Choose your view

1. In the conversation window, click the **Pop out video gallery** arrow.
2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** to show all the participants’ video streams.
   - **Speaker View** to show only the presenter’s.
   - **Content View** to show only the meeting content.
   - **Compact View** to show pics of the participants in a compact window.
3. Click **Full Screen View** for a large view of the video streams.
4. Click **Pop in the video gallery** to show the gallery in the conversation window again.

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**Video**

Set up your video device

You need a camera to share video of yourself, but you don’t need one to see someone else’s video.

- From the main screen, click **Tools** then **Video Device Settings**.
- If you see you, you’re set! If not, make adjustments. Click **Camera Settings**.

Start a video call

1. Tap a contact’s picture.
2. Tap the **Video** button.
   A message pops up on the other person’s screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

**TIP** During an IM or Skype for Business audio call, click the **Video** button to make it a video call.

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Which Skype should I use?

- **Skype for Business** is for connecting with a co-worker or business associate.
- **Skype** is for connecting with your grandma, or chatting with friends while gaming.

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**Answer a video call**

When someone calls you, you’ll get an alert in the lower right of your desktop. Make sure you aren’t wearing pajamas and that you don’t have lettuce in your teeth!

- To answer, click their pic.
- To ignore, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**. To reject the call and other calls, until you change your status, click **Options**, and then **Set to Do not Disturb**.

**Start a video meeting**

You can start an ad-hoc video meeting any time. If people are available you can bring them into a meeting now instead of scheduling one for later.

1. In your Contacts list, select multiple contacts by holding the Ctrl key and clicking their pics.
2. Right-click one of the selected names, and click **Start a Video Call**. When you start a video call, you automatically use Skype for Business computer audio.

**Add video to an IM conversation**

1. In the conversation window, click the camera icon. It shows you preview.
2. Adjust your camera (or yourself), and click **Start My Video**.
3. To stop sharing your video, click **Stop My Video** again.

**TIP** Click **End Video** to stop sharing your video with others AND to end their video feeds to you.

**Manage meeting participants**

Meeting getting unruly? If you’re the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.
2. Click the **Participant Actions** button.
3. Click one or multiple buttons to apply these settings to all attendees.

**Need to invite more people?**

Click this: **Invite More People**