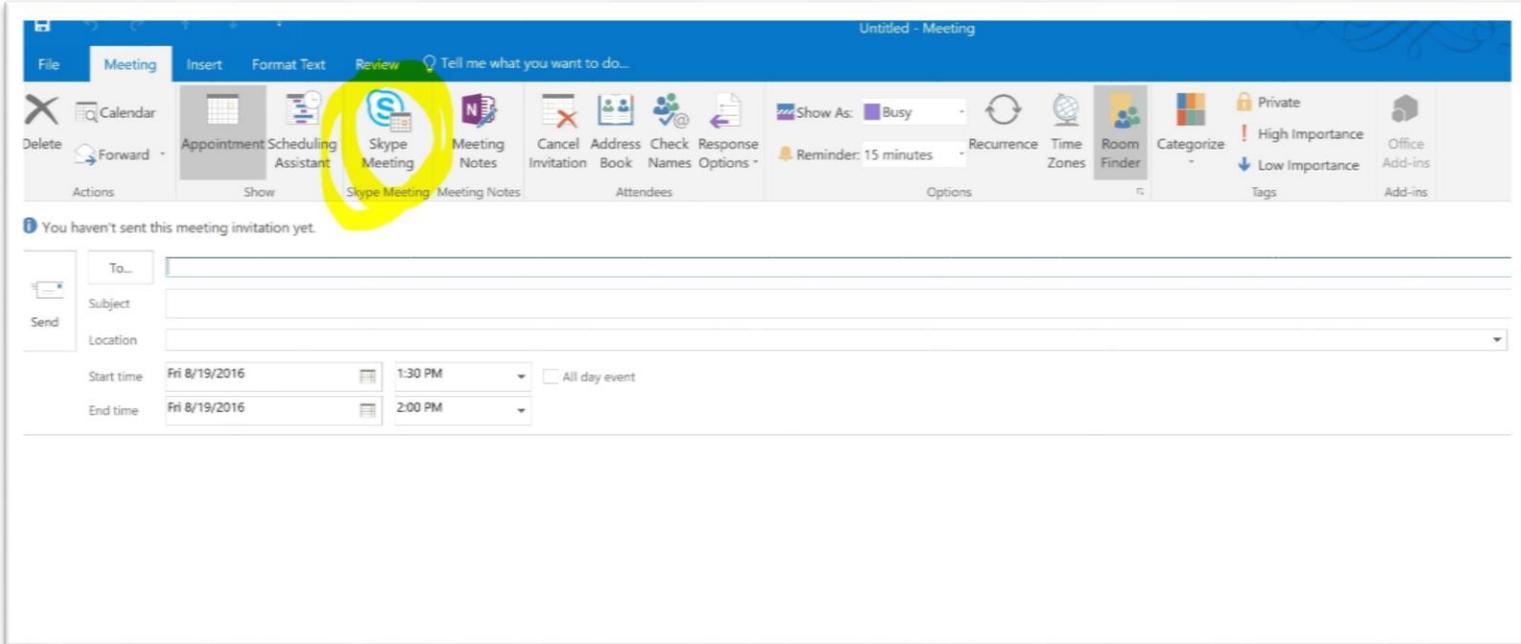


Telephone-Only Meetings and use of a Skype for Business PIN

For security and confidentiality reasons, Skype for Business requires that a Meeting Leader / Host / Organizer start most meetings. We expect the majority of meetings to be managed and controlled via a Skype for Business software application, but some meetings are telephone-only. Please be aware of some differences for telephone-only conferences:

1. You will still schedule Skype for Business meetings from Microsoft Outlook Calendar (or other Calendar systems that are Skype-for-Business-Aware). The scheduling can be done by a third-party, not necessarily someone who will be attending the meeting. The meeting invitation that is generated, when done via Outlook, will include the Conference ID and phone number required for the leader and participants to join the meeting by phone.



→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

[509-335-2277](#) (Pullman, WA)

English (United States)

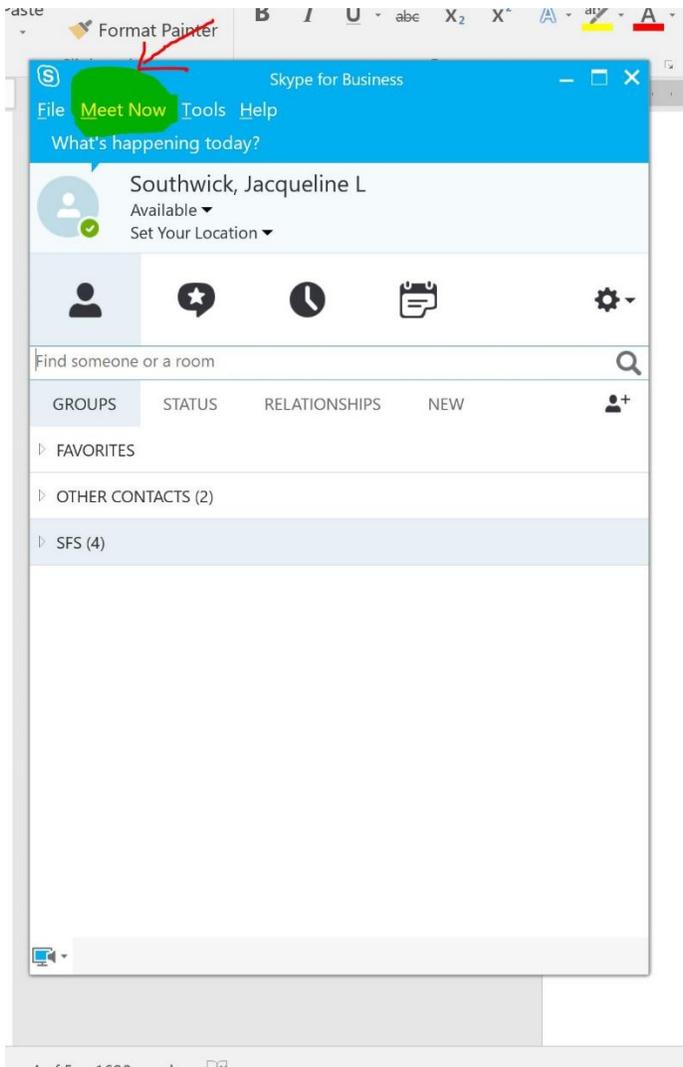
[Find a local number](#)

Conference ID: 748683

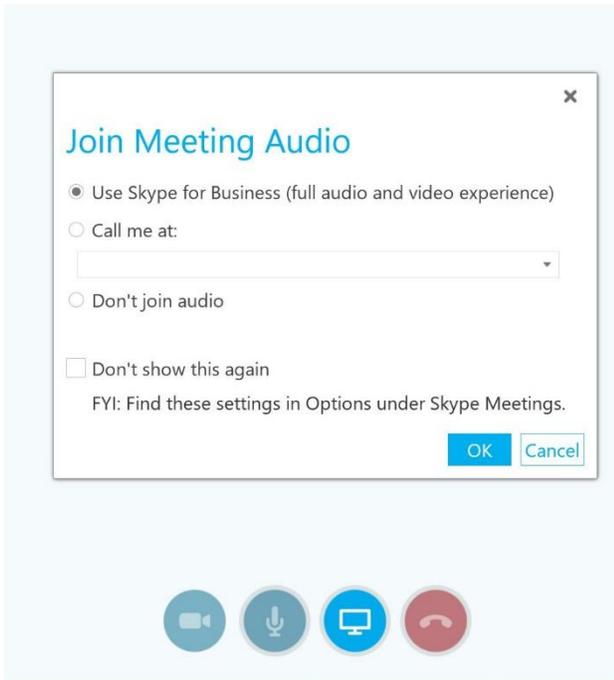
[Forgot your dial-in PIN?](#) | [Help](#)

- As shown below, another option is to use the Skype for Business application on your computer that supports the Meet Now feature. This will allow you to create an instant Meeting. Hosts will enter the meeting, then obtain the Meeting Entry Info (under the More Options button) to provide to attendees:

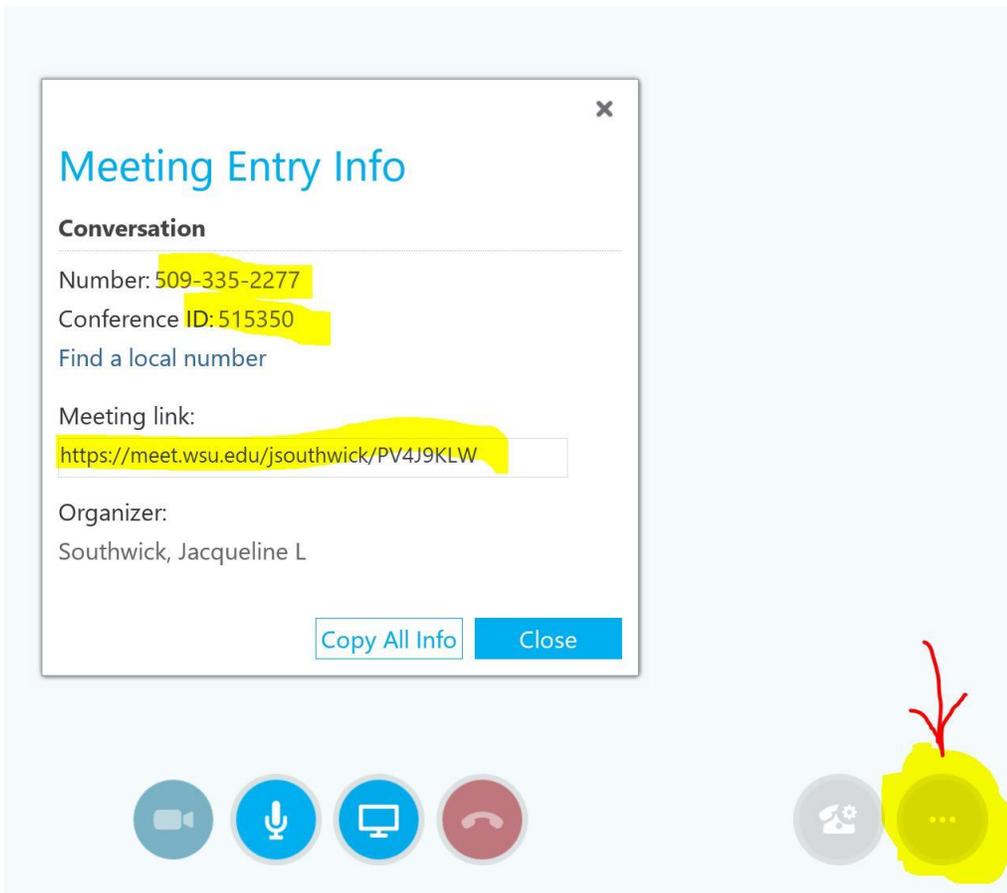
Click on Meet Now (highlighted):



Next screen, click on OK:



Click on highlighted area in corner of screen to locate info to share with phone attendees:



3. 'Meeting Leaders' are any Skype for Business user who will open a meeting and allow participants to join. In a telephone-only meeting, leaders will need to have a WSU Skype for Business PIN to begin a meeting. To obtain a WSU Skype for Business PIN, send an E-Mail Request to Cougtech@wsu.edu, containing you Network ID and your individual office phone number (cannot reuse a number for multiple people). You will receive an E-mail with a one-time link to see your PIN. If you forget your assigned PIN or wish to change it, go to the <https://dialin.wsu.edu/> page, click on the Sign-In link as shown above, then click on the Reset your PIN link to enter and confirm your new PIN.
4. Attendees who dial-in before a Meeting has been opened by a Leader will hear 'The leader has not yet joined the meeting; please wait for the leader to admit you to the meeting. Thank you for your patience,' then they will hear music until the meeting is opened.
5. When a leader dials into the Skype for Business System by phone, they will first enter the Conference ID followed by #, then when asked if they are a Leader, they press *, then enter their PIN when prompted. This will admit them to the meeting as a leader, and normally will admit all waiting attendees.
6. Once in the conference, Leaders may need to do a *8 on their phone to admit all attendees in the Meeting Lobby depending upon how the meeting was configured.
7. Other useful Telephone Controls for Leaders:

*4	Toggle Audience Mute On/Off (by Presenters)
*7	Toggle Lock/Unlock Conference (lock disables more participants from joining)
*9	Toggle Enable/Disable announcements for participants entering/exiting conference
*3	Privately play the name of each participant in the conference (gives Roster)
*8	Admit all participants currently in the lobby to the conference (by Leaders)

8. WSU Skype for Business users can get an Assigned Conference ID which they can use to host dial-in conferences without scheduling it first. Users can go to <https://dialin.wsu.edu/> and click on the Sign In link under the Personal Identification Number (PIN) section, sign in with their WSU Network ID (generally preceded by domain such as ad\myid) and Password, and get to the Dial-in Conferencing Settings and PIN Management page. The second section deals with Assigned Conference Information, which will show their Assigned (Personal) Conference ID and Meeting URL Link that they can share with others. They can also Reset the Assigned Conference Information to generate a new Conference ID. These Assigned Conference IDs are active until the ID is changed by the user, so can be re-used. Two conferences cannot use the same Conference ID at the same time, and over time other people may learn the Conference ID that is re-used, so **this is not recommended for confidential meetings.**