







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.

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.

