

## What is the difference between WebEx and Skype for Business?

Skype for Business allows participants to experience visual presentations and audio entirely over the internet, rather than in part over a phone line. Skype for Business is also fully integrated with Microsoft Outlook, making the scheduling and meeting launch process easier. The Skype for Business tool offers additional features including Videoconferencing, Instant Messaging, and Presence functionality.

## Will Skype for Business replace MyMBT services?

Skype for Business is not a replacement for MyMBT Video, MyMBT IM, or MyMBT Messaging. These tools will continue to be available for use as appropriate in parallel to Skype for Business. Skype for Business is NOT to be used for sharing personal health information.

## Can I use Skype for Business to collaborate with individuals who don't have access to this application?

You can use Skype for Business to connect with guest users from within Manitoba eHealth as well as from other organizations. Anyone with a computer or mobile device and access to the internet can connect to a Skype for Business web conference. Additional hardware may be required for participants to send audio and video.

## What is the recommended hardware for Skype for Business?

**AUDIO:** You will require a microphone and speakers to send and receive audio within a web conference; a headset is recommended for optimal audio quality and privacy. Our recommended headset model is the Logitech USB Headset H650e (mfg. part # 981-000518).

**VIDEO:** You will require a webcam to send video within a web conference. Our recommended webcam model is the Logitech Webcam C930e (mfg. part # 960-000971).

Note: For some web conferences, an audio bridge can be scheduled to allow participants to connect using a phone line instead. In these cases, such participants would be able to send and receive audio over their phone without the need for additional hardware.

 Skype for Business will only be implemented if your equipment has Windows 10 installed.

## How can I get Skype for Business and login information?

You will receive further instructions by email from an MBTelehealth Implementation Coordinator. These instructions will include steps to self-download the software and your account credentials. You will also be provided with reference guides outlining how to use Skype for Business. Your Implementation Coordinator can assist you with installation and any questions you may have about this new tool.

## How will I schedule Skype for Business web conferences?

Your Implementation Coordinator will provide you with instructions on the Skype for Business web conference booking process. Prescheduled web conferences can be created right within Microsoft Outlook while ad hoc meetings can be launched without scheduling from within the Skype for Business application. Your Implementation Coordinator can assist you and answer any questions you may have about this process.