

ORGANISING AN INTERACTIVE ONLINE LESSON USING SKYPE

1. Install Skype for Business


- Go to the [Office 365 portal](#) and **log in** with your VUB Office 365 account
- Click on your **profile photo or icon** at the top right and click on **'My account'**
- Click on 'Apps and devices' at the left and then on 'Install Skype'

An .exe file will be downloaded

- Double click on the downloaded **file to open** and wait until it is ready

If the computer displays an administrator screen, get in touch with the [ICT help desk](#)

2. Add contact persons to your Skype

- **Open** Skype (**Windows:** Start > Search > Skype; **Mac:** Finder > Applications > Skype)
- **Log in** with your VUB Office 365 account
- **Make groups** if necessary, by clicking on the icon to the right 
 - a) Give the group a name
- **Search** for a contact person and **add them** to the group:
 - a) Type the person's name in the search bar 'Find someone'
 - b) Right click and click 'Add to list of contacts' then select the correct group

3. Start a Skype conversation

Through Skype	Through the Outlook calendar
<ul style="list-style-type: none"> - Double click on the person you want to call or right click on a group and click 'Start a conference call' - Click in the new screen on the telephone (audio) or camera (video) to call - To end the conversation, click on the red telephone. 	<ul style="list-style-type: none"> - Go to your Outlook calendar - Under the 'Home' tab, click on 'New Skype Meeting' - Fill in all the information and click on Send. An invitation with a link will be sent.

