

Watching Lectures with Skype Meetings

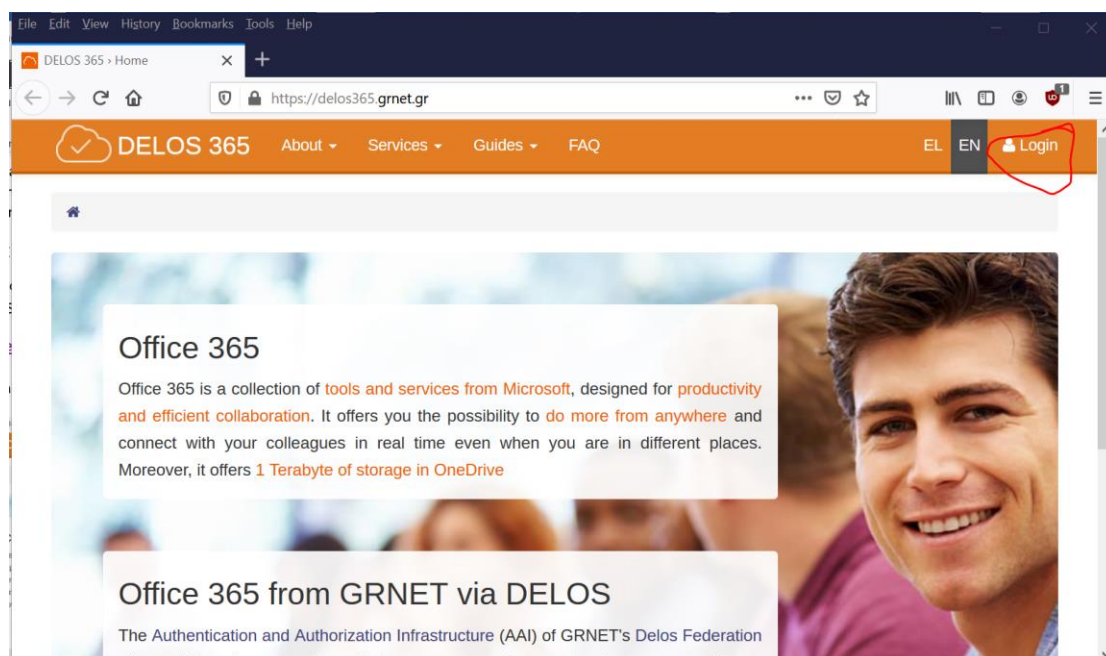
To watch a remote lecture with Skype Meetings, you need a computer with the Windows Operating System, the Skype Meetings application and headphones or speakers – you do not need a camera or a microphone.

STEP ONE: Connect to DELOS 365

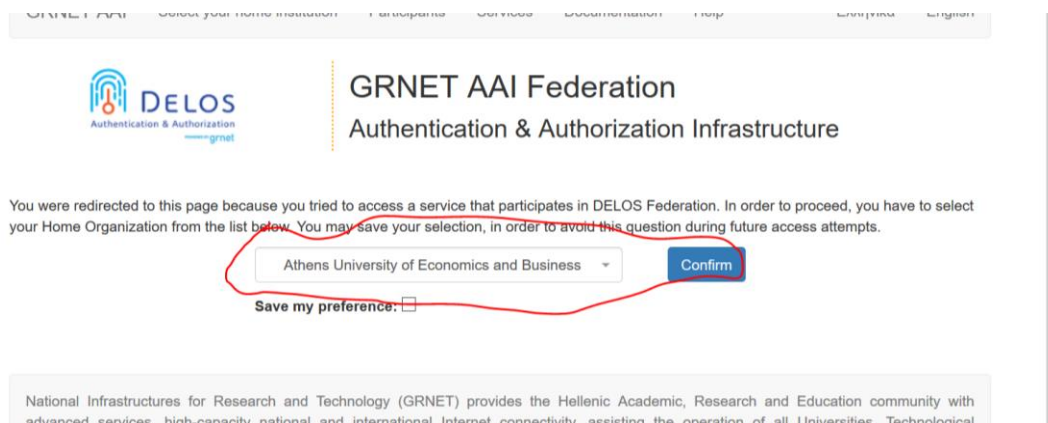
In order to connect to and attend a lecture as a verified user, you first need to activate your DELOS 365 account. To do so, visit this address:

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

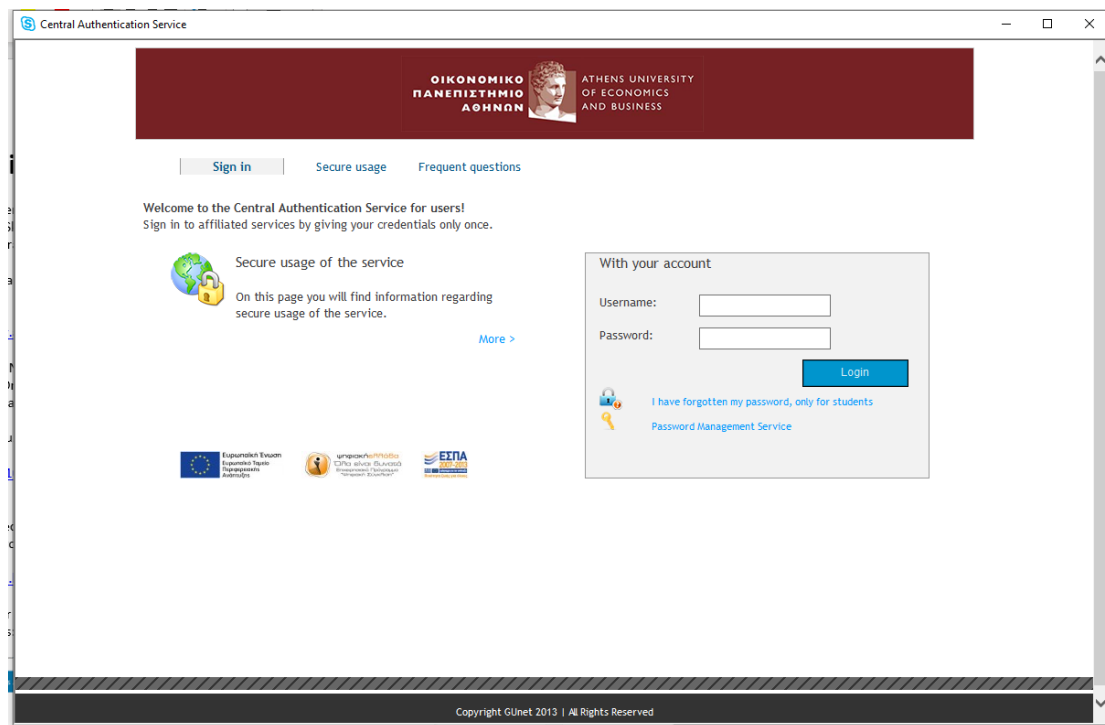
Choose the EN icon to switch to English, and then click on Login:



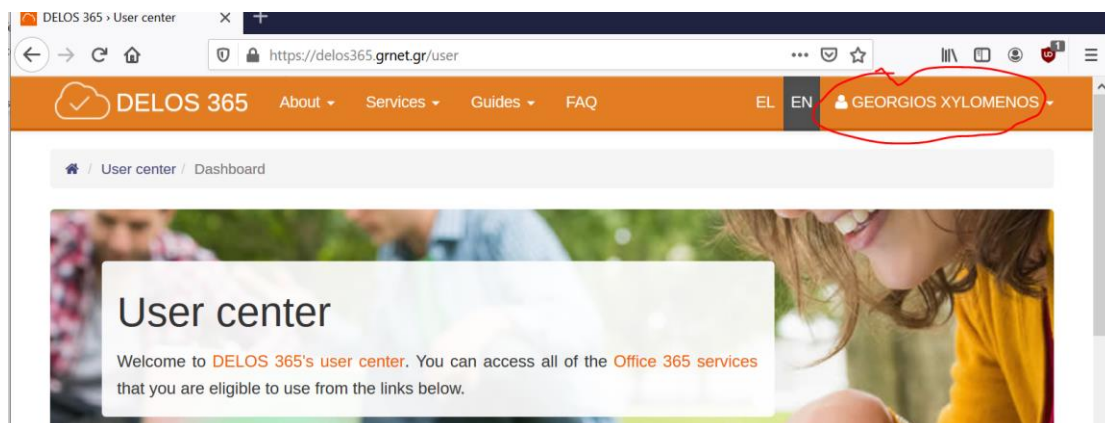
If this is the first time you are visiting DELOS 365 from your browser, you will see the following page, where you need to select “Athens University of Economics and Business” as your institution and then click on **Confirm**:



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.



STEP TWO: Install the Skype Meetings App

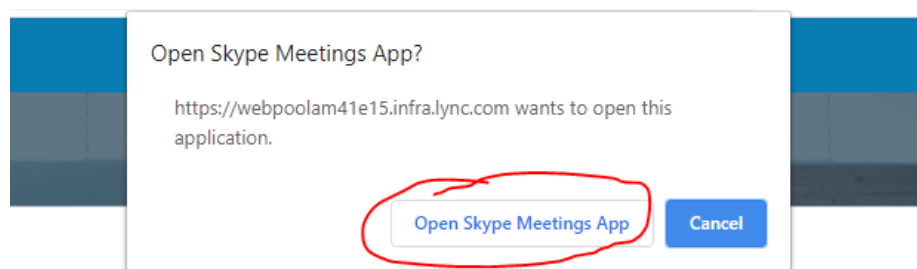
You must also install the **Skype Meetings** app, which can be downloaded from the following link:

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

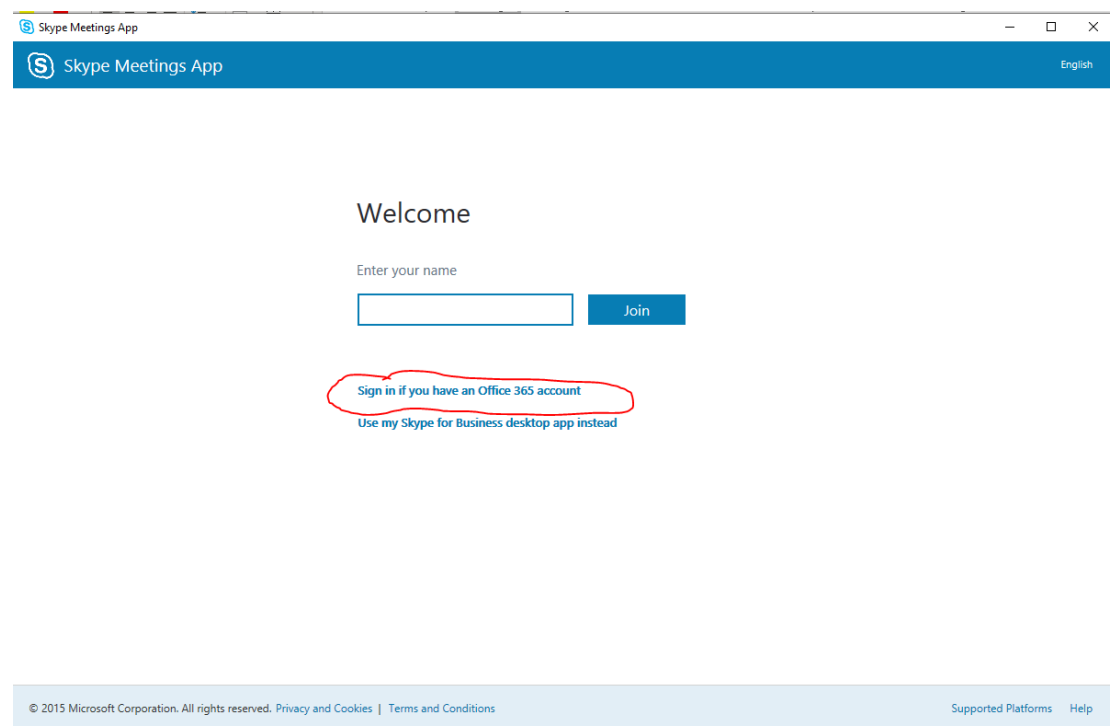
Copy the link and paste it to your browser. Download the SkypeMeetingsApp.msi file, and then run it to install the app, following the instructions of your Operating System. After completing the installation of SkypeMeetingApp.msi, you may need to restart your computer in order for the app to operate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

STEP THREE: Attend a lecture

To enter a lecture, click on the link sent to you by the instructor. If we 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.

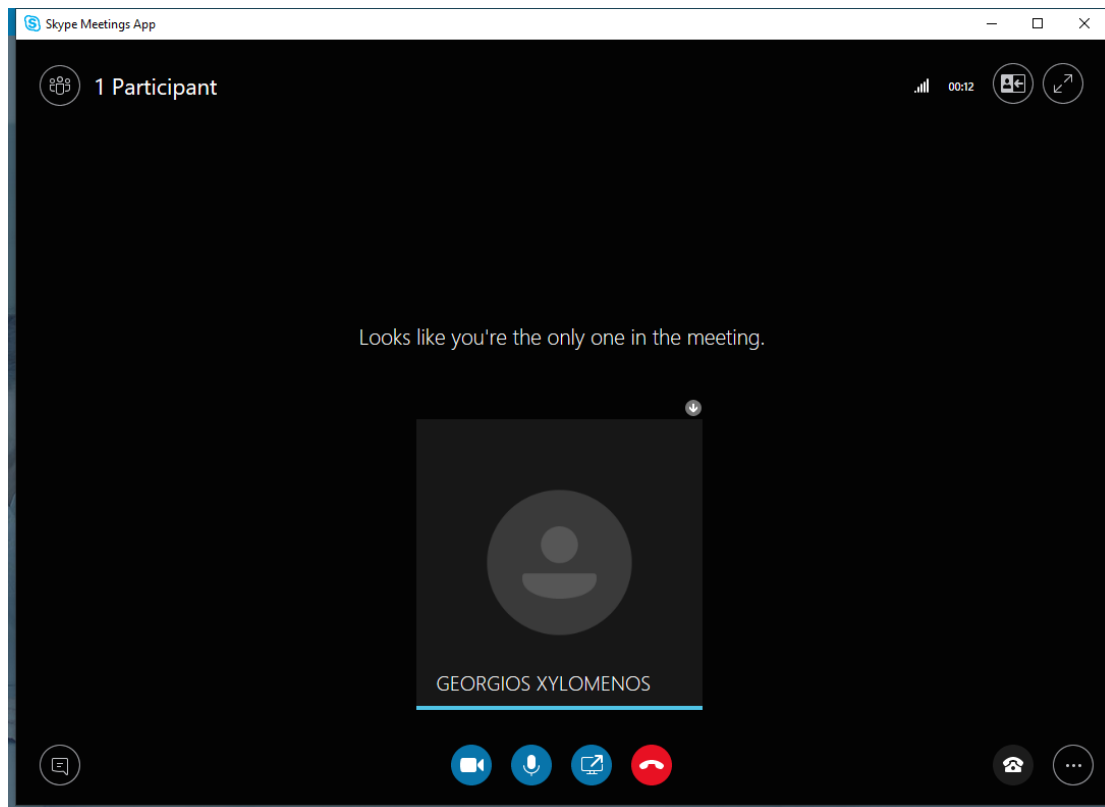


Eventually, you will see the **Skype Meetings** welcome screen:



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**.

After completing this procedure, you will enter the lecture and your screen will look as follows:



What options do I have in Skype Meetings;



Activate / Deactivate Camera



Activate / Deactivate Microphone

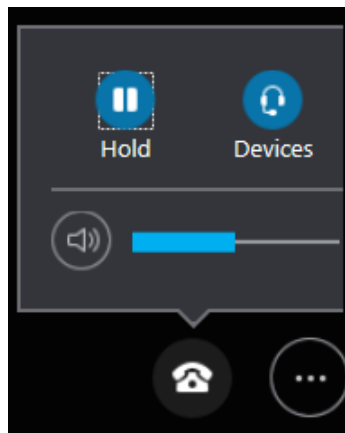


Menu available to the instructors



Leave the lecture

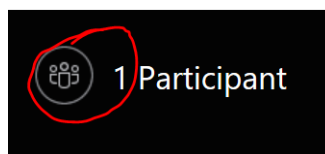
If you have sound problems, you can check the following settings by clicking on the telephone icon at the bottom left and then clicking on Devices.



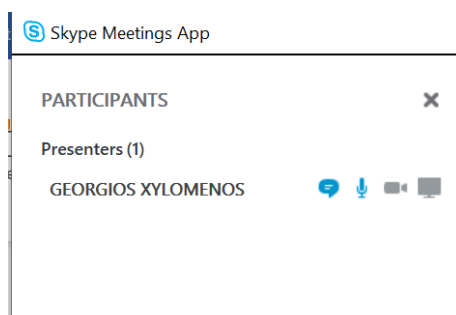
You will then see a new window where you can choose amongst the various sound input/output devices available on your computer.

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:

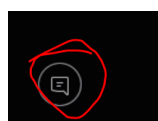


After clicking on the icon, a pane will appear on the left side of the screen with the names of all participants. If the participants are more than 75, the names are not shown.

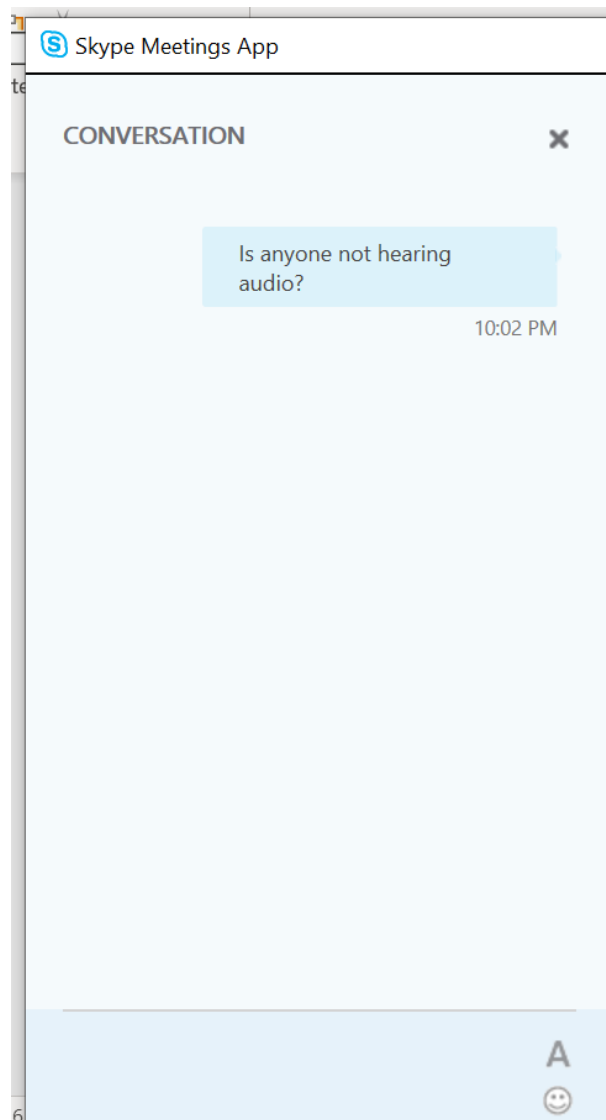


Instant Messaging

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.

Note that the Skype for Business (desktop) application in Windows CANNOT connect to lectures – you MUST use the Skype Meetings app as described above. The Skype for Business apps for Mac, Android and iOS devices can only connect to lectures in Guest mode, if the instructor allows guests. In that case, instead of using your AUEB credentials, you provide a name and choose the Join or Guest button, and then wait for the instructor to approve your participation.