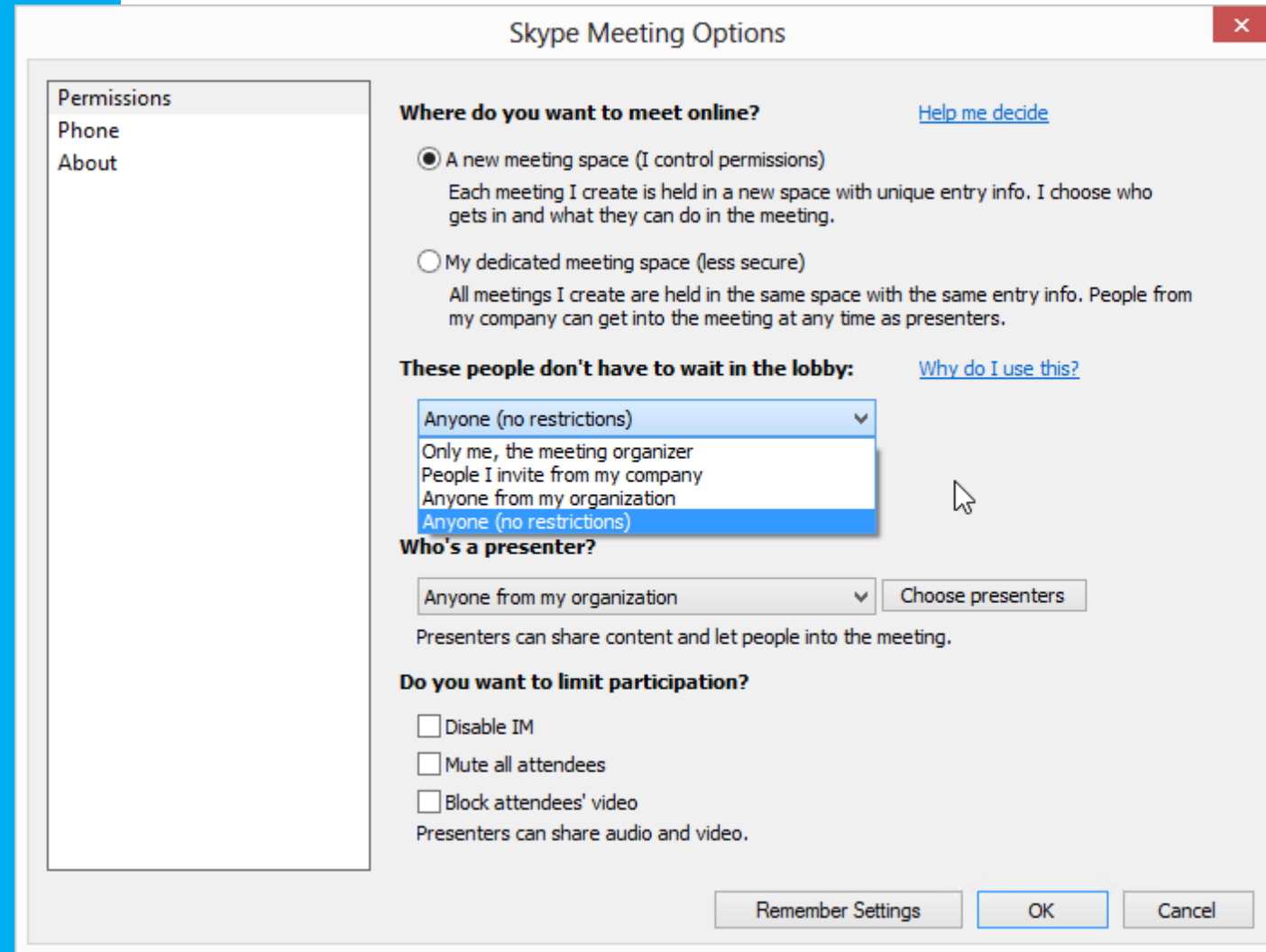


Customize the Skype Meeting experience for attendees

Participants may join directly to a meeting or be “held” in a lobby for additional levels of security and control

Features can be disabled/ enabled at scheduling to optimize for the meeting type, size of audience and formality

Participants may be designated as presenter or attendee at scheduling or during a meeting already in progress



The image shows a screenshot of the "Skype Meeting Options" dialog box. The dialog has a title bar with a close button (X) in the top right corner. On the left side, there is a sidebar with a "Permissions" section containing links for "Phone" and "About". The main area of the dialog is divided into several sections:

- Where do you want to meet online?**: This section has a "Help me decide" link. It contains two radio button options:
 - A new meeting space (I control permissions): Each meeting I create is held in a new space with unique entry info. I choose who gets in and what they can do in the meeting.
 - My dedicated meeting space (less secure): All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.
- These people don't have to wait in the lobby:**: This section has a "Why do I use this?" link. It features a dropdown menu with the following options:
 - Anyone (no restrictions)
 - Only me, the meeting organizer
 - People I invite from my company
 - Anyone from my organization
 - Anyone (no restrictions)
- Who's a presenter?**: This section has a dropdown menu with "Anyone from my organization" selected and a "Choose presenters" button. Below it, it states: "Presenters can share content and let people into the meeting."
- Do you want to limit participation?**: This section contains three checkboxes:
 - Disable IM
 - Mute all attendees
 - Block attendees' videoBelow these is the text: "Presenters can share audio and video."

At the bottom of the dialog, there are three buttons: "Remember Settings", "OK", and "Cancel".

Joining a Skype Meeting

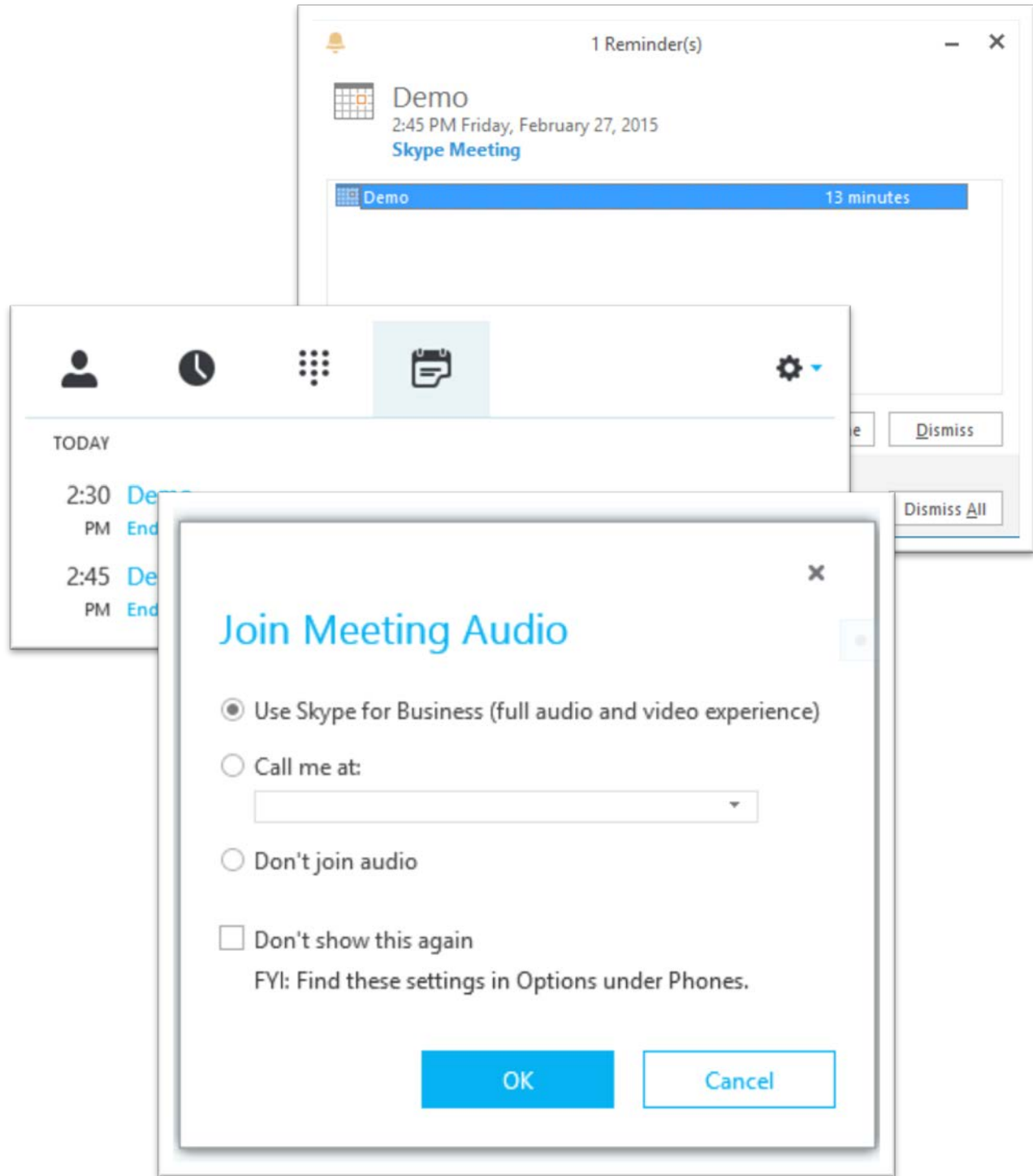
Join a meeting using the mobile and rich clients, web app or telephone

One click join from the reminder, the calendar or the Meetings tab

Use the client for an integrated audio and video, or the “call me” for an audio only experience

The web app is launched automatically when the participant does not have a Skype for Business client

The organizer determines whether anonymous or authenticated participants can join



Skype for Business Web App

Customers, partners and prospects can participate in every meeting

HD video, voice over IP, and every type of sharing you find in the desktop client

People can meet from virtually anywhere, with anyone they choose, and know they're sharing content securely

Anonymous users and guests can join meetings

The meeting organizer controls the lobby and entry to the meeting



Video is a natural part of meetings and conversations

Every participant can share video during the meeting

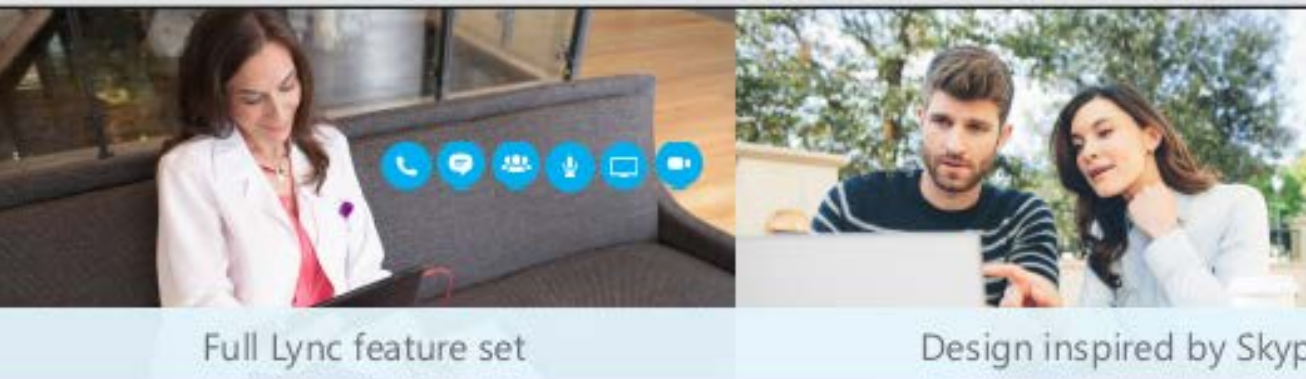
The video gallery shows the five active speakers' video streams

See each person's reaction during the meeting—and keep an eye on your own with video preview

Photos are available for everyone else in the meeting

360 degree panoramic video is supported





Presenting content in the meeting

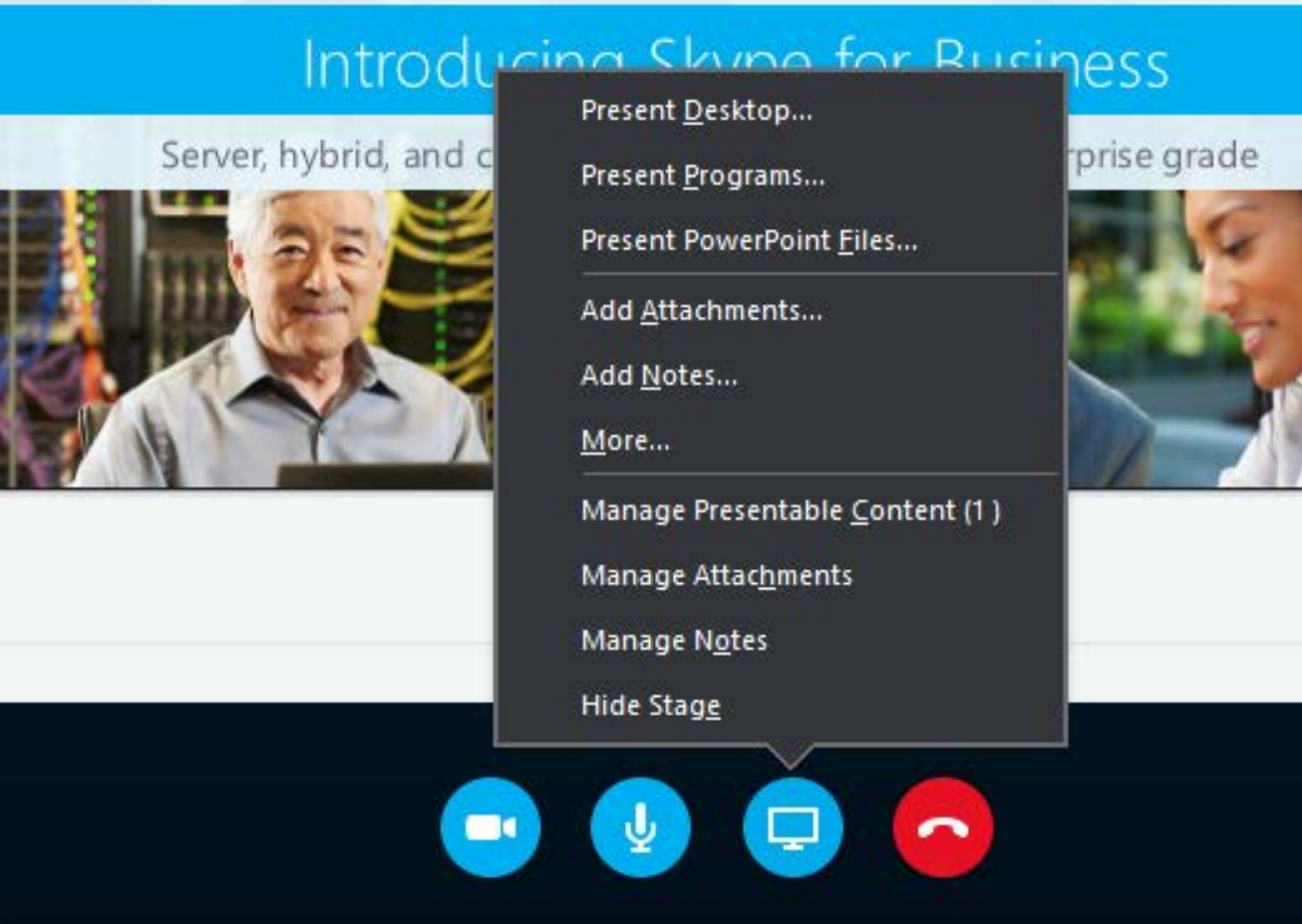
Upload content to a meeting in advance for quick access and sharing

Advance through slides and animations or bring up thumbnails for quick navigation

Participants can navigate through slides on their own or annotate presentations

Present what's on your screen to others

Give and take control of your desktop and apps during the meeting



Redefining usability and raising the quality bar for every meeting and conversation

Reliable meeting join experience for all participants

Features that are easy to find and use

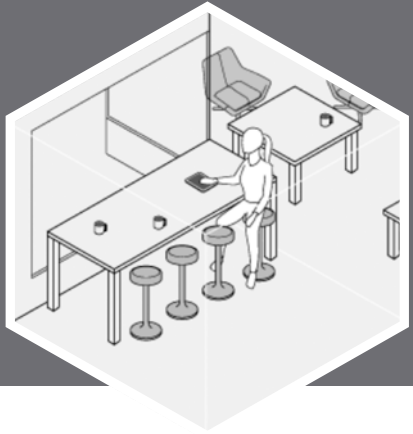
User controlled experiences optimize video for every individual's preferences

H.264 Scalable Video Codec supported by default

One click HD video calling from every application

Smart framing and continuous tracking of video participants

Skype for Business in all types of meeting spaces



On the Go

Any place where remote or mobile workers need to connect, present, or conference with others



My Stage

A personal space where presenters can look and sound their best when engaging with remote audiences



The Huddle

A place for impromptu/rich collaboration and staying connected without leaving remote people behind



Next Gen Conference Room

The meeting room that “just works” to help presenters perform confidently and participants interact naturally



The Vibe

The public space where anyone can share, discover ideas, and make timely connections—and just have some fun



The Auditorium

Where information is broadcast or exchanged amongst a large group

What if...



I want to move from one space to another during the conversation without having to drag around devices?

I want to change devices (e.g., from a smartphone to a laptop) during my conversation?

I need great quality video to project a professional appearance?



On the Go

Any place where remote or mobile workers need to connect, present, or conference with others



Hardware Opportunities

Hardware opportunities

- Bluetooth wireless headset
- USB webcam
- USB personal speakerphone
- Laptop/tablet

People's needs

- Professional video framing
- Loud and clear, hands-free conferencing
- Ability to be mobile, participate from anywhere
- Want to use for both music and communication

Where they are working

- Remote job sites
- Automobile
- Coffee shops
- Lunch or break rooms

Tech needs

- Long battery life
- Compact devices



What if...

I could always find a sanctuary for important communications with remote colleagues—even in an open plan office?

My office was a “stage” for my meetings and conversations, where I can look and sound my best?

I was always comfortable and at ease because I knew I was projected under the best light and in the right setting?



My Stage

A personal space where presenters can look and sound their best when engaging with remote audiences



Hardware Opportunities

Hardware opportunities

- IP Phone
- Webcam or Conference Cam
- Wireless headset
- Surface Hub

People's needs

- To sound and appear professional
- To be in control of their digital "stage presence"
- To find privacy

Space opportunities

- Private or shared offices
- Stage-like arrangements and furniture choices
- Camera-optimized space, colors, or lighting
- Space that accommodates conversation geometry

Tech needs

- Can connect to multiple devices from PC to wireless device through Bluetooth
- 1080p camera resolution with wide field of view
- Wireless headset for wire-free experience with great audio
- Touch display for interactive sessions

What if...



I could easily include people here and far away in an impromptu collaboration without breaking the flow of our ideas or conversation?

We had a place that “remembered” us and where we left off last time—so we could just get started. And when we left, we didn’t mind if someone erased our ideas, because everything was automatically captured and shared the moment we stepped out of the space?



The Huddle

A place for impromptu/rich collaboration and staying connected without leaving remote people behind



Hardware Opportunities

Hardware opportunities

- USB speakerphone
- USB audio and video device
- Touchscreen devices
- Surface Hub

People's needs

- To easily include remote people
- To persist in order to build on shared work
- To co-create, capture, and share ideas in an environment—both digital and physical

Space opportunities

- Acoustic treatments
- Visual boundaries
- Sit to stand postures

Tech needs

- Persistent video
- Sensor activated controls
- Touch screen digital whiteboard
- HD camera zoom for close up view on room artifacts

What if...



Our meeting rooms were predictable and responsive—they were designed to make meetings better and make us feel more professional?

Everyone, including remote people had an equal seat at the table, feeling comfortably immersed in the discussion?

What if we didn't even notice the technology because it just works?



Next Gen Conference Room

The meeting room that "just works" to help presenters perform confidently and participants interact naturally



Hardware Opportunities

Hardware opportunities

- Multi-user webcam and conference phone
- Skype for Business Room System
- Large Monitors, Touchscreens
- Surface Hub

People's needs

- Start a meeting easily and use conference technologies
- To see and interact naturally
- Manage content and people
- Be "in-the-mix" when participating remotely

Space opportunities

- Furniture that moves for changing orientation
- Accommodate people's devices
- Controllable room lighting

Tech needs

- Always on technology
- Room works with multiple devices seamlessly
- Integrate with other audio (e.g., 5100)

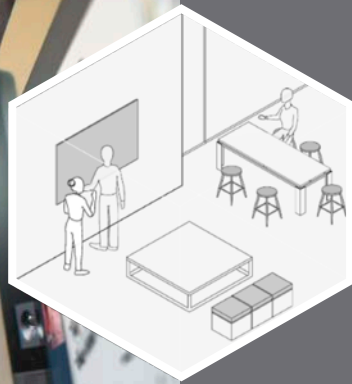
What if...



We had interactive public surfaces that could recognize us, respond to our touch, and let us express ourselves?

Our walls offered ubiquitous and immersive expressions of who we are and what we're working on?

We could celebrate our stories—engage discover, and connect with each other?



The Vibe

The public space where anyone can share, discover ideas, and make timely connections—and just have some fun



Hardware Opportunities

Hardware opportunities

- Perceptive Pixel Touchscreens (Surface Hub)
- IP lobby phone
- PC/laptop
- Surface Hub

People's needs

- To tune in to the latest
- To discover new ideas or people
- To connect with people with relevant information/expertise
- To inform the larger community of things they care about

Space opportunities

- Hallway/lobby
- Boundary walls

Tech needs

- Large touch screens
- Content from shared sources
- Near field communications
- Access to Internet and Windows APIs

What if...



My public workshop could include remote attendees, even in real-time collaboration exercises?

I want to present to my remote offices simultaneously and see all of their reactions?

I want to integrate my individual work into the groups shared output?



The Auditorium

Where information is broadcast or exchanged among a large group



Hardware Opportunities

Hardware opportunities

- Monitor with integrated webcam
- Installed audio solution

People's needs

- To broadcast communications to groups in multiple locations simultaneously
- Ability for audience members to interact with the presenter so that each voice can be heard

Space opportunities

- Classrooms
- Lecture halls
- Large lobbies
- Ballrooms
- Event booths/stages

Tech needs

- Built in audio systems with overhead microphones
- Large screens
- Sound sensing webcams

