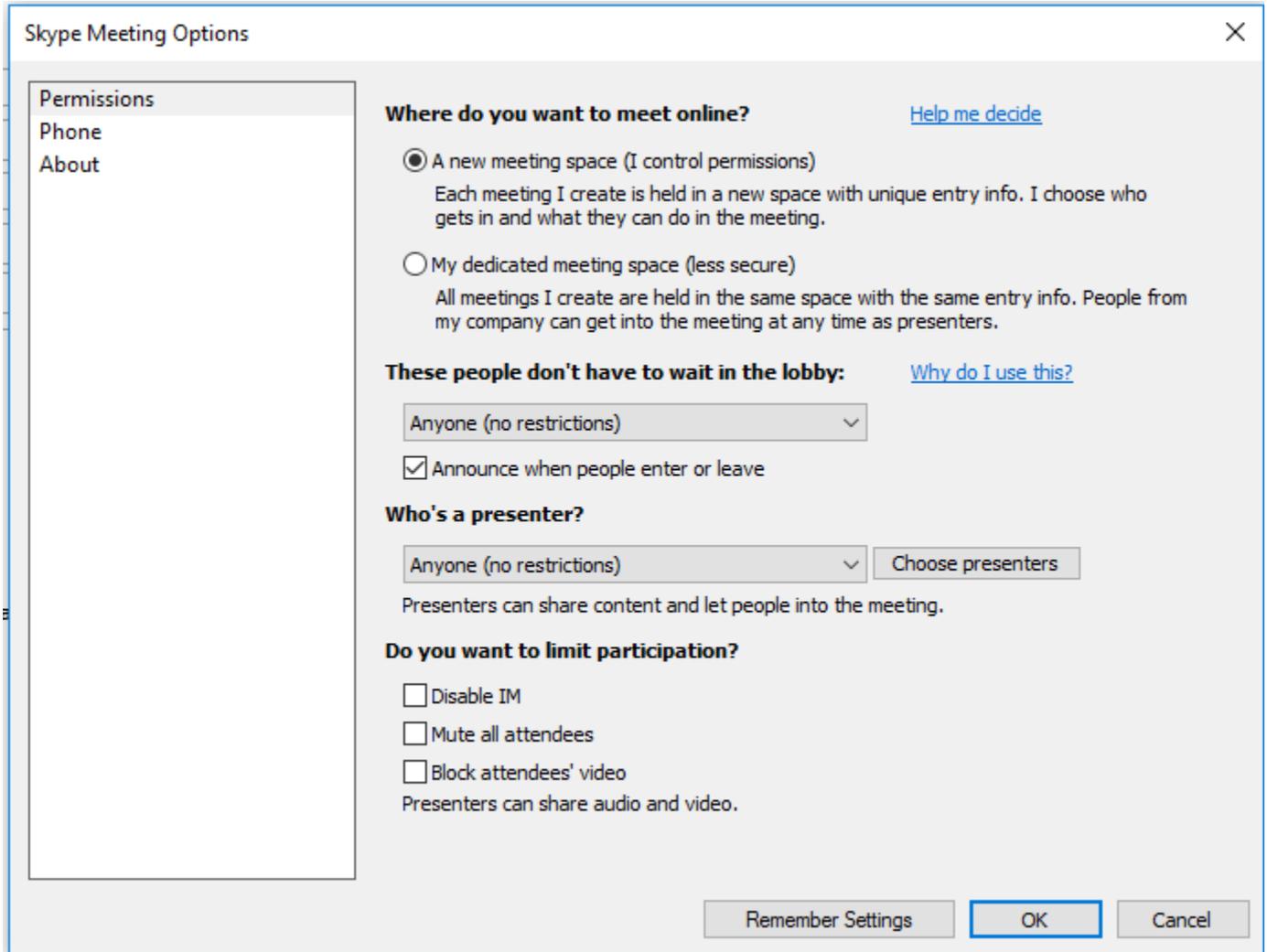


Skype for Business Meeting Options

Once you set up a Skype Meeting, you can go in to the “Meeting Options” button and set it so anyone can join with no restrictions and will not have to wait in the Lobby. It is important to understand that if you are scheduling a meeting in a room with a Polycom Skype for Business integrated video conferencing system that you set the Meeting Options as per the below guidance so you do not have attendees unable to join the meeting because they are stuck in the virtual Lobby awaiting admittance. Once you set this, if you desire you can hit the “Remember Settings” button at the bottom and it will stay this way by default for your meetings. Here is what the screen should look like:



The screenshot shows the "Skype Meeting Options" dialog box. On the left is a sidebar with "Permissions", "Phone", and "About". The main area is titled "Where do you want to meet online?" with a "Help me decide" link. It features two radio button options: "A new meeting space (I control permissions)" (selected) and "My dedicated meeting space (less secure)". Below this is a section "These people don't have to wait in the lobby:" with a dropdown menu set to "Anyone (no restrictions)" and a checked checkbox for "Announce when people enter or leave". The "Who's a presenter?" section has a dropdown menu set to "Anyone (no restrictions)" and a "Choose presenters" button. The "Do you want to limit participation?" section has three unchecked checkboxes: "Disable IM", "Mute all attendees", and "Block attendees' video". At the bottom are "Remember Settings", "OK", and "Cancel" buttons.

Skype Meeting Options

Permissions
Phone
About

Where do you want to meet online? [Help me decide](#)

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: [Why do I use this?](#)

Anyone (no restrictions) ▾

Announce when people enter or leave

Who's a presenter?

Anyone (no restrictions) ▾

Presenters can share content and let people into the meeting.

Do you want to limit participation?

Disable IM

Mute all attendees

Block attendees' video

Presenters can share audio and video.