

A black and white photograph of an office environment. In the foreground, a man with glasses is smiling. In the background, two men and a woman are standing and talking near computer monitors. The office has large windows and modern furniture.

Skype Meeting Broadcast How-To Guide

Presenter Name

 Skype for Business

Skype Meeting Broadcast

EXPAND YOUR REACH TO A LARGER AUDIENCE

Can Support up to 10,000 Participants

Reach thousands for very large meetings. Up to 10,000 attendees can join a Skype Meeting Broadcast.

Audio, Video, & Content Sharing

Presenters can share audio, video, PowerPoint Presentations, and media.

Join from Any Device

You use the familiar meeting experience within Skype for Business to produce a professional, engaging event for their audience. And, attendees can join from anywhere on any device, and engage in the meeting.

Skype Meeting Broadcast Scheduling & Management Portal

Use the Skype Meeting Broadcast portal to quickly view, schedule, and modify meetings.

Skype Meeting Broadcast Roles

Organizer: Creates the meeting request and invites attendees. Reviews meeting reports.

Producer: Manages the meeting sources, records the event, and posts the recording to Office 365 Video.

Event Team Member: Participates in the meeting as a speaker or presenter.

Attendee: Watches the event online. Can pause, stop, and rewind.



Reach beyond organization to anyone in the Skype network

Connected meeting experience within



Agenda

- 
- ➔ Enable Tenant for Skype Meeting Broadcast
 - ➔ Configure Skype Meeting Broadcast
 - ➔ Access Skype Meeting Broadcast Portal
 - ➔ Create and Manage a Skype Meeting Broadcast
 - ➔ Join a Skype Meeting Broadcast

Enable Tenant for Skype Meeting Broadcast

Enable Tenant for Skype Meeting Broadcast by Connecting to O365 with PowerShell

1. Download and install required software to connect to Skype for Business Online via PowerShell
2. Launch PowerShell and authenticate to Office 365 tenant
3. Establish a session with Office 365
4. Import the session into PowerShell
5. Issue cmdlets to enable tenant for Skype Meeting Broadcast
6. Configure Skype Meeting Broadcast Settings for the tenant

Download Required Software

Download Required Software to Connect with Skype for Business Online via PowerShell

- Ensure that your computer meets the required prerequisites.
[https://technet.microsoft.com/en-us/library/dn362839\(v=ocs.15\).aspx](https://technet.microsoft.com/en-us/library/dn362839(v=ocs.15).aspx)
- Download Skype for Business Online Connector Module
<http://www.microsoft.com/en-us/download/details.aspx?id=39366>
- This installation includes the following in addition to the Lync Online Connector modules:
 - Identity Service Client Runtime Library (IDCRL)
 - .NET Framework 4.5
 - Microsoft Visual C++ 2012 Redistributable (x64) package (version 11.0.50727). .NET Framework 4.5

Skype for Business Online, Windows PowerShell Module

Select Language:

English



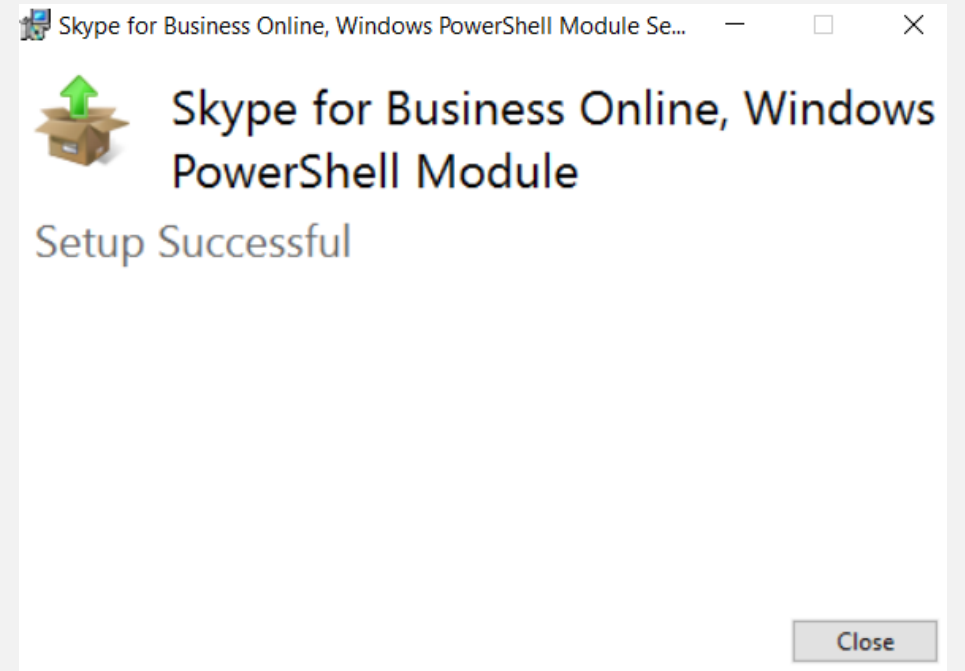
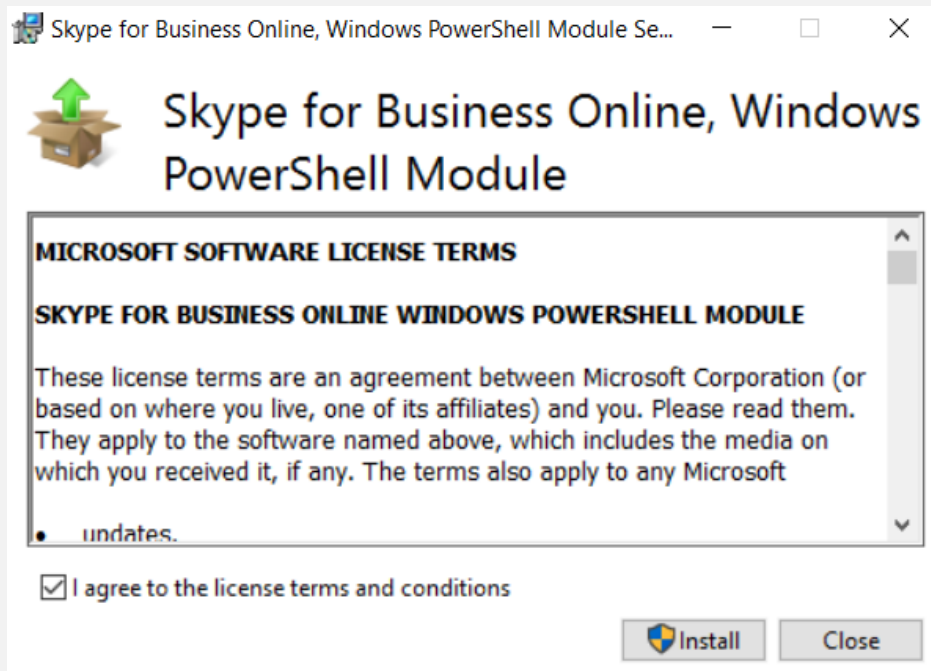
Download

Module that allows use of Windows PowerShell to manage Skype for Business Online deployments

Begin Installation

Install Skype for Business Online Windows PowerShell Module

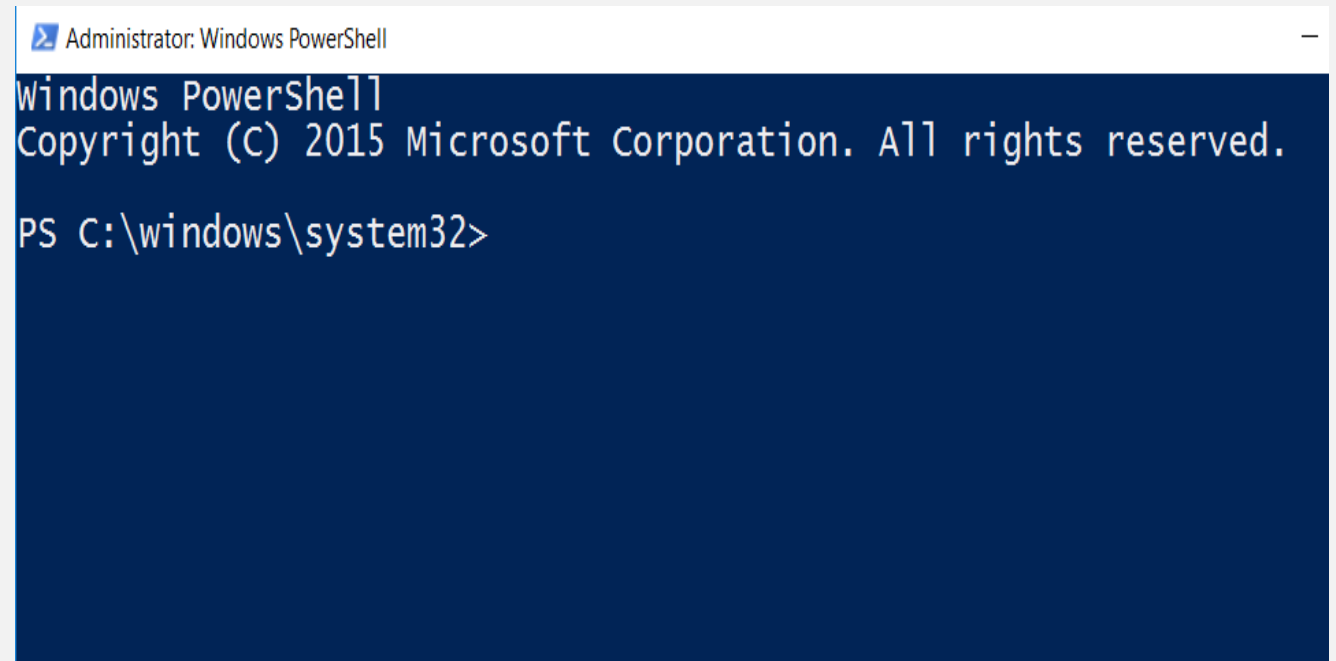
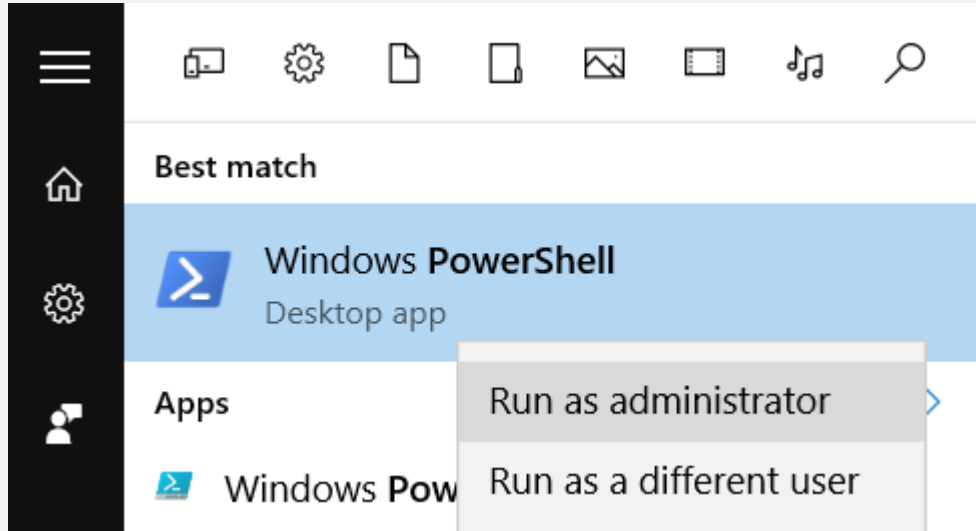
- Launch the installation executable named **SkypeOnlinePowerShell.exe**
- Accept the terms of the license agreement and click **Install**.
- Click **Yes** on the User Account Control window if prompted.
- Once installation has completed, click **Close**.



Connect to Skype for Business Online via PowerShell

Launch PowerShell

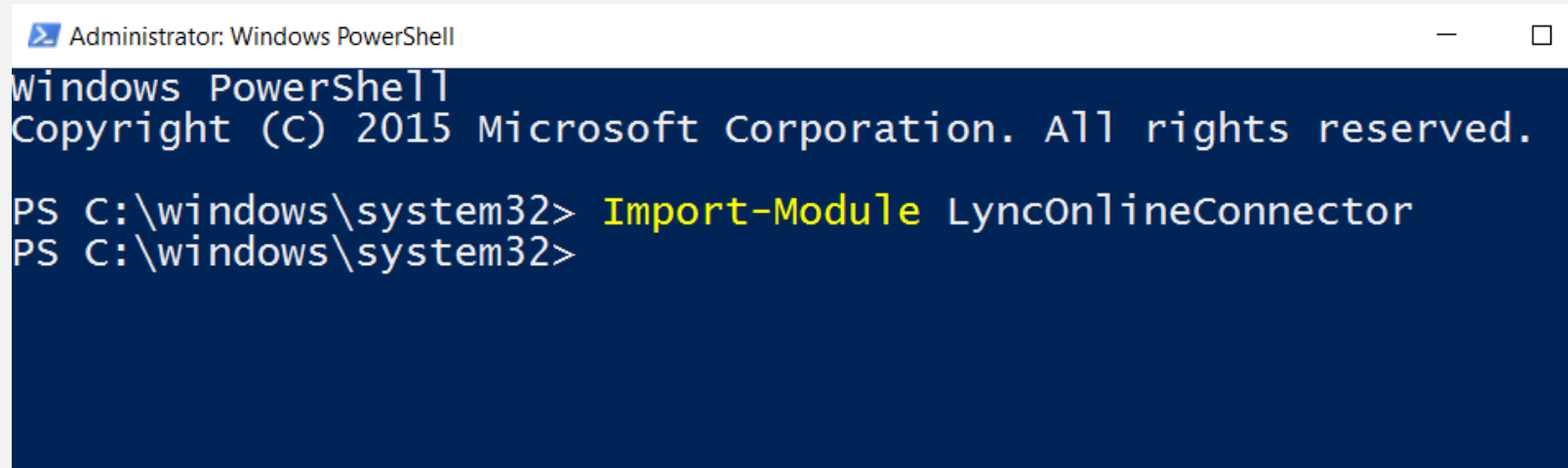
- From the Start button, type **PowerShell**. From the search results, right click the PowerShell application.
- Select **Run as Administrator** to launch.
- Select **Yes** on the User Account Control window if prompted. The PowerShell window will appear.



Connect to Skype for Business Online via PowerShell

Import the Skype for Business Online Modules

- From the PowerShell console, type the following command then press **Enter**:
Import-Module LyncOnlineConnector

A screenshot of a Windows PowerShell console window. The title bar reads "Administrator: Windows PowerShell". The console text shows the Windows PowerShell copyright notice for 2015 Microsoft Corporation. The prompt "PS C:\windows\system32>" is followed by the command "Import-Module LyncOnlineConnector" where "Import-Module" is highlighted in yellow. A second prompt "PS C:\windows\system32>" is visible on the next line.

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2015 Microsoft Corporation. All rights reserved.

PS C:\windows\system32> Import-Module LyncOnlineConnector
PS C:\windows\system32>
```


Connect to Skype for Business Online via PowerShell

Create a Credential Object

- From the PowerShell console, issue the following commands to connect to your tenant.
- Type the following command then press enter:

\$credential = Get-Credential

- Enter your Office 365 administrator credentials then click **OK**.

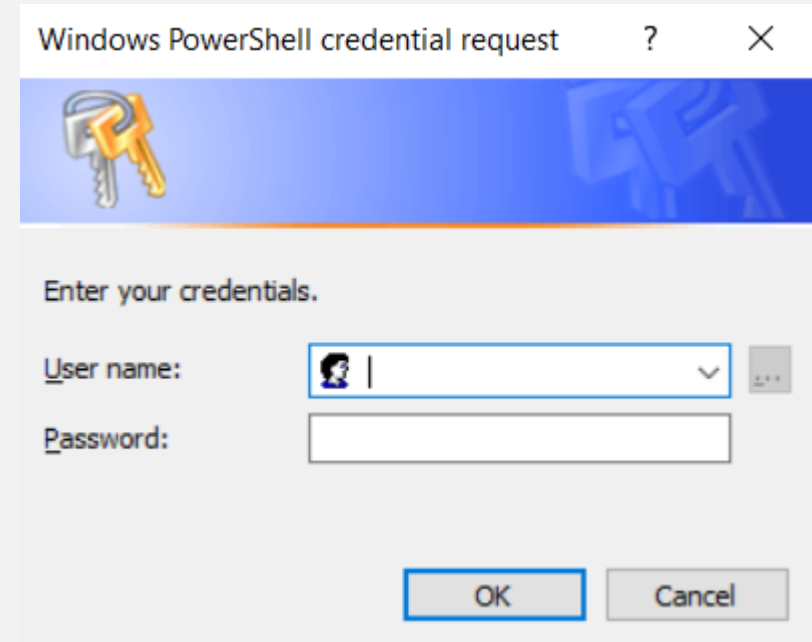
Example: [user.name@domain.onmicrosoft.com](#)

- To verify the creation of the credential object, simply type the variable name and press Enter:

\$credential

- PowerShell will respond with something similar to this:

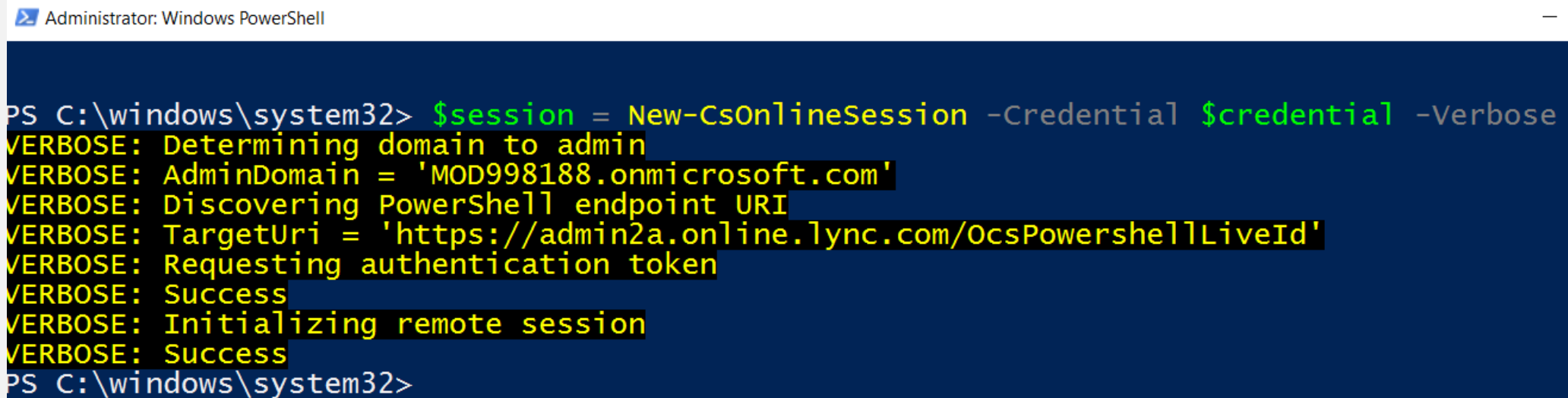
UserName	Password
-----	-----
kenmyer@litwareinc.com	System.Security.SecureString



Connect to Skype for Business Online via PowerShell

Create a New Session and Authenticate with Skype for Business Online

- To create a new session, type the following command then press **Enter**:
\$session = New-CsOnlineSession -Credential \$credential -Verbose
- The output will look similar to the image below and will specify a successful connection.



```
Administrator: Windows PowerShell

PS C:\windows\system32> $session = New-CsOnlineSession -Credential $credential -Verbose
VERBOSE: Determining domain to admin
VERBOSE: AdminDomain = 'MOD998188.onmicrosoft.com'
VERBOSE: Discovering PowerShell endpoint URI
VERBOSE: TargetUri = 'https://admin2a.online.lync.com/OcsPowerShellLiveId'
VERBOSE: Requesting authentication token
VERBOSE: Success
VERBOSE: Initializing remote session
VERBOSE: Success
PS C:\windows\system32>
```

Connect to Skype for Business Online via PowerShell

Import the Session

- Once the session has been created and authenticated, you need to import the session to begin managing Skype for Business Online.
- Type the following command and press **Enter** to import the session that was just defined:
Import-PsSession \$session
- What's happening at this point is that Windows PowerShell is downloading cmdlets and other items needed to manage Skype for Business Online. When the download is complete, you'll see information similar to this in the Windows PowerShell console:

```
VERBOSE: Success
PS C:\windows\system32> Import-PsSession $session
WARNING: Proxy creation has been skipped for the following command: 'Out-String', because it
would shadow an existing local command. Use the AllowClobber parameter if you want to shadow
existing local commands.

ModuleType Version      Name                               ExportedCommands
-----
Script      1.0             tmp_upyzth0c.3vm                  {Clear-CsOnlineTelephoneNumberReserva

PS C:\windows\system32>
```

Enable Tenant for Skype Meeting Broadcast

Enable tenant for Skype Meeting Broadcast

- Now you are connected to Skype for Business Online and can issue PowerShell cmdlets to perform a variety of management tasks. We are now going to enable the tenant to use Skype Meeting Broadcast.
- To see the current Skype Meeting Broadcast configuration, type the following command then press **Enter**:
Get-CsBroadcastMeetingConfiguration
- If the **EnableBroadcastMeeting** parameter is set to false, you will need to perform the following to enable Skype Meeting Broadcast for your tenant. Skype Meeting Broadcast is disabled by default.
- To enable Skype Meeting Broadcast, type the following command and press **Enter**:
Set-CsBroadcastMeetingConfiguration -EnableBroadcastMeeting \$true

```
PS C:\windows\system32> Set-CsBroadcastMeetingConfiguration -EnableBroadcastMeeting $true
PS C:\windows\system32>
```

*** It may take up to an hour for the change to take effect in Skype Meeting Broadcast Portal.

Configure Skype Meeting Broadcast

Configure Features for Skype Meeting Broadcast

- Skype Meeting Broadcast has a list of features that can be allowed or disallowed. Please see the following list of configurable features:

```
PS C:\windows\system32> Get-CsBroadcastMeetingConfiguration

Identity                : Global
EnableBroadcastMeeting  : True
EnableOpenBroadcastMeeting : True
EnableSocialStreamIntegration : True
EnableBroadcastMeetingRecording : True
EnableAnonymousBroadcastMeeting : True
EnforceBroadcastMeetingRecording : False
BroadcastMeetingSupportUrl : 
EnableSdnProviderForBroadcastMeeting : False
SdnFallbackAttendeeThresholdCountForBroadcastMeeting : 0
EnableTechPreviewFeatures : False
```

- You can enable or disable any of these options by typing the following command and replacing <Parameter> with any of the above listed parameters and specifying "true" or "false" in the appropriate position.

Set-CsBroadcastMeeting -<Parameter> \$true or \$false

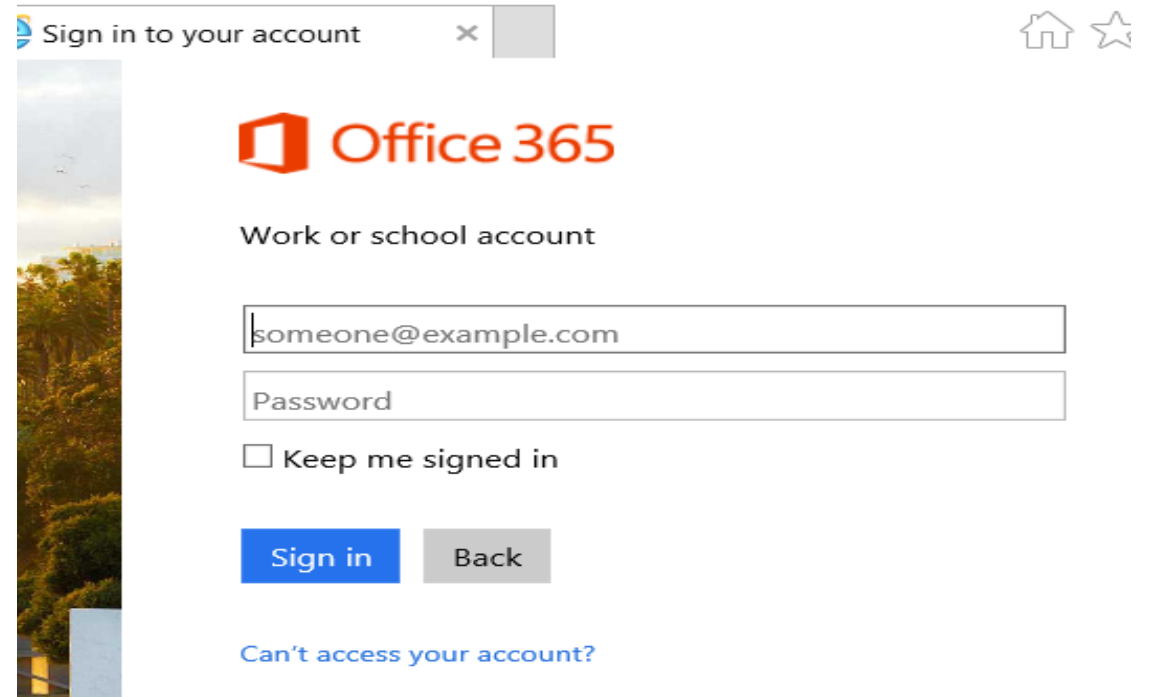
Example: **Set-CsBroadcastMeeting -EnableAnonymousBroadcastMeeting \$true**

***** It may take up to an hour for changes to take effect in Skype Meeting Broadcast Portal.**

Access the Skype Meeting Broadcast Portal

Sign in to Office 365 to access the Skype Meeting Broadcast Portal

- Sign in to your organizations tenant in Office 365
<https://portal.office.com>
- Enter your username and password then click **Sign in**.

A screenshot of the Office 365 sign-in page. At the top, there is a browser tab labeled "Sign in to your account" with a close button (X) and a small grey square icon. To the right of the tab are icons for a home page and a star. The main content area features the Office 365 logo (a red square icon followed by the text "Office 365") and the text "Work or school account". Below this are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Under the password field is a checkbox labeled "Keep me signed in". At the bottom of the form are two buttons: a blue "Sign in" button and a grey "Back" button. Below the buttons is a link that says "Can't access your account?". On the left side of the sign-in area, there is a vertical image strip showing a landscape with trees and a building.

Access the Skype Meeting Broadcast Portal

Launch the Skype Meeting Broadcast Portal

- Once successfully signed in to Office 365, navigate to the following URL:
<https://portal.broadcast.skype.com>

The screenshot shows the Skype Meeting Broadcast portal. At the top, there's a dark header with "Skype Meeting Broadcast" on the left and "Amanda Martin" with a dropdown arrow on the right. Below the header is a light blue navigation bar with two links: "All meetings" (with a house icon) and "New meeting" (with a plus icon). The main content area is divided into three sections. On the left is a calendar for June 2016, with the 17th highlighted in blue. The middle section has the heading "June 2016" and the text "You don't have any meetings this month." The right section has the heading "Skype Meeting Broadcast" followed by the text "Select any live or upcoming meeting to view its dashboard and information." Below this is a "Troubleshooting" section with text about hosting issues and a link to "Skype Meeting Broadcast Support". At the bottom right is a "Tell us how we're doing!" section with text about providing feedback and a link to "Take the survey".

Skype Meeting Broadcast

Amanda Martin ▾

[All meetings](#) [+ New meeting](#)

June 2016 < >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 2016

You don't have any meetings this month.

Skype Meeting Broadcast

Select any live or upcoming meeting to view its dashboard and information.

Troubleshooting

If you run into any issues with hosting or producing your Skype Meeting Broadcast, please go to [Skype Meeting Broadcast Support](#). This support is for your Event Team and can't be used by broadcast attendees.

Tell us how we're doing!

Please click the link below to tell us about your experience using Skype Meeting Broadcast.

[Take the survey](#)

Types of Skype Meeting Broadcasts

Different Types of Skype Meeting Broadcasts

- There are three different types of Skype Meeting Broadcasts to facilitate different types of meetings.

Anonymous: Anyone with the meeting link can join the meeting (both internal and external users)

Secure: Only specifically listed attendees can join the meeting (internal users only)

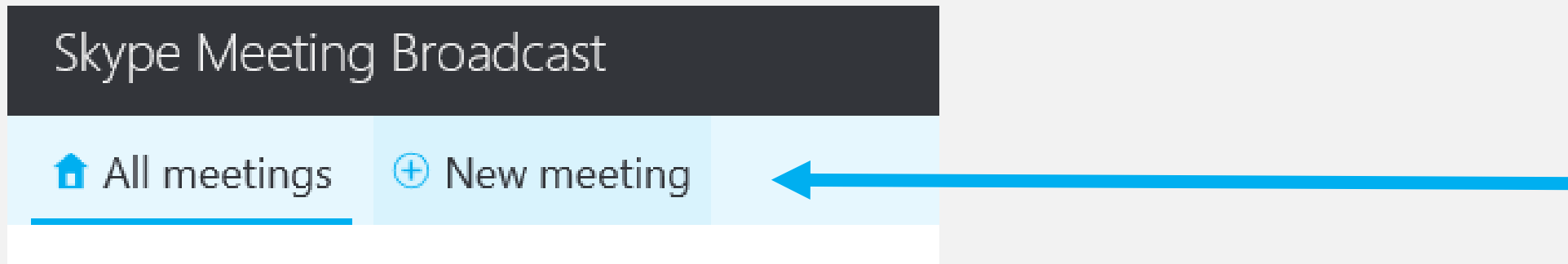
All Company: Anyone from the company can join the meeting (internal users only)

- An anonymous meeting can be joined by anyone who has the meeting link. This means that the link can be shared by attendees to anyone.
- A secure meeting can only be accessed by attendees who have been individually added to the meeting by the organizer. If the link is shared to someone who is not invited, the recipient will not be able to access the meeting and will receive a "You do not have permission" error if attempting to access.

Create a Skype Meeting Broadcast

Create a Skype Meeting Broadcast

- To create a Skype Meeting Broadcast click **New meeting** from the navigation bar at the top left of the Skype Meeting Broadcast portal.





Create a Skype Meeting Broadcast


Create a Skype Meeting Broadcast Continued


- Here, you can set the meeting title, set the date, time, duration, delegate event team members, choose the meeting access type (Anonymous, Secure, All Company), and add or remove attendees.

Skype Meeting Broadcast

 All meetings

 Meeting settings

 Create

 Cancel

Meeting details

Meeting title

Live broadcast meeting

Meeting time

Start Date

June

▼

17

▼

2016

▼

Start time

16

▼

00

▼

Duration:

2 hours

▼

- You may also configure video recording options if they are allowed by the Skype Meeting Broadcast tenant configuration. Please reference the previous tenant configuration slides.

Create a Skype Meeting Broadcast

Anonymous, Secure, and All Company Meetings

- You can choose whether you want your meeting to be open to anyone, secured to specific users within your organization (they must be part of your Office 365 tenant), or invite your entire company.
- Anonymous meetings must be set to true (allowed) in the tenant's Skype Meeting Broadcast settings before it can be selected on the Meeting settings page. This can be modified using PowerShell.
- If adding participants to a Secure meeting, you must click **Check names** and resolve the name before they will be added to the list of attendees.
- Invitations will be delivered to attendees listed in the Attendee field when the event is created.

Attendees

Select who can watch the meeting broadcast.

Access

- ☐ Anonymous
anyone with the meeting link can join the meeting
- ☒ Secure
only attendees listed below can join the meeting
- ☐ All Company
anyone from my company can join the meeting

Attendees

email or alias of an individual or a distribution list

 Check names

View Scheduled Meetings

View Scheduled Meetings

- Click the **All meetings** tab to view all scheduled Skype Meeting Broadcasts.
- From this page, you can schedule, view, modify, or delete meeting broadcasts.

Skype Meeting Broadcast

[🏠 All meetings](#) [⊕ New meeting](#)

June 2016 < >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 2016

Not started

FRI
17

Live broadcast meeting
2:00pm - All Company meeting
Amanda Martin

FRI
17

Productivity Meeting
4:00pm - Secure meeting
Amanda Martin

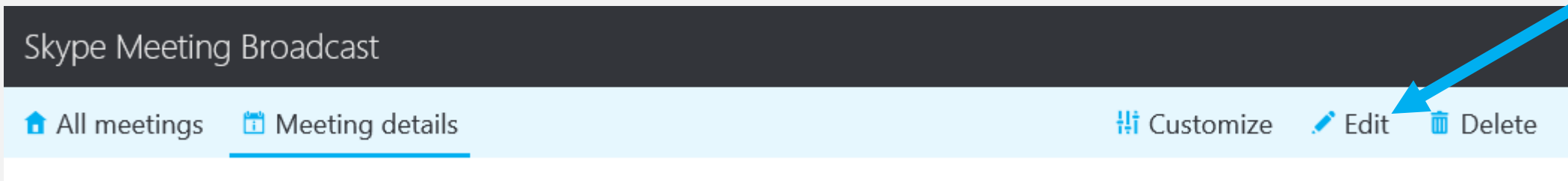
FRI
17

Business Updates Meeting
4:00pm - Anonymous meeting
Amanda Martin

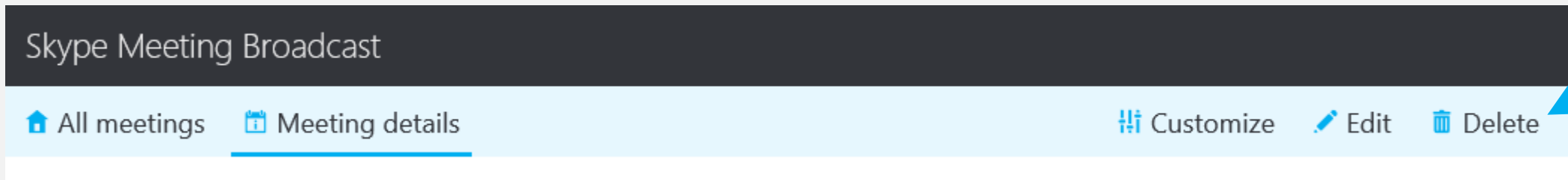
Modify or Delete a Skype Meeting Broadcast

Modify or Delete a Skype Meeting Broadcast

- You can quickly modify an already scheduled Skype Meeting Broadcast from the portal by selecting the meeting to open its settings.
- To modify a meeting, from the top right of the navigation bar, select **Edit**.



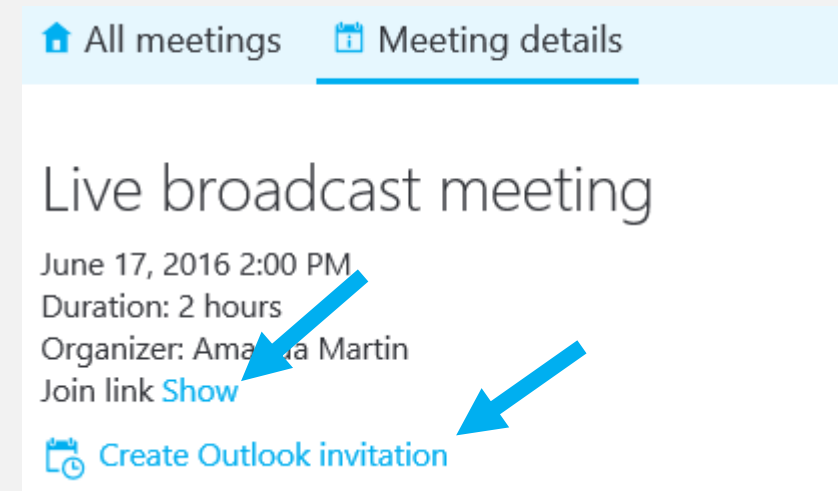
- To delete a meeting, select the meeting to open the meeting details, then select Delete from the top right navigation pane.



Share Meeting Invitation

Share Meeting Invitation to Attendees

- If you would like to share the meeting invitation to attendees, you have 2 ways of doing so.
 1. Email the meeting link to participants
 - Select the meeting tile from the portal home page to open the meeting details.
 - Next to **Join link**, click "**Show**"
 - Copy the URL and send to participants.
 2. Create an Outlook invitation and email to participants
 - Select the meeting tile from the portal home page to open the meeting details.
 - Click **Create Outlook invitation**
 - A yellow bar will appear on the bottom of the browser to confirm the download. Click "**Save**" to download the invite.
 - Click **Open** to view the invite
 - The invitation will open as an email in Outlook and can be forwarded to participants. Ideal for inviting external (anonymous) participants.



Join a Skype Meeting Broadcast

How to Join a Skype Meeting Broadcast

- Joining a Skype Meeting Broadcast is easy. Simply click the URL in your invitation to join the meeting from any browser.
- If you are signed in to the Skype for Business desktop client, the meeting will launch in the Skype for Business client. If you are an anonymous user with no Skype for Business client, you will be prompted to install a plug-in and the meeting will launch in your web browser.

You are invited to join: **Live broadcast meeting**

[Join the meeting](#)

You can join from any PC or mobile device browser.

Note: This is a private meeting, please do not forward this invitation. This link should not be shared with others.

For help joining this meeting, [click here](#)

To learn more about Skype Meeting Broadcast for your next event, [click here](#)

References

Helpful Skype Meeting Broadcast References

- [What is Skype Meeting Broadcast?](#)
- [Enable your Organization for Skype Meeting Broadcast](#)
- [Schedule a Skype Meeting Broadcast](#)
- [Join a Skype Meeting Broadcast](#)
- [Record and Post Your Skype Meeting Broadcast](#)
- [Add a Yammer Feed to a Skype Meeting Broadcast](#)
- [User Microsoft Pulse in your Skype Meeting Broadcast](#)