Conference Calls

Telephone

1. Make sure the telephone (model no. Cisco 7941) is plugged into a network socket that is labelled with a green dot. The number of the Faculty speaker phone is: **01223 746786**.

2. Press the 'Speaker' button (speaker icon bottom right hand side of phone) it should light up green. Dial the number required. When the call has finished press the 'Speaker' button again to hang up or wait for the person being called to put the phone down.

Skype

1. Launch Skype application (in Finder window select Applications on left menu bar, locate the Skype icon and double click).

2. Login to Skype using one of the the following account details (note: first 'i' of password is a digit '1') **Note**: on the Microsoft badged Skype login window, click 'Sign in with Microsoft' and use the Skype names/passwords below – NB: sometimes the last Skype login account used might be the default, in which case only the password input is required, to get to the 'Sign in with Microsoft' button, click the 'Back' button:

   Skype Name: **philconference1**   Password: **ph1lconference1**
   Skype Name: **philconference2**   Password: **ph1lconference2**
   Skype Name: **philconference3**   Password: **ph1lconference3**

3. Once logged into Skype, select the contact to be called from the list available or search for the contact.

   To search for a contact: click on **Contacts** on the left hand side of the Skype window, then click on **Add Contact** and type in name of the person you are trying to find. A new window should be launched showing all contacts with that name. To narrow the list of contacts found, click on **Search Options** and input Country and/or City. When required contact found, click on the green Add Contact button and send the contact request message window, inputting a message of your choice if required.

4. To call contact, double click on the contact from list in Skype window or click on green phone icon and wait for contact to respond. To display video image, click on video button at top of call screen so that it displays in **RED** (note: contact has to click on their video button for you to see them). Increase volume if necessary.

5. Once Skype call has finished, click on the red phone 'Hang Up' button at top of call screen or quit the Skype application.

   (Note: if screen saver is enabled it may superimpose over the screen - click on the mouse or keyboard to reactivate the screen).

For Skype group/conference video calls:

From the **File** menu select **New Group** from the list then:

1. Enter a name for your group, which is required to continue.

2. Select the **right arrow** → to create your group.

3. Start adding contacts. **Search** for contacts (note: contacts need to already be in your contacts list: click on 'Contacts' in the left-hand Skype window and then '+ Contact' button to search/add the person), type the name of the contact you want to add to the group in the search box (see screenshot below). Continue searching for and adding as many contacts as required.
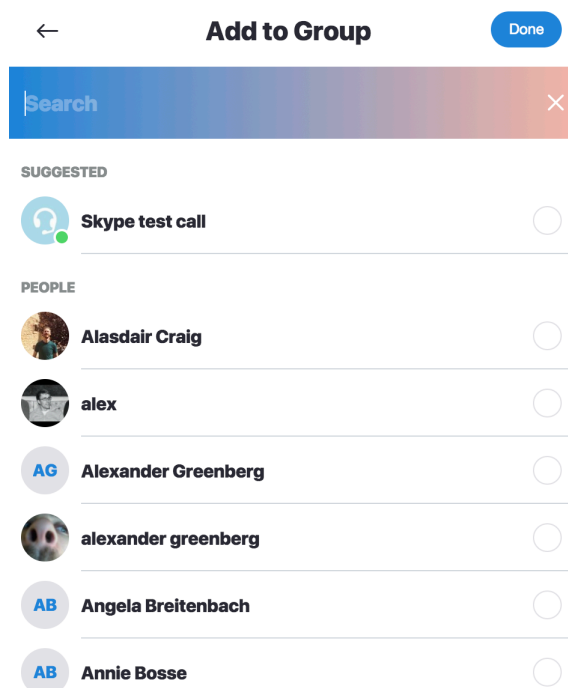

4. Select **Done,** make sure the group name is selected in the left-hand window then click on the video icon in the right-hand window as in the screenshot below to make the call.
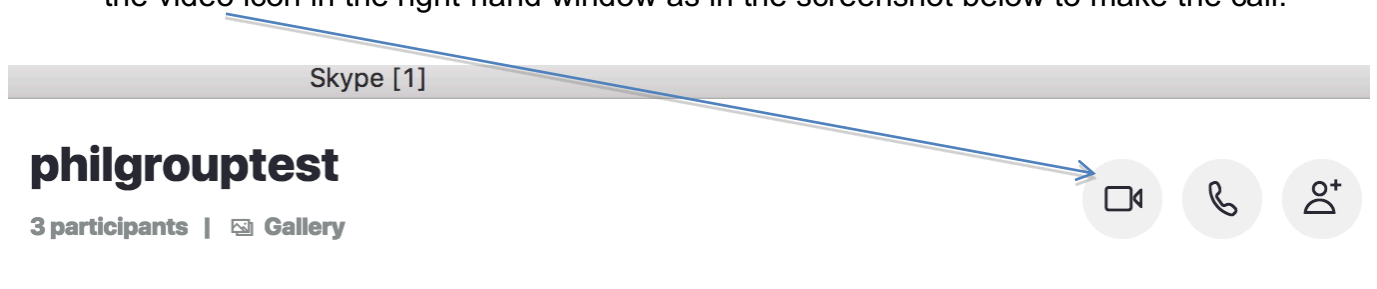
Screen Sharing in Skype

You can share your screen during an audio or video call in Skype. First verify you're on the latest version of Skype (see: https://www.skype.com/en/get-skype/) then start screen sharing during your call as follows:

On **desktop** and **web** - Select the **screen sharing** 🗗 button (see screenshot below) which becomes visible at the bottom of the Skype window when a video call has been made and answered by the remote contact. Click on **Start Sharing** button visible towards the bottom of the Skype window then click on the application window on your desktop to be shared (e.g. Word or Excel) in order to make it active and visible to the remote contact.
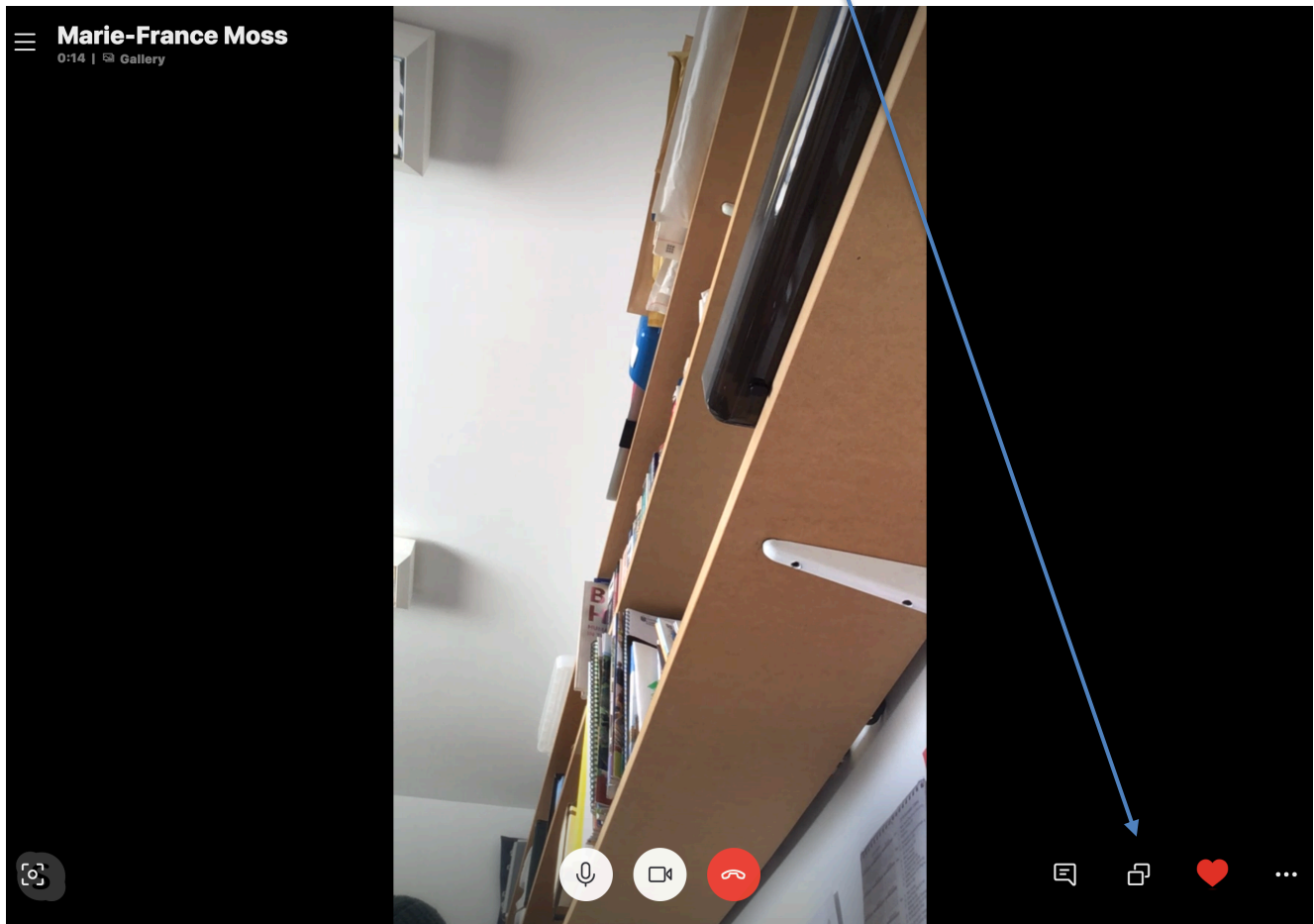
Note: If you're using Skype for Mac on macOS 10.15 (Catalina), Skype requires access to Screen recording in the Mac System Preferences to share your screen during a call. You will either get a Skype notification directing you to **Settings**, or you will need to grant Skype access for Screen Recording in macOS Catalina System Preferences. Please go to **Mac System Preferences** > **Security & Privacy** > **Screen Recording**, and grant access to Skype.

To end screen sharing:

Select the **screen sharing** 🗗 button again and select **stop sharing**.