

Watching Lectures with Skype Meetings / Skype for Business

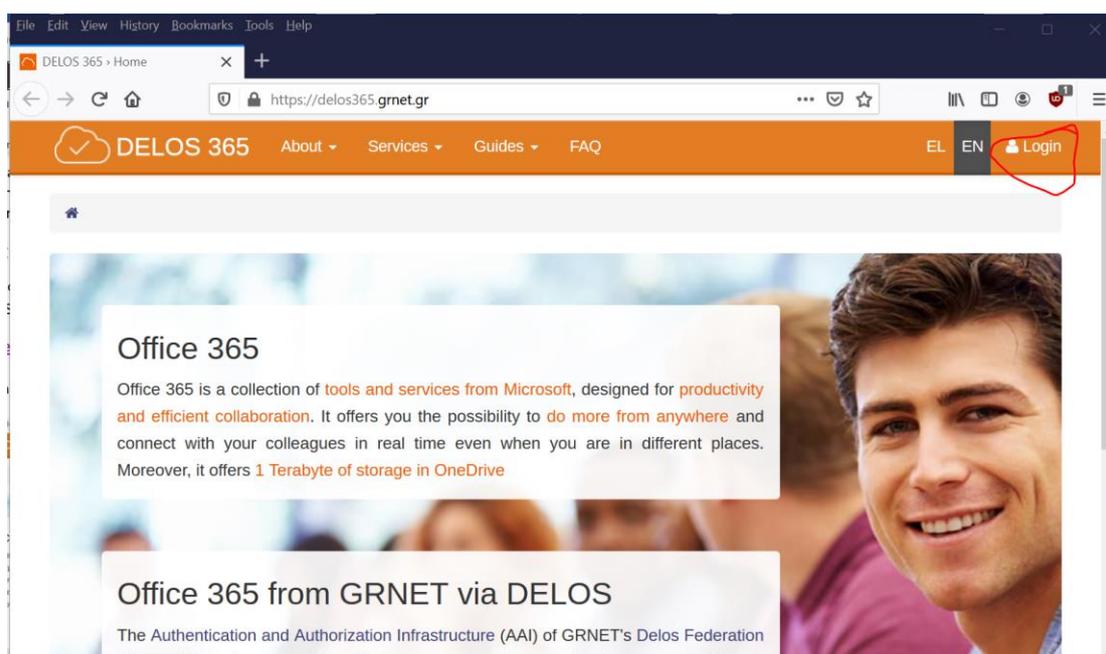
To watch a remote lecture with Skype Meetings / Skype for Business, you need a computer with the (Windows or Mac) or a smartphone (Android or iOS), the Skype Meetings application (Windows only) or the Skype for Business application (all platforms) and headphones or speakers – you do not need a camera or a microphone.

STEP ONE: Connect to DELOS 365

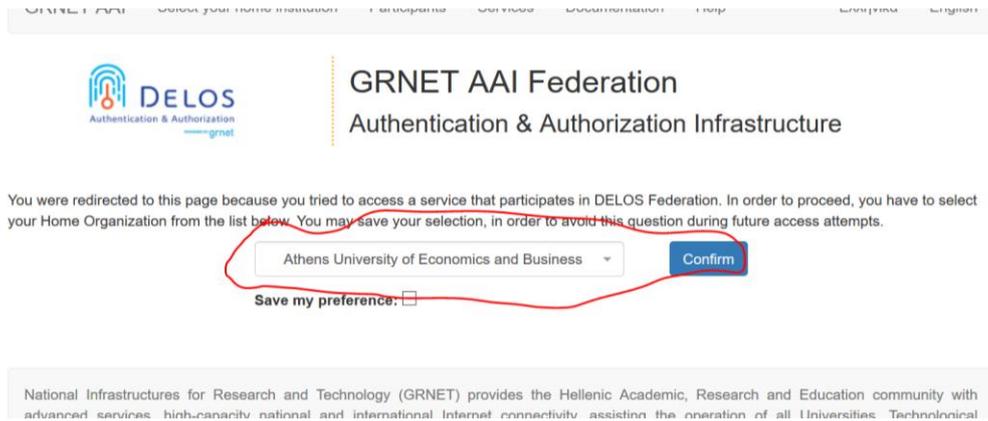
To connect and attend lectures as registered users, you must have already activated your institutional account at AUEB, which takes place during your registration via the URegister system. You then need to activate your DELOS 365 account. To do so, visit this address:

<https://delos365.grnet.gr/>

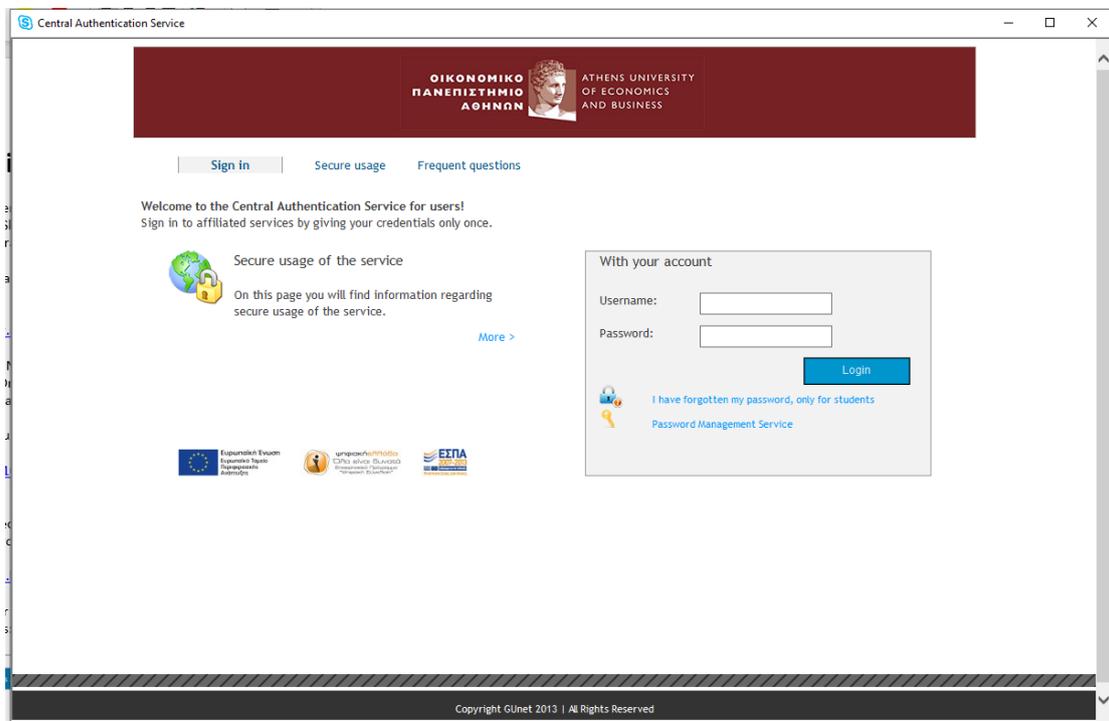
Choose the EN icon to switch to English, and then click on Login:



If this is the first time you are visiting DELOS 365 from your browser, you will see the following page, where you need to select “Athens University of Economics and Business” as your institution and then click on **Confirm**:



You will then see the following page from the AUEB Single Sign On (SSO) server, where you must enter the data from your AUEB account, that is, your username (without @aueb.gr) and your password, and then click on **Login**.



If your credentials are correct, you will be returned to the DELOS 365 page, but now you will see your **name** on the top right corner.



If you do not have an institutional account yet at AUEB (e.g., due to your registration being incomplete), you must ask the instructors to add you to their classes or lectures as guests using your e-mail.

STEP TWO: Install the Skype Meetings App

If you are using Windows, you can install the **Skype Meetings** app, which can be downloaded from the following link:

<https://az801095.vo.msecnd.net/prod/LWA/plugins/windows/SkypeMeetingsApp.msi>

Copy the link and paste it to your browser. Download the SkypeMeetingsApp.msi file, and then run it to install the app, following the instructions of your Operating System. After completing the installation of SkypeMeetingApp.msi, you may need to restart your computer in order for the app to operate correctly.

Alternatively, you can install the **Skype for Business** application, which you can download from this link:

<https://www.microsoft.com/en-us/download/details.aspx?id=49440>

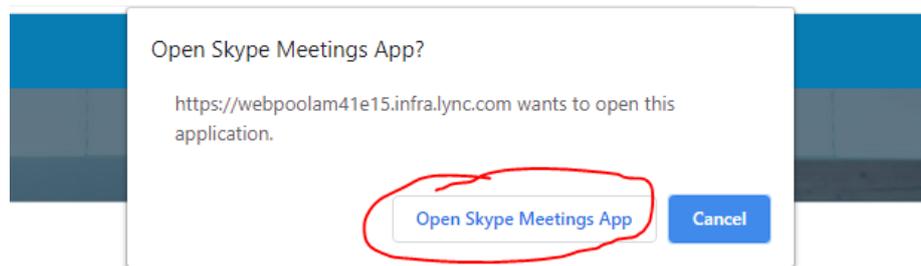
After selecting the appropriate version, execute the downloaded program and follow the instructions for installation. Skype for Business is available not just for Windows, but also for Mac, iOS and Android systems. For the iOS and Android versions, you must download the application from the App Store or the Play Store.

Note that you cannot login to **Skype for Business** without an institutional account (as a guest). If your institutional account has not been activated, you will have to use **Skype Meetings**.

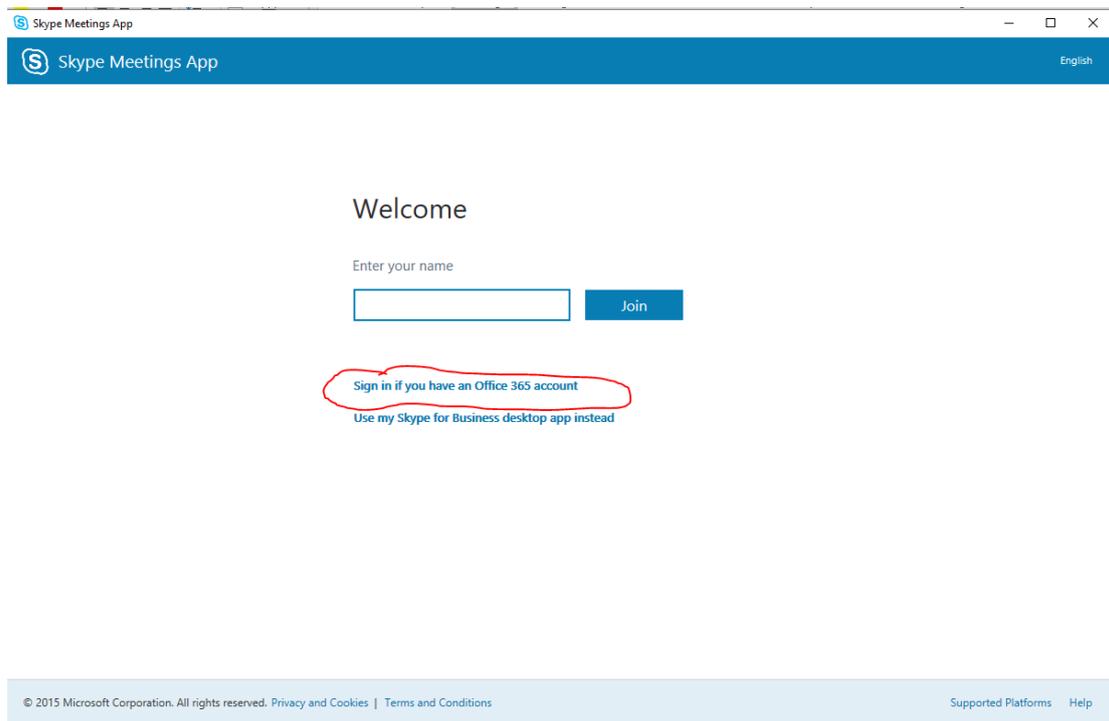
STEP THREE: Attend a lecture

To enter a lecture, click on the link sent to you by the instructor. If you have installed the **Skype Meetings** app (as explained in step 2 above), it will either automatically

open or you will get a message prompting you to **Open Skype Meetings app**. Whether the app opens automatically or after a prompt, depends on your browser.



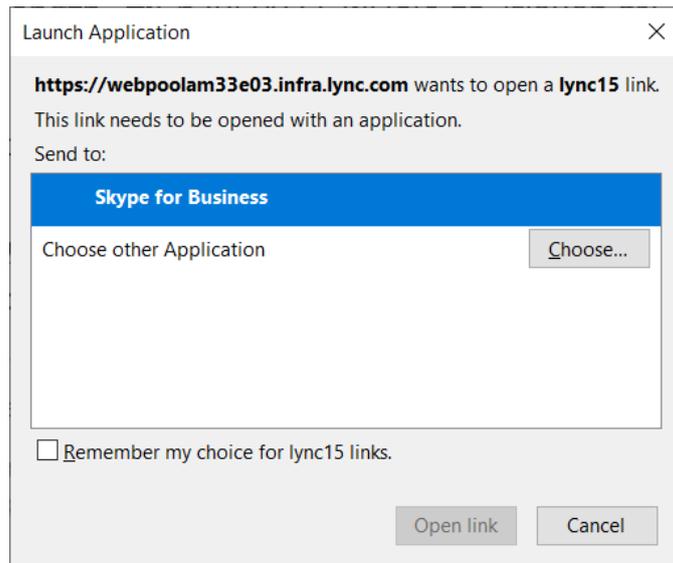
Eventually, you will see the **Skype Meetings** welcome screen:



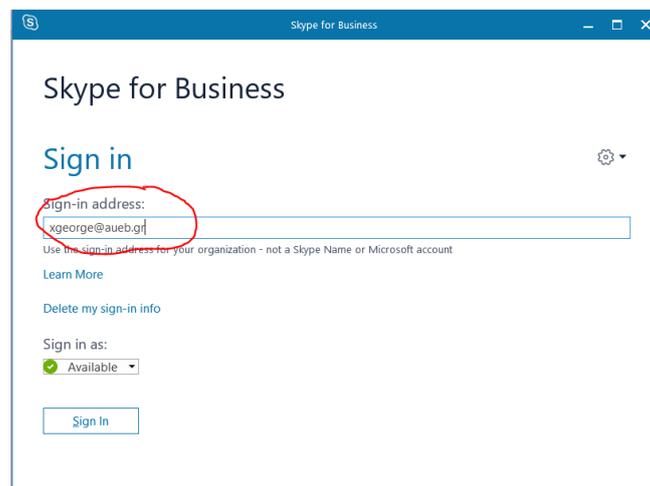
To connect to the lecture, click on “Sign in if you have an Office 365 account” (do NOT click on Join). You will be asked to enter your account name, and you will use your full AUEB e-mail address (e.g., p3950037@aueb.gr). You will then be directed to the AUEB Single Sign On (SSO) server, where you will enter your AUEB username, e.g., p3950037 (without the @aueb.gr) and your password and click on **Login**.

If you have not activated your institutional account, then you simply enter your name in the screen above and click on **Join** to login as a guest.

If you have installed **Skype for Business** (as explained in step 2 above), it will either open automatically or present a message asking you to open these links with that program. Whether it opens automatically or not, depends on your browser.

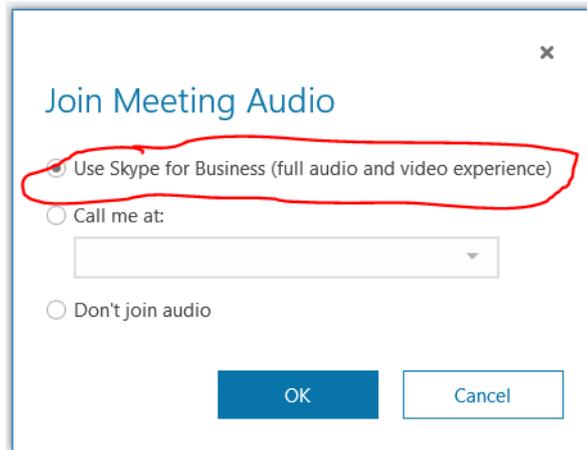


After choosing Skype for Business, you will see the **Skype for Business** opening screen:



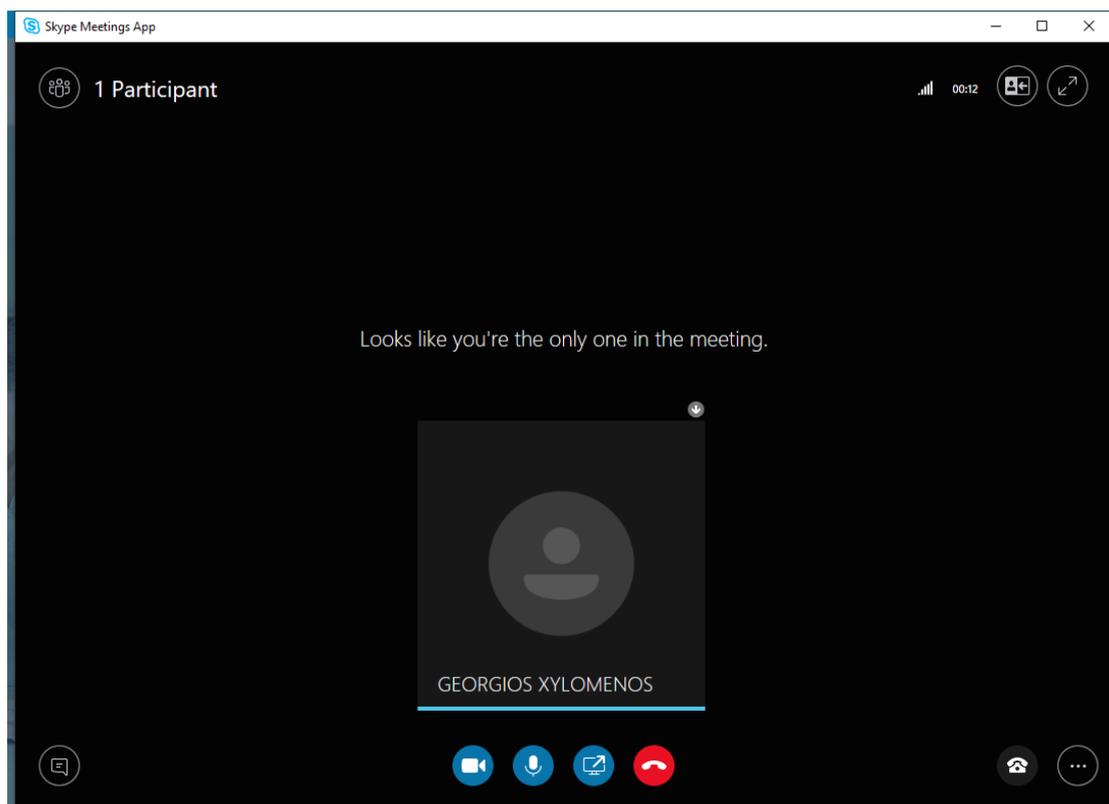
To connect, enter your AUEB email in the “Sign-in address” field and click on “Sign in”. You will be asked to enter your account name, and you will use your full AUEB email address (e.g., p3950037@aueb.gr). You will then be directed to the AUEB Single Sign On (SSO) server, where you will enter your AUEB username, e.g., p3950037 (without the @aueb.gr) and your password and click on **Login**.

After logging in, you will see the following window asking you how you want to participate in the lecture:



Leave the first choice selected and click on “OK”.

After this step, you will enter the lecture and the application windows will look similar to the following (depending on whether you are using Skype Meetings or Skype for Business, there may be minor differences).



What options do I have in Skype Meetings / Skype for Business;



Activate / Deactivate Camera



Activate / Deactivate Microphone

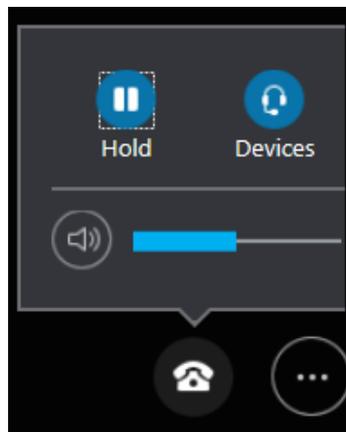


Menu available to the instructors



Leave the lecture

If you have sound problems, you can check the following settings by clicking on the telephone icon at the bottom left and then clicking on Devices.



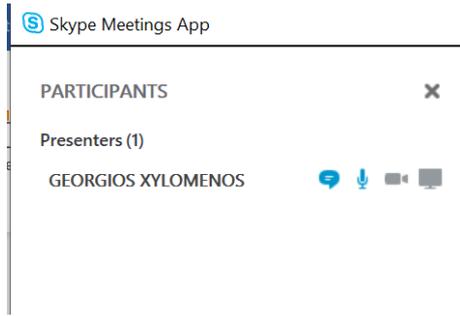
You will then see a new window where you can choose amongst the various sound input/output devices available on your computer.

Participants

To see the participants in the lecture, the best option is to click on the people icon on the top left side of the screen:



After clicking on the icon, a pane will appear on the left side of the screen with the names of all participants. If the participants are more than 75, the names are not shown.

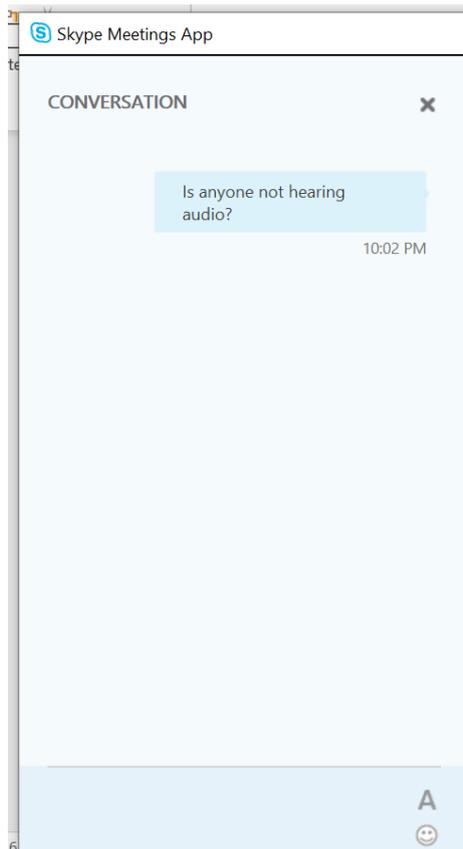


Instant Messaging

To talk with the other lecture participants via instant messages, we click on the icon on the bottom left corner.



A pane opens up on the left side of the window, showing the messages exchanged.



After sending a message, it will show up with your name on the chat pane of everyone else.