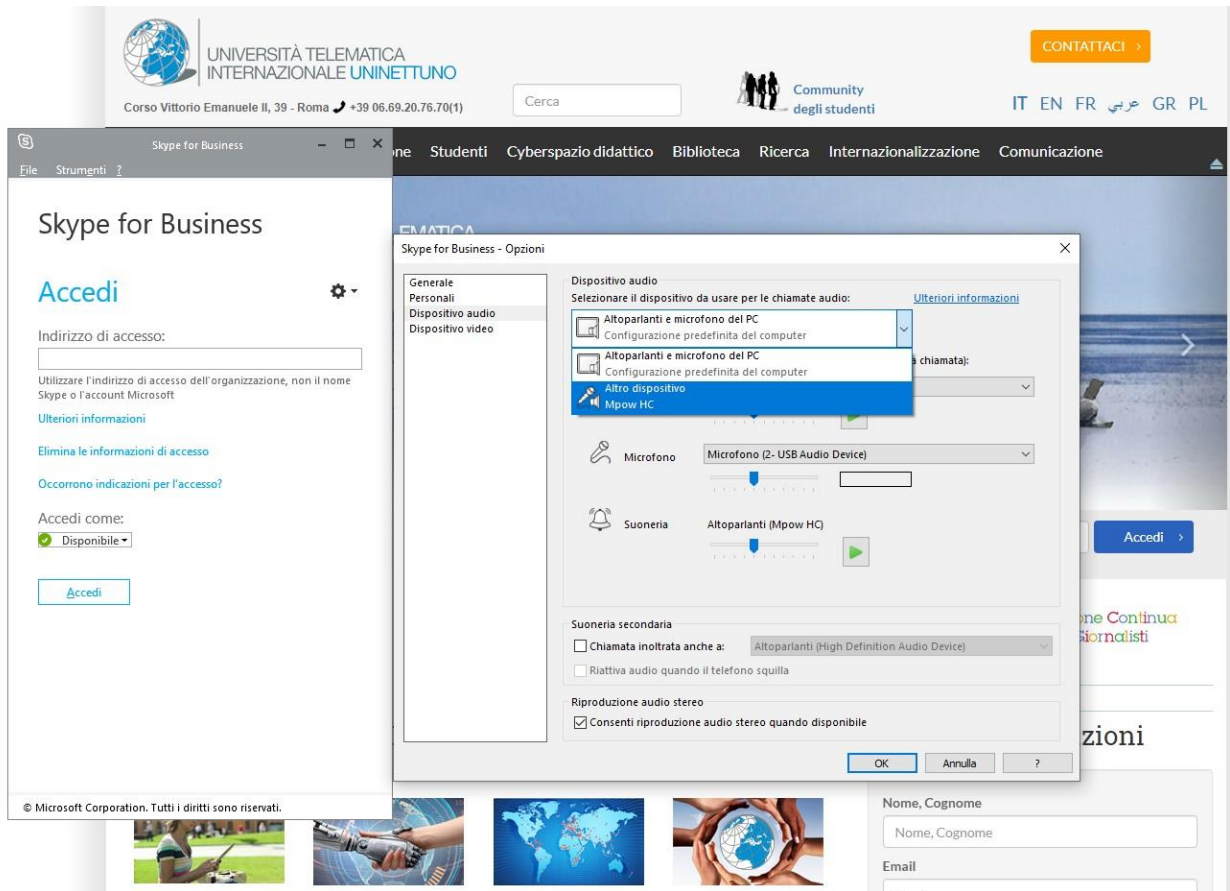


## FIRST ACCES TO SKYPE FOR BUSINESS

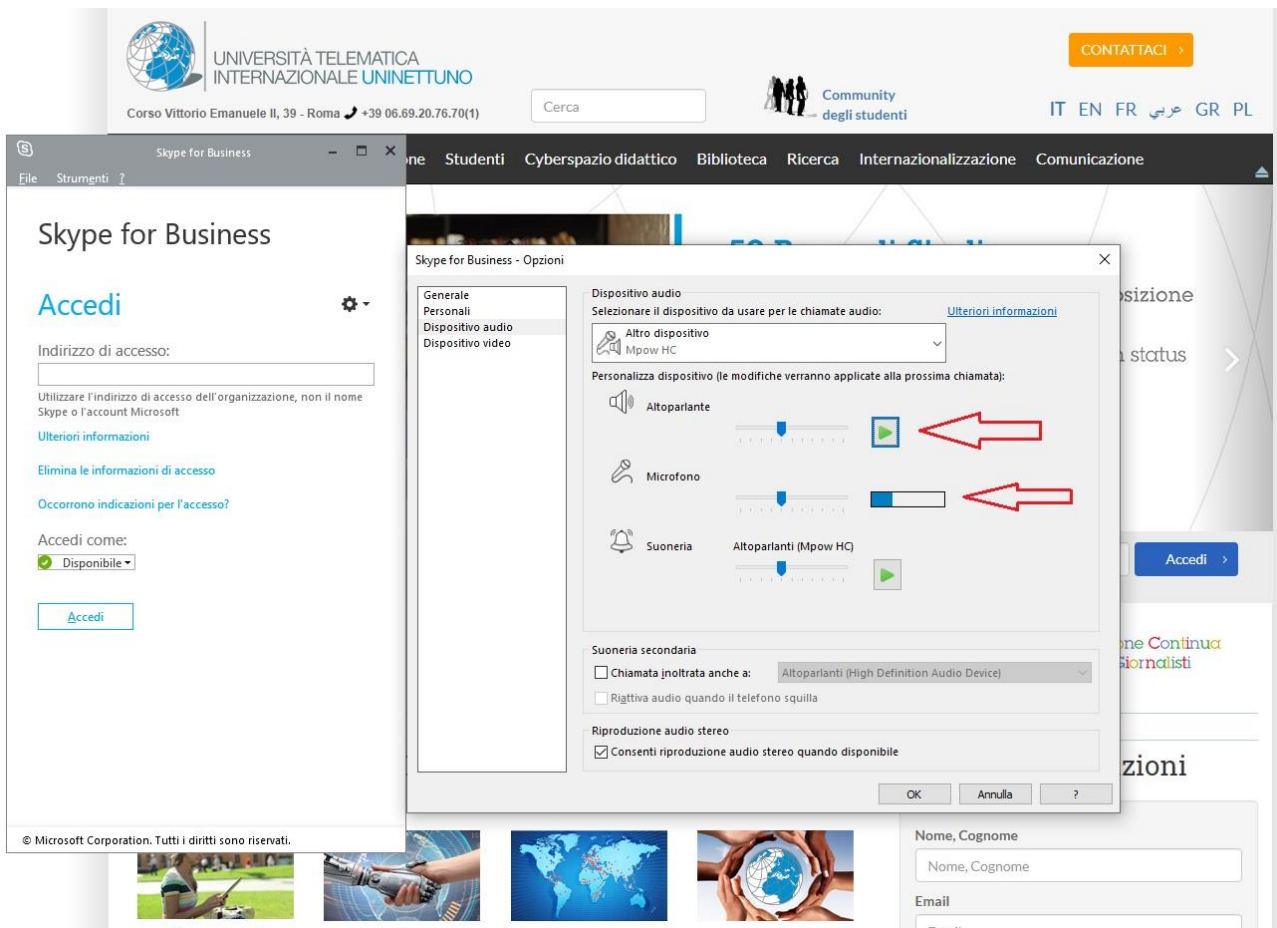
1. On your PC just launch the Skype for business application (in a Windows environment, from the start or find menu, writing "Skype for business"; in a Mac environment, access Finder, select the "Applications" item and make double click on "Skype for business")
2. Make sure that your audio and video devices are connected to the PC you are using.
3. From the interface of the Skype for Business application, select the small arrow that you find beside the gear-looking form that you find on the top-right side



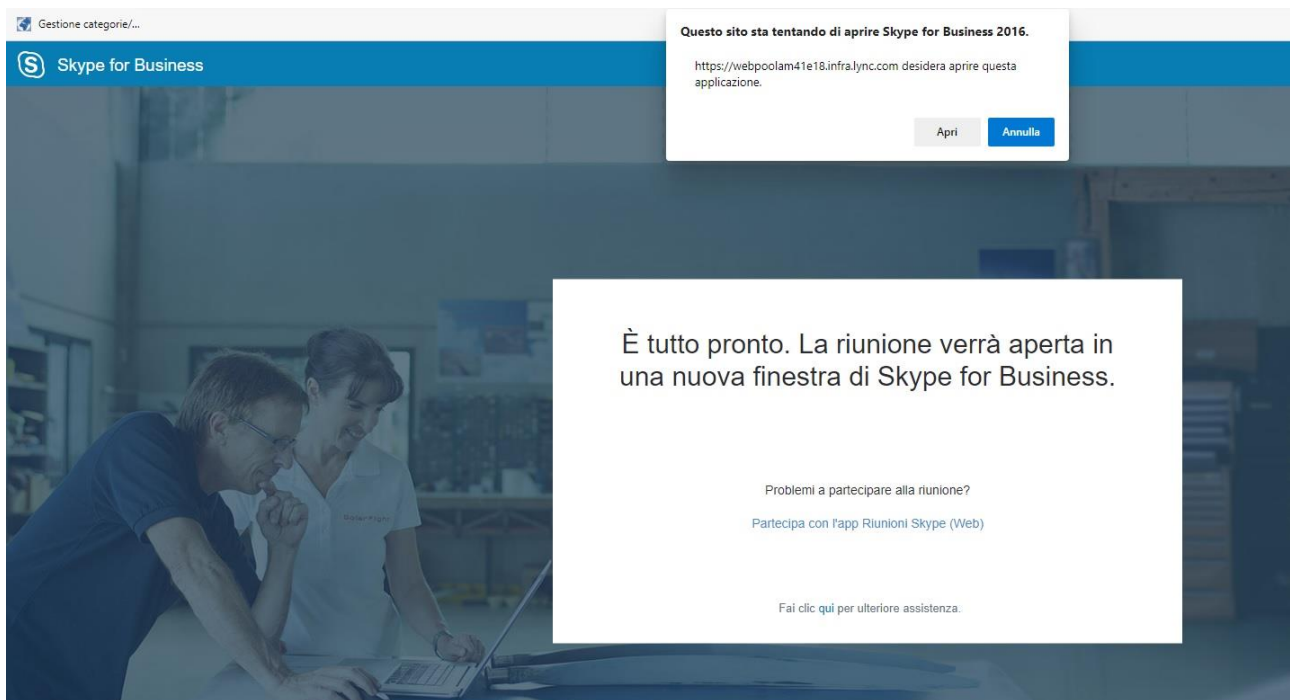
4. Select the “tools” item and then the “Manage audio devices” item; from the interface that will be displayed, in the “Select the device to be used for the audio call” item, select the relative device from the drop-down menu.



5. After having selected the device, carry on an audio test for the loudspeaker, by selecting the PLAY button and checking whether the sound comes out the audio peripheral being selected, as well as for the microphone, by speaking and checking whether the microphone bar gets colored when you speak.



6. If the audio setting-up was successful, select the “Ok” button.
7. Select again the arrow beside the gear, the “tools” item and then, the “Managing video devices” item; in this case, from the drop-down menu select the relative device and then the “Ok” button.
8. In the interface of the “Skype for Business” application, please enter the access address and the password, and then select the “Access” item.  
N.B.: if you do not remember your username and password, access your student’s page, select the “Options” item from the menu on the top and consult the section devoted to Skype for Business.
9. From the homepage of the University’s website, select the “Students” item on the menu on the top.
10. From the menu on the left, select the “Graduation Thesis”, “Online Graduation Thesis” item and select the link corresponding to your Faculty.
11. Select the link, the browser will display a page with a pop-up window that notify you that “this website is trying to open Skype for Business 2016”; select the “Open” button.



12. A pop-up window will ask you “Participate in the Audio Meeting” and, by default, you will find already selected the “Use Skype for business (full audio and video experience)” item, select the “Ok” button.
13. You will get into the waiting room devoted to the Graduation Theses; you will have to wait until the staff in charge admits you, when it is your turn.
14. Upon admission, you will access having your video and microphone off. To turn them on, you will have to use the icons on the bottom, inside the room; for the video you have to select the camera-looking picture: the first click will start the preview, but, only selecting a second time the “Start personal video” button the video will be turned on.

For the microphone you have to select the second button, the barred microphone-looking one; this time, selecting only once this icon, the microphone will be turned on.

