

Conferencing Software and You!

So you need to create or join a meeting between yourself and a student and you've never used video- (and/or) audio-conferencing software as a meeting creator as compared to "click this GoToWebinar link to join" type of thing. We're here to help get you through it.

Basically, there are three parts to any meeting software – creating a meeting, hosting a meeting, and joining a meeting. You, the university staff member, are going to create that meeting and probably host it. Your student will join the meeting.

Navigate has no recommendation of what software to use for this; we literally picked the top 10 off an internet search to be as unbiased as we can be. Your university PROBABLY has some software provider they use for this; if they do, get your account. If not, your students probably use Skype or Google Hangouts (or FaceTime but that requires everyone to have Apple and doesn't have the text element) the most for this type of thing and those are free for individual-to-individual meetings.

For any product, we're just going to tell you how to schedule from the web interface. If you are doing this from an app, check Product Help for more information.


How do I schedule a call in Skype?

Call scheduling in Skype makes it easy to set a reminder for a one-to-one call with you and your friends or family. You don't need a shared calendar since the invitation and reminders are all inside of Skype.

To schedule a call:

Sign into Skype.

Go to one of your chats.

Select the **Schedule call**  button to get started. It will either be next to the compose bar or in your **Add-ins** menu:



in Skype for mobile and tablet



in Skype for desktop

In the **Schedule call** window, you can give your call a title, pick a date and time, and set a reminder.


Select **Send** and the call reminder will be sent to your chat where your contact can then **Accept** or **Decline** the scheduled call.

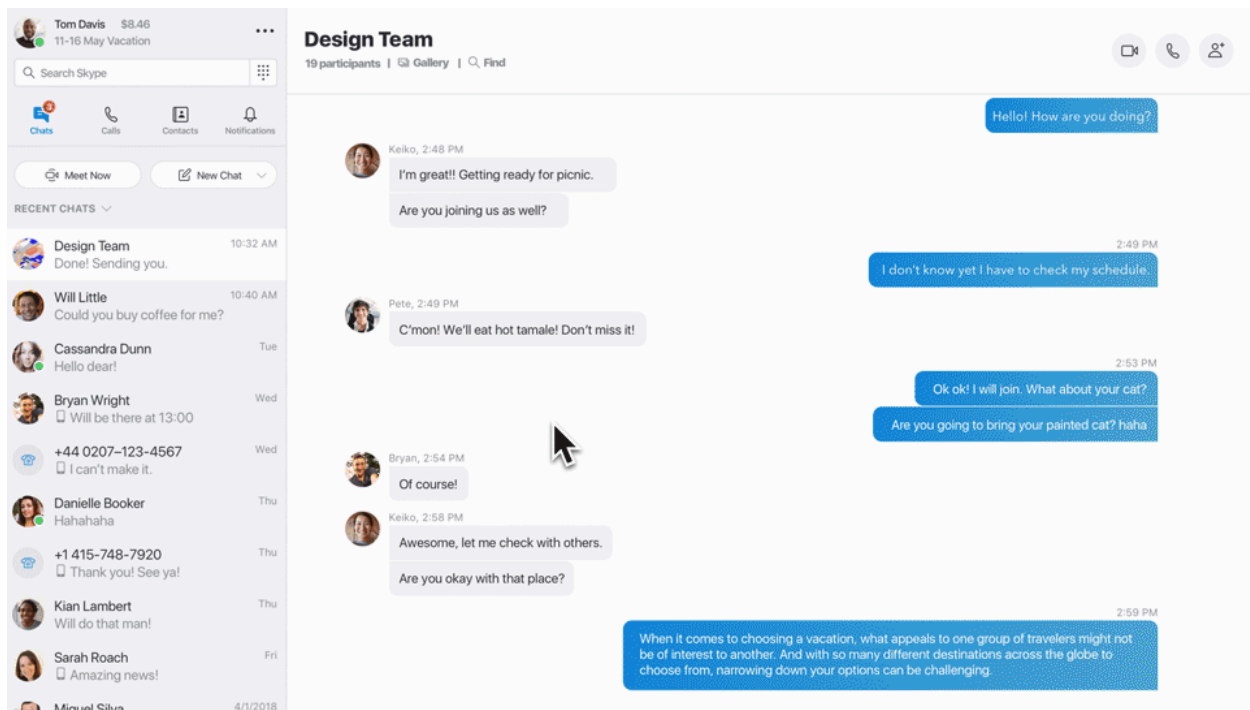
Key features of Skype call scheduling

Schedule a call from any chat and be notified when it's accepted or declined.

Receive push and in-app notifications for any updates to scheduled calls you're invited to. Make sure you enable **Scheduled call notifications** on [mobile](#) and [desktop](#). Set a reminder period for each call and get notified when a call is about to start, whether the app is running or not. Track and update scheduled calls from the reminder in your chat. See your scheduled calls in your **Calls** tab.

How do I create an instant meeting in Skype?

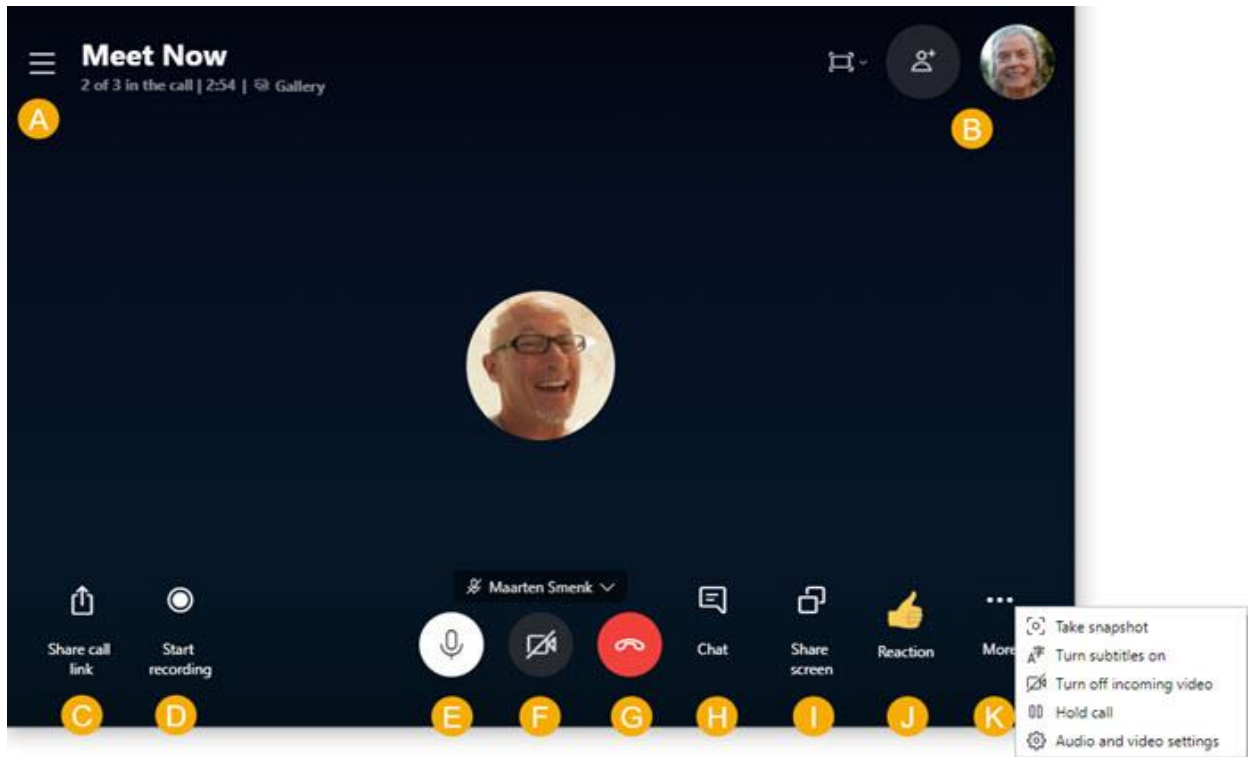
Starting your meeting is as easy as signing in to Skype and selecting the Meet Now  button. You'll get a call link and a Share invite button to easily invite others. Once you're ready, set your call to audio or video and select the Start call button. You can also create a meeting directly from the web.



How do I join a call with my Meet Now invitation?

Our unique Meet Now link will open your installed Skype app on any device. Even if you're not signed in, you can join the call or chat as a guest. If you don't have Skype installed on your desktop, we will open our [Skype for Web](#) client for your convenience. If you'd like, you can [install Skype on your device](#) as well.

What can I do during a meeting?



During a meeting you can:

- A - Open recent chats.
- B - View participants currently in the call.
- C - Share the Meet Now link.
- D - Start recording the call.
- E - Mute or unmute the microphone.
- F - Turn video on or off.
- G - End the call.
- H - Open the conversation.
- I - Share the screen.
- J - Send a reaction to the call.
- K - View More options.

[Can I still access the Meet Now chat after the meeting?](#)

The Meet Now link is accessible anytime you need it. We will hold your call recordings for up to 30 days and media shared in the chat even longer. Meet Now in Skype is perfect for your conference calls, webinars or work interviews.

Joining a Meeting for Your Student

A unique Meet Now link will open a student's installed Skype app on any device. Even if the student is not signed in, they can join the call or chat as a guest. If they don't have Skype installed on your desktop, we will open our [Skype for Web](#) client for your convenience. If you'd like, you can [install Skype on your device](#) as well.