

How to Manage Conference Calls with Skype

Managing Skype conference calls doesn't require any additional software. If you have Skype on your Windows PC or Mac, the conference calling capability is built in. The people you conference with don't have to use the same kind of computer platform as you do. They can use a wireless mobile Skype device, such as an iPhone or a Windows Mobile device, and because you can conference with anyone reachable using Skype's Call Phones option, participants can even take a conference call on their landlines and mobile phones.

Starting a conference call in Skype

Firstly download Skype, we recommend downloading, saving and installing Skype. To do this visit <https://www.skype.com/en/>

Then follow these steps for making an easy Skype conference call:

1. In your Skype client window, Ctrl+click the Skype contacts you want to include in your conference. As you select multiple contacts, the green handset button you use to start Skype calls changes appearance and now says Call Group.

2. Click the Call Group button, and Skype calls the selected contacts.

If you have added the Call Phones service to your Skype account, you can include contacts with land-line or cell phone numbers, as well as Skype-equipped contacts, in your conference calls. Before making the call, just add a contact and supply a regular phone number in the contact information. Once that contact is added, you can immediately include that contact in any conference call you initiate. Of course, if there is a charge for the Call Phones service (which depends on where you are calling), you will incur those regular charges.

Reconnecting a dropped caller when using Skype

During a conference call, connections may be dropped unexpectedly. You can re-establish the dropped connection without having to restart the conference call, as follows:


1. The person who was dropped will see the wording on the green call button change to Join Group, they can just click that to re-join the call.

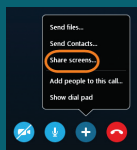
2. If that doesn't work, you can click the Contacts tab to go to your Skype contact list. In your contact list, all the call participants should already be selected.

3. Ctrl+click the dropped contact and click the green call button on the Skype client window. The dropped contact gets added back into the call, and you don't have to close the current connections.

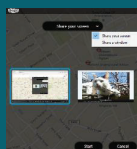
How do I share my screen in Skype for Windows desktop?

Screen sharing lets you show your computer screen to one or more of your contacts on Skype for free. It's perfect for business presentations,

1. Start a voice or video call.
2. During the call, click or tap  in the call bar and then select Share screens
3. If you're using more than one screen, select the screen that you want to share.



4. Use the Share your screen drop-down to choose what to share – either your full screen or a specific window – and select Start.



5. If you want to change what you're sharing, click the drop-down arrow in the floating call window.
6. To stop sharing your screen, select Stop sharing.

