


## How do attendees NOT get stuck in Virtual Lobby on Skype For Business?

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 UBC IT is decommissioning Skype for Business on **May 31, 2021**. To continue to support your collaboration needs, everyone will be moved to Microsoft Teams. Microsoft Teams is a collaboration tool that was launched for UBC August 2020 to allow UBC groups to create content and share information that they need to work together. MS Teams is Microsoft's replacement for Skype for Business which is at end-of-life. There is no vendor support for Skype for Business after July 31, 2021.

To learn more about MS Teams, please visit [it.ubc.ca/teams](https://it.ubc.ca/teams)

I've set up a Skype For Business (SFB) Meeting, but last time I did this everyone who tried to attend told me they were stuck in a "Virtual Lobby" or something; how do I make sure that doesn't happen again??

The Virtual Lobby happens when you are using the default Meeting Room in your SFB account. Here's how to change that:

**Creating Unique Videoconference IDs (Dynamic IDs) for secure meetings** (and to get rid of the Virtual Lobby):

**i. Windows:**

1. Create a Skype For Business meeting in your Outlook calendar as you normally would (see [Skype For Business \(SFB\) Quick Access - UBCO perspective](#))
2. Click on Meeting Options in Skype Meetings box
  1. Under "**Where do you want to meet online?**" select "A new meeting space (I control permissions)"
  2. Under "**These people don't have to wait in the lobby**" select "Anyone (no restrictions)".
    1. You can also choose whether or not you'd like an announcement for when people enter or leave
  3. Under "**Who's a presenter?**" select "Anyone (no restrictions)"
  4. Click on box "Remember settings" and click on OK

**ii. Mac:**

1. Create a Skype For Business meeting in your Outlook calendar as you normally would (see [Skype For Business \(SFB\) Quick Access - UBCO perspective](#))
2. Click on the down-arrow beside "Online Meeting" (the following items and their wording may vary slightly depending on what version of Outlook you are using)
3. Click on "Set Access Permissions" or choose "Customize access levels, presenter options, and phone settings"
  1. A dialogue box will open
4. Choose the "Access" tab
  1. Set level slider to "Everyone"
5. Choose the "Presenter" tab
  1. Under "Who can be a presenter:" choose "Everyone (no restrictions)"
6. If you have a "Phone" tab, choose that and set the access level to let everyone in; put a check in the box "people dialing in by phone can bypass the lobby"
7. Click in box "Remember settings"
8. Click on OK

**iii. You or your guests may need a PIN** to get into SFB meetings by phone.

1. Everyone has to have their own PIN; yours won't work for others because it's tied to your UBC phone number
2. You *should* have a PIN automatically assigned as part of working at UBCO.
3. If that's not the case, contact Vancouver IT to ask for a Skype For Business phone PIN:
  1. <https://it.ubc.ca/got-question-about-it-products-and-support#helpdesk>

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