

# Skype for Business - Did you know .... Video Calls

## Did You Know #2: Using Video Calls

If you have a camera built-in to your PC/Mac or have a USB webcam connected you can use Skype for Business to create instant video calls with your contacts, with either a single person or a group of people.

During your video call you can present PowerPoint slides, share your desktop or applications (like Microsoft Word) have a shared Whiteboard, Q&A or Poll.

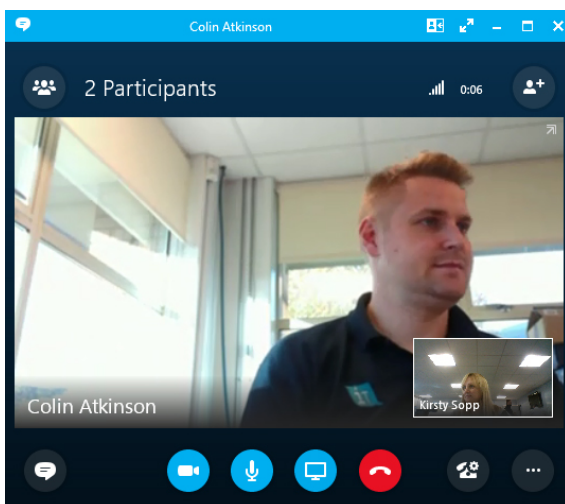
**Step 1:** From your contacts choose who you would like to start a video call with, hover your mouse cursor over their picture and some more options will appear. Select the video call option.



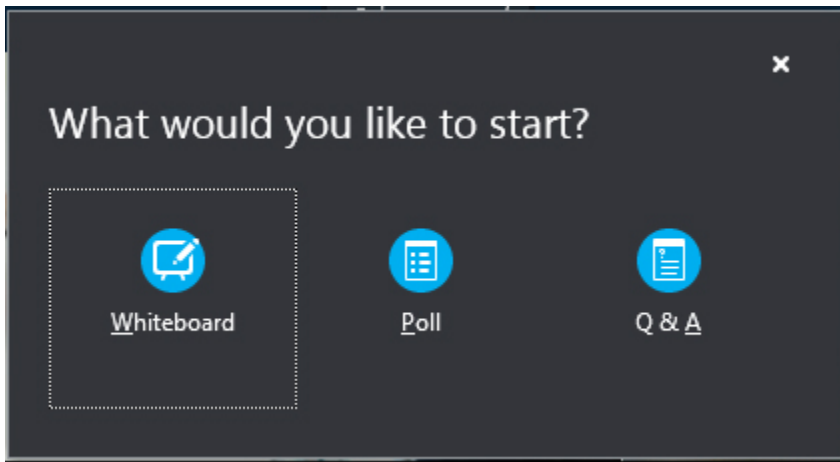
**Step 2:** This will activate your video and call your contact.



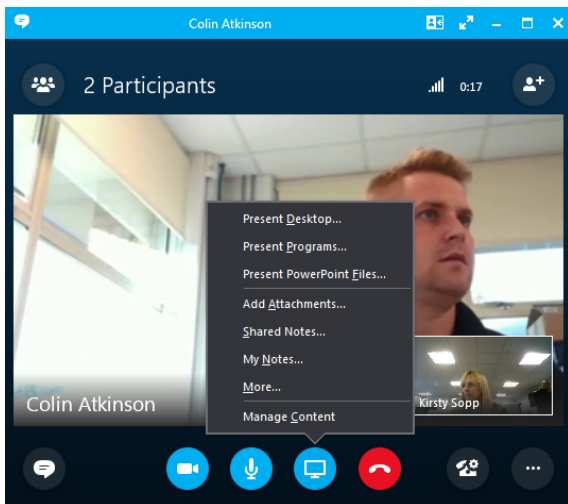
**Step 3:** When your contact answers you will be able to see them on the call. At this stage if you need to add more people to the call click on the icon highlighted below and you can add from your contacts or from the search menu.



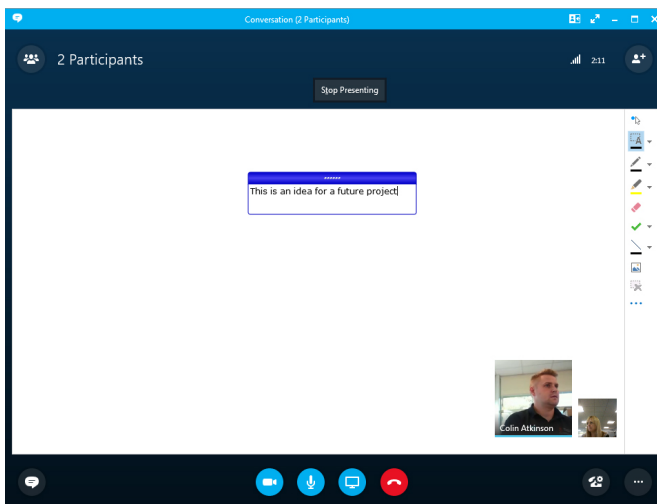
**Step 4:** Once you have started a video call you can add additional functionality, such as presenting your desktop, present the program you have open, present PowerPoint files, add attachments (can be most file types such as word or excel)



**Step 5:** If you choose More you will be presented with more options, including a communal whiteboard, add a poll or a question and answer session to the call.



**Step 6:** In a whiteboard session all participants can add content to the whiteboard session and then save the whiteboard to their own PC's.



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