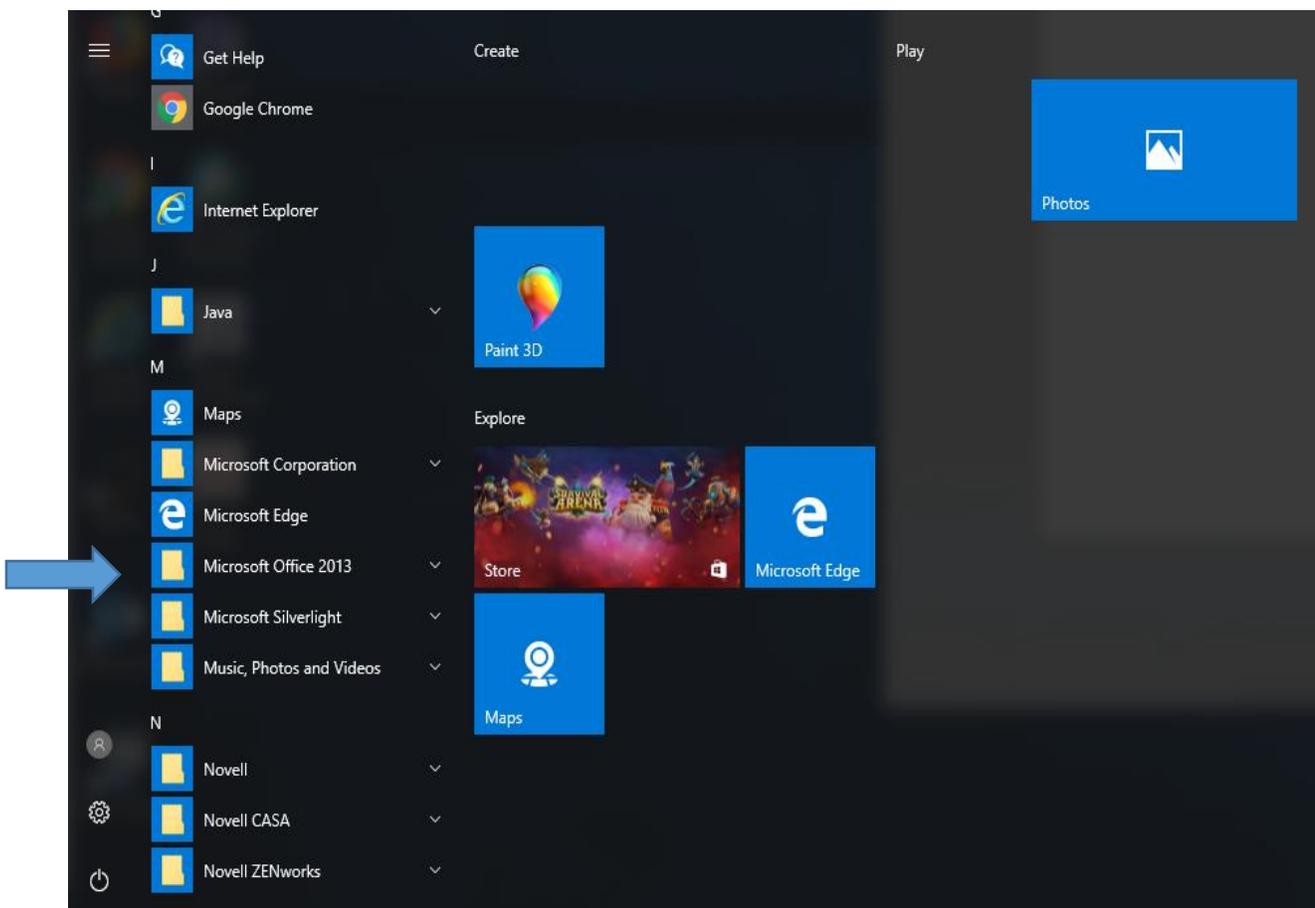


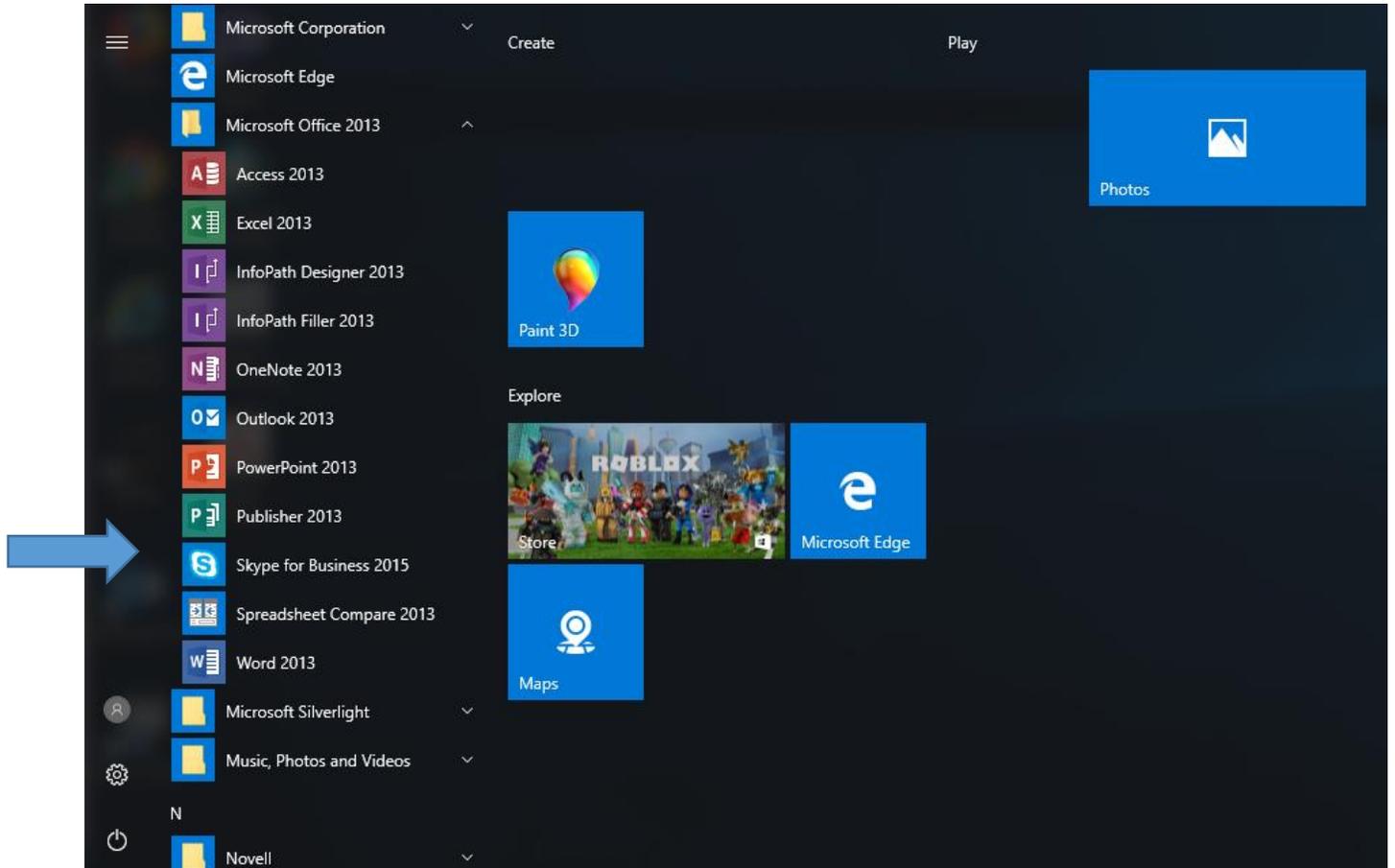
Quick Start Guide for Skype for Business

Skype for business is a powerful messaging and collaboration tool from Microsoft. The following pages are designed to provide an overview of the basic functionality available to all users.

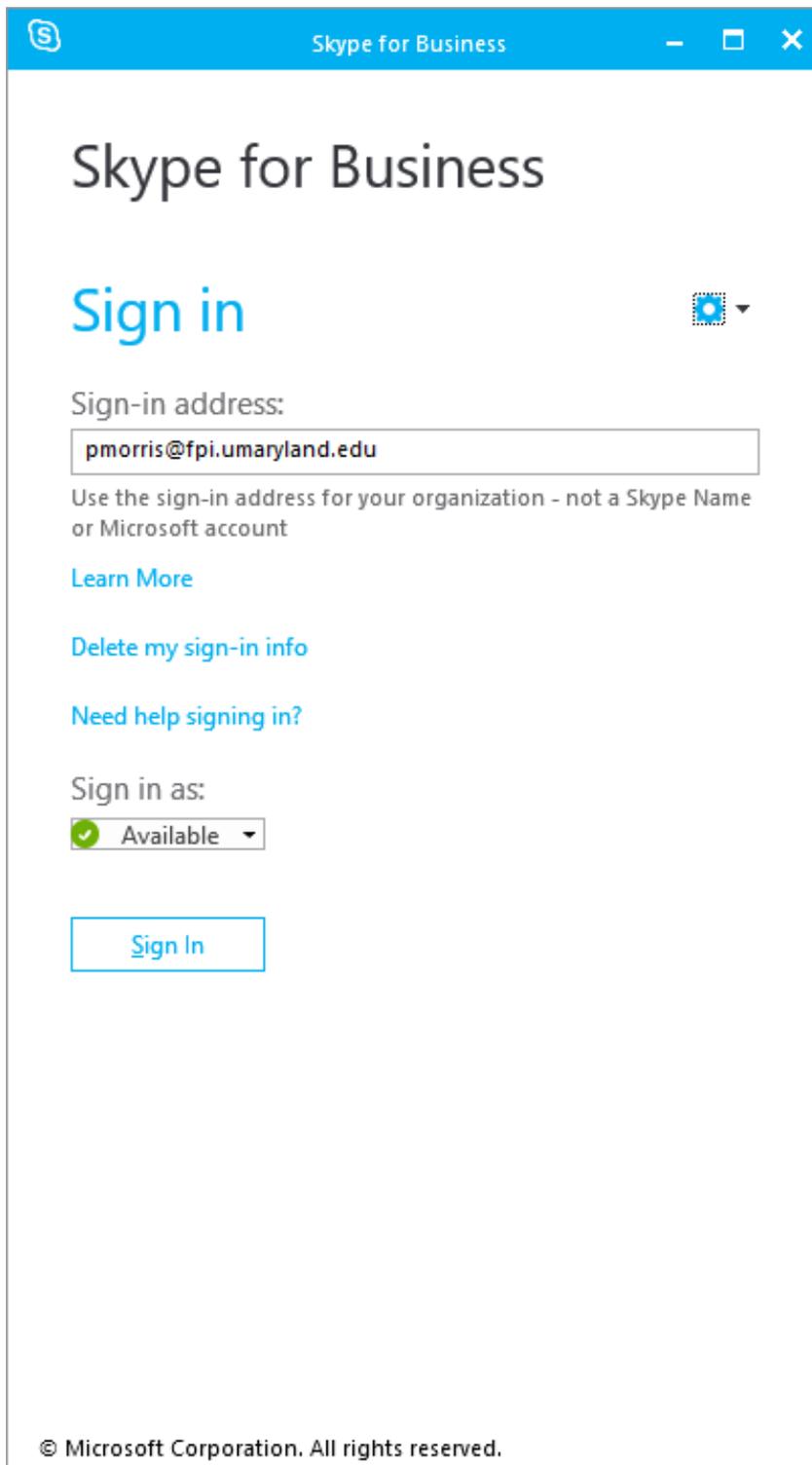
If Skype for Business does not start at login, hit the Windows Start Button and select Microsoft Office from the main menu:



And Select Skype for Business from that menu:



You will then be presented with a login screen. Use your email address and network password to log in to Skype:



Skype for Business

Skype for Business

Sign in

Sign-in address:

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

[Delete my sign-in info](#)

[Need help signing in?](#)

Sign in as:

Available

[Sign In](#)

© Microsoft Corporation. All rights reserved.

When signing in for the first time you will need to check the box "Save my password" so it will not be required for future logins:

Skype for Business

Skype for Business

Sign in

Sign-in address:
pmorris@fpi.umaryland.edu

[Change](#)
Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

Password:

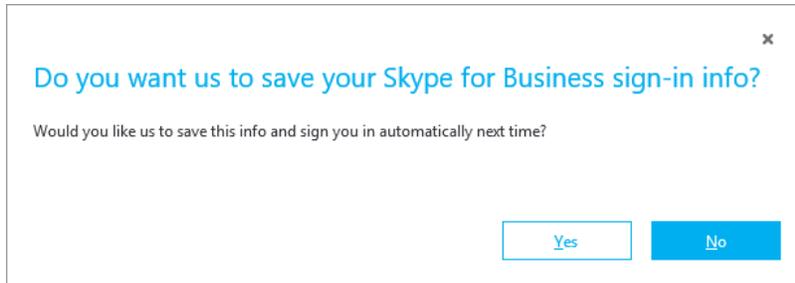
Save my password

Sign in as:
Available

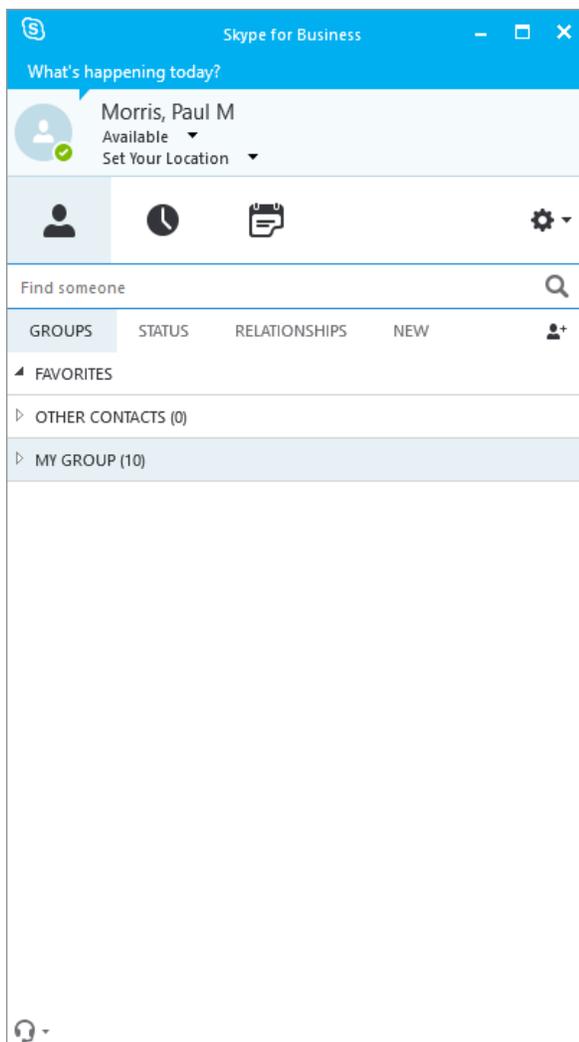
[Sign In](#)

© Microsoft Corporation. All rights reserved.

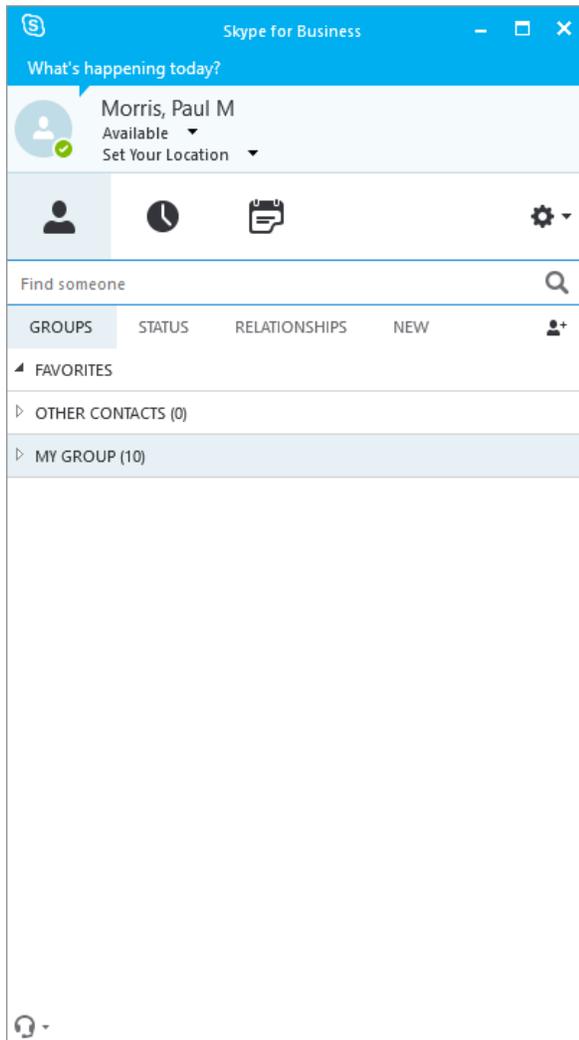
Skype will prompt you to save your information for all future logins. Please click “Yes”.



Your main Skype console will be displayed:



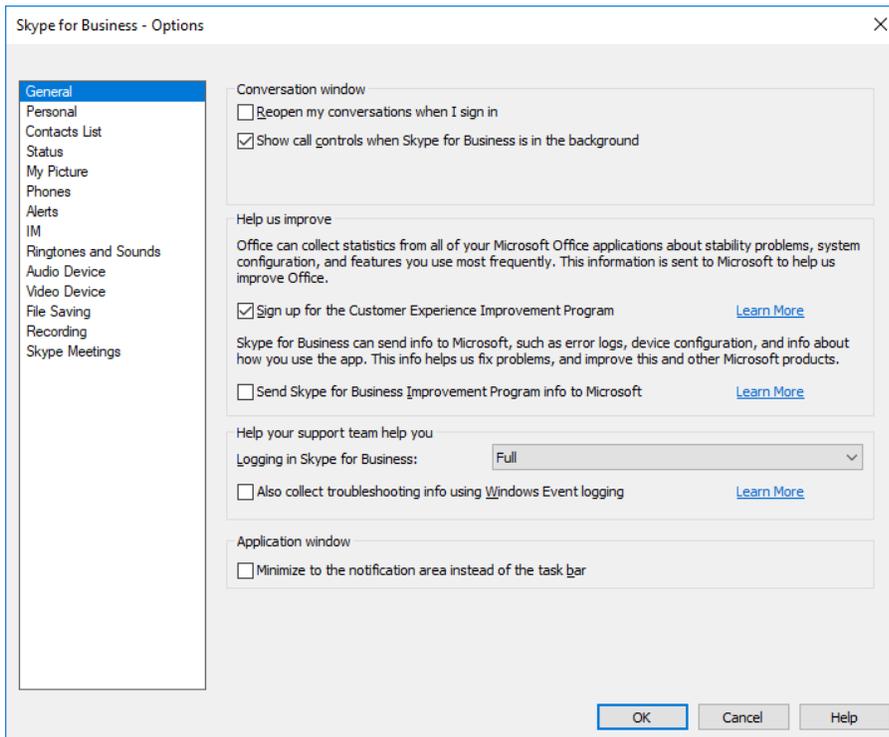
To ensure Skype for Business starts automatically when you log in, Click on the “gear” wheel at the top right of the main page:



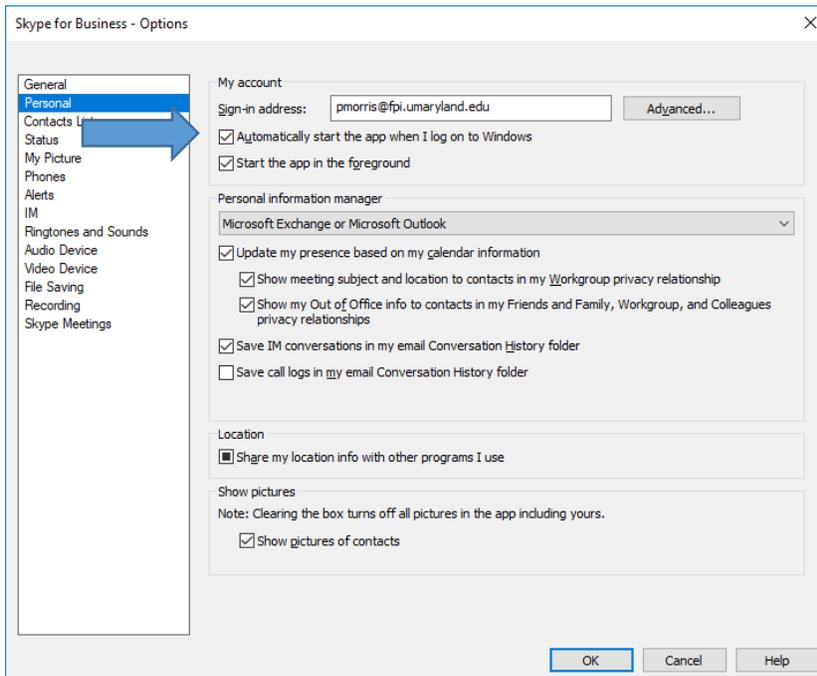
You will be presented with a drop down menu,

Select Tools then Options

A selection box will be presented with a number of options down the left hand margin:



Select Personal and click the box labeled “Automatically start the app when I log on to Windows” (if it’s not already checked):

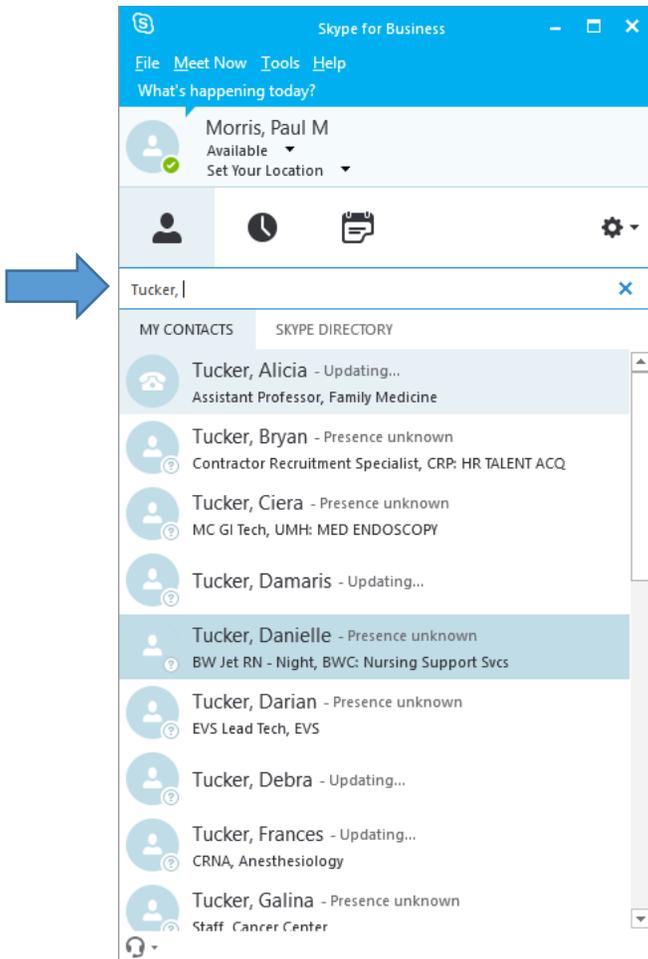


Click OK and you’ll be returned to the main console.

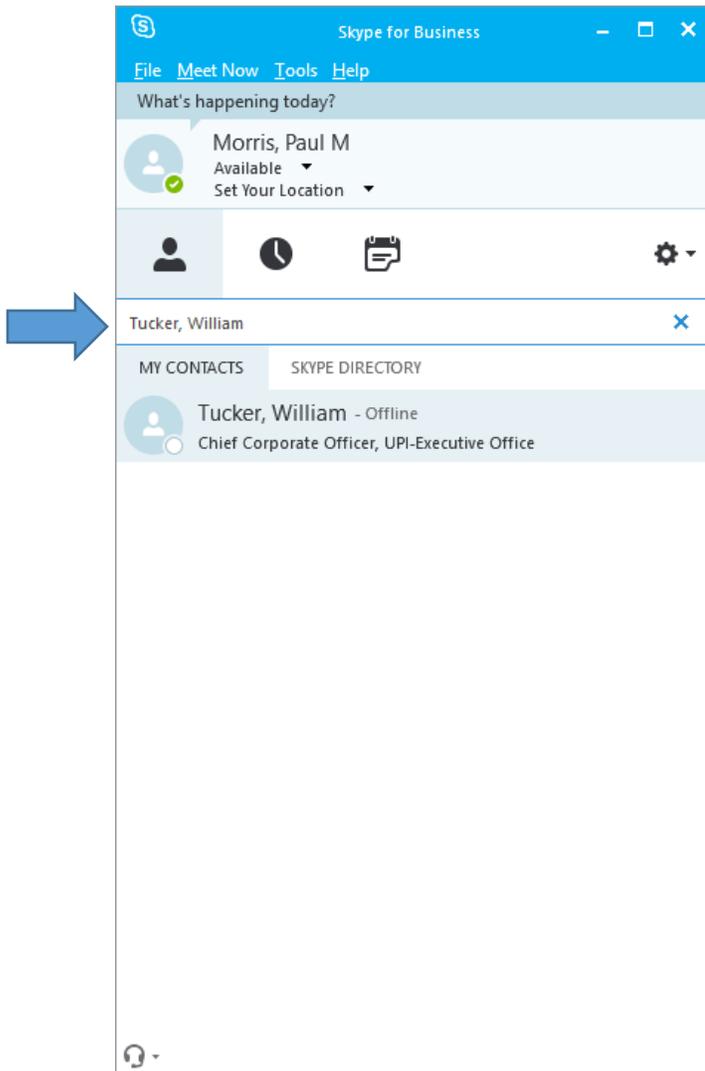
You are now ready to have Skype Conversations and Meetings!

Find Someone

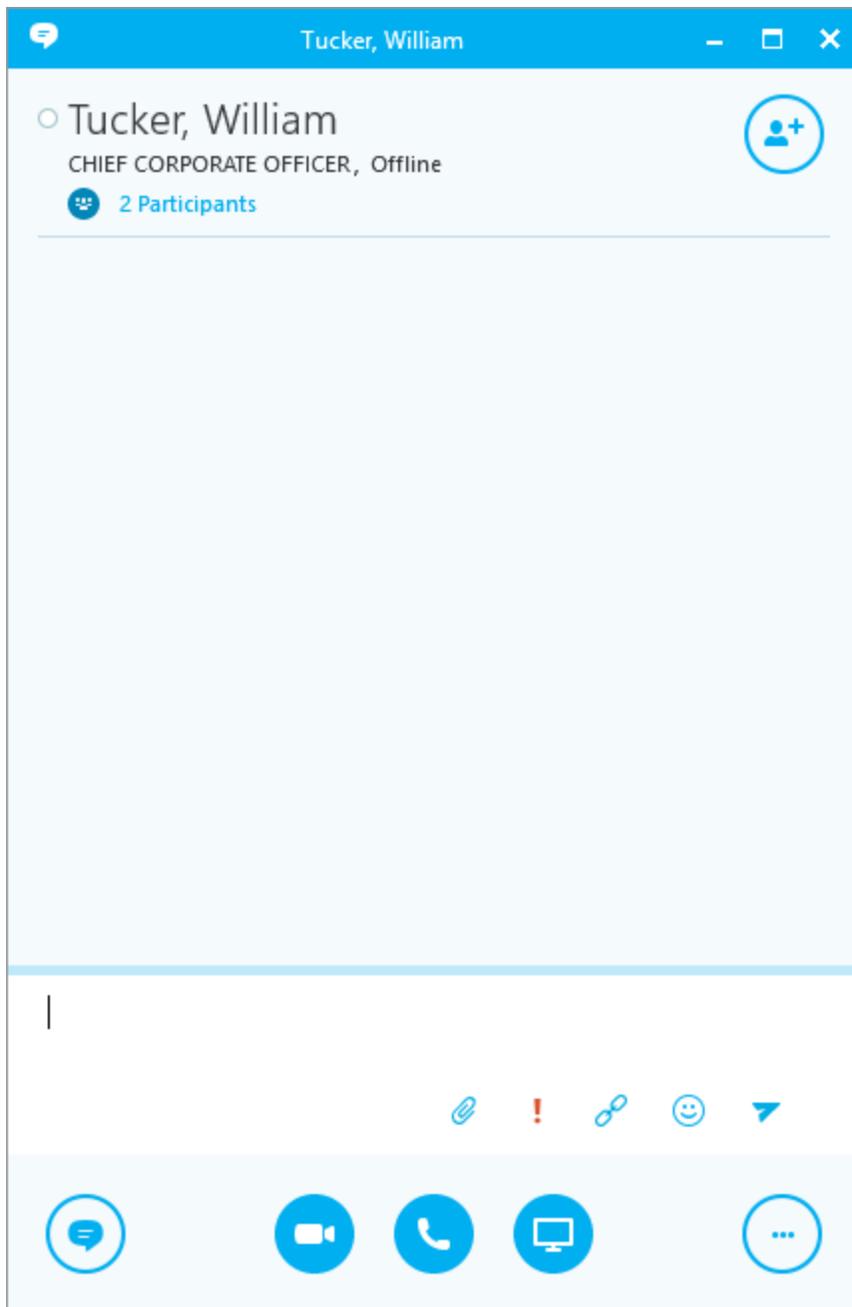
Type someone's name in the "Find Someone" Search box:



The more information you provide the more precise the results become:



Double click on the person's name and an IM (instant message) window will appear:



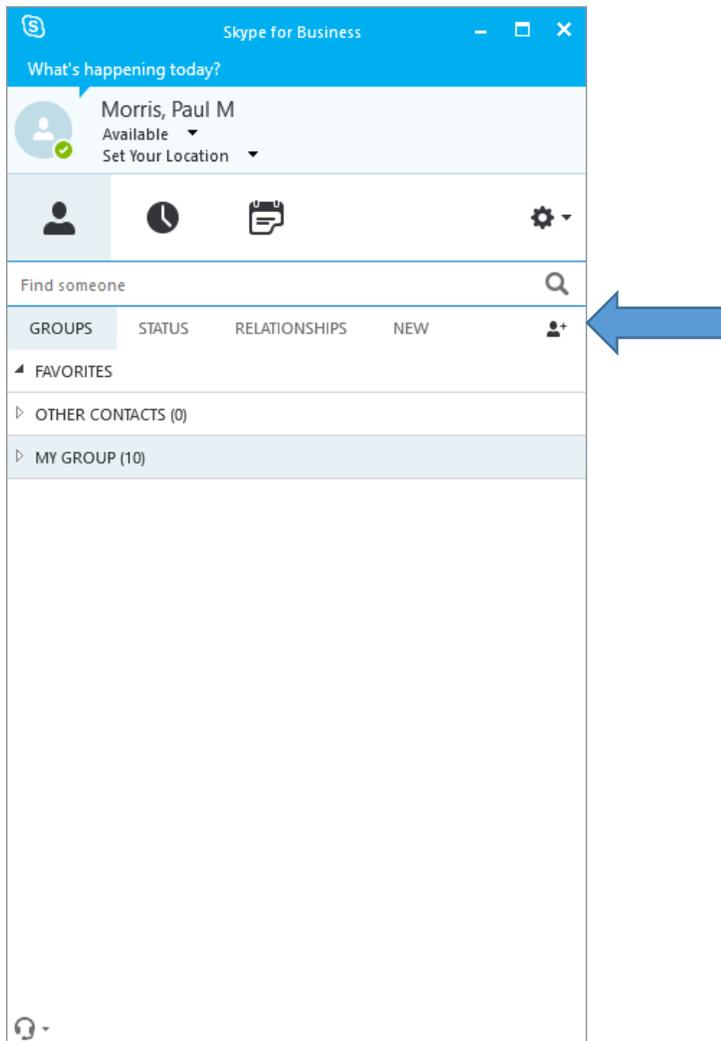
You can now begin typing in the chat box.

If you wish to add this person to your contacts list, so you don't need to look them up every time, Right Click on the person's name and select Add to Contacts List and select My Group or you can create custom groups. This will also be discussed in the next section "Create A Group".

Create a group

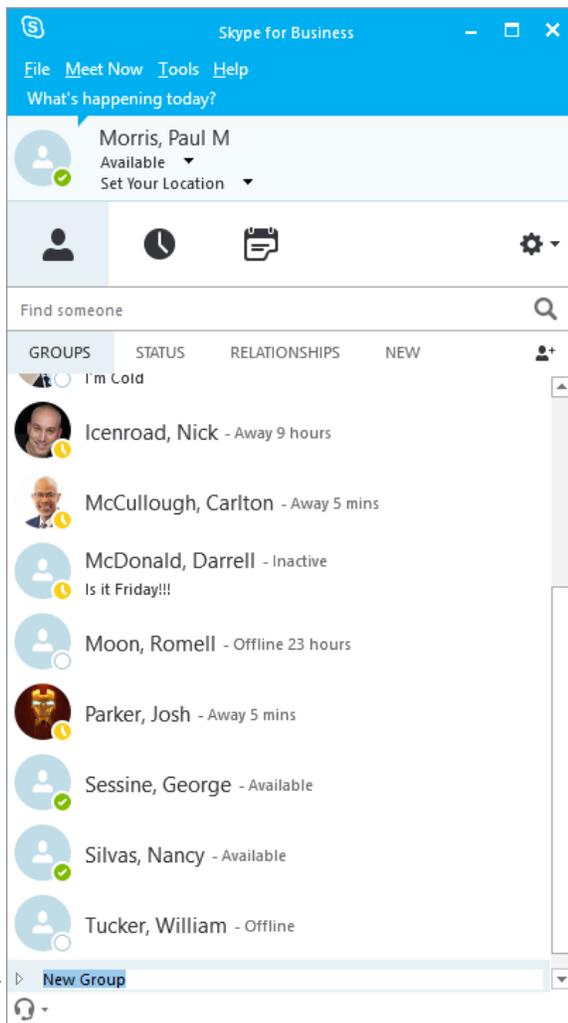
Set up a group for each team you work with so you quickly see who's available, or communicate with the entire team at once.

Click the Add a Contact button top right, main console screen:



Select Create a New Group

Enter the New Group Name at the bottom of the main console screen:



You can now add new contacts to the groups you have created.

You can also drag and drop contacts between the groups you have created.

Starting an IM

Now that you have set up your contacts and groups you can easily initiate IM conversations with anyone in your groups.

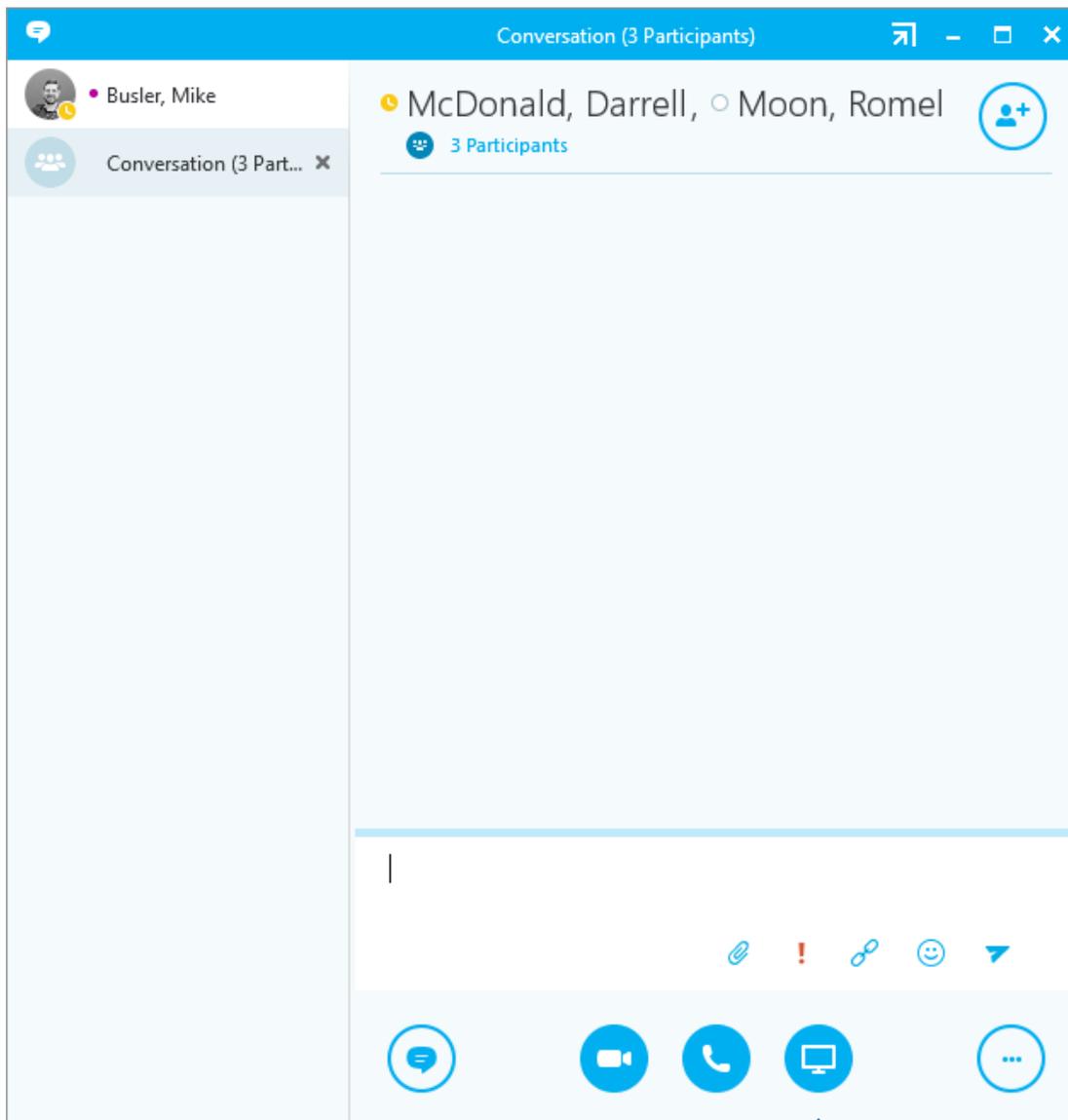
You can have IM conversations with an individual or a group.

In your Contacts list, point to the contact you want to IM, double click their name to open an IM window.

If you want to IM with more than one contact, hold down the Ctrl key and click each contact name you wish to invite. Right click on one of the highlighted names and click “send an IM”. A chat window will open and all participants will be notified of the conversation start.

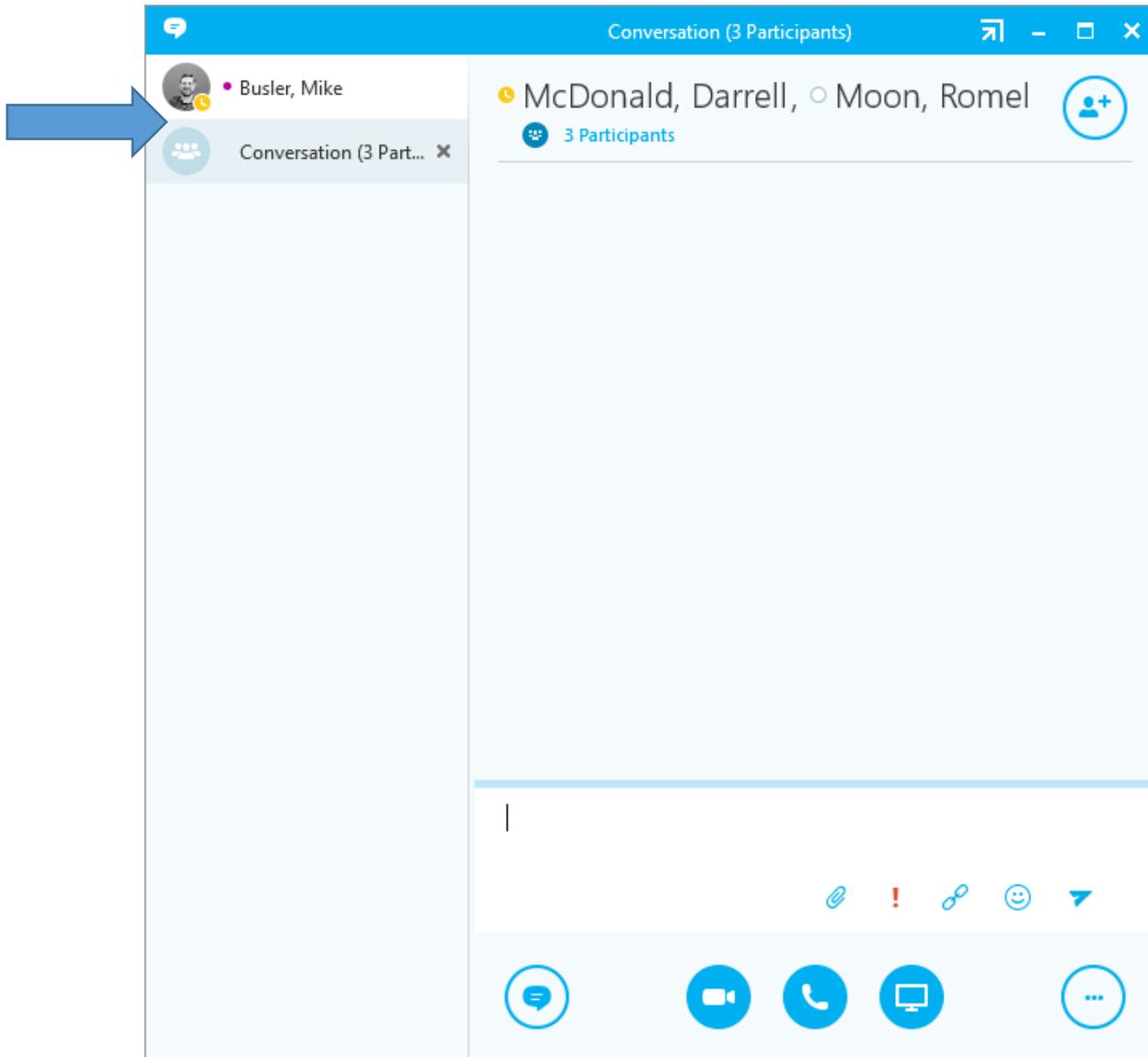
To add contacts, after the group IM has started, locate the contact and drag their name to the Chat window, they will then be added to the conversation.

You can add Video, Phone or Share your desktop by utilizing one of the buttons at the bottom of the chat window:



Video Phone Desktop

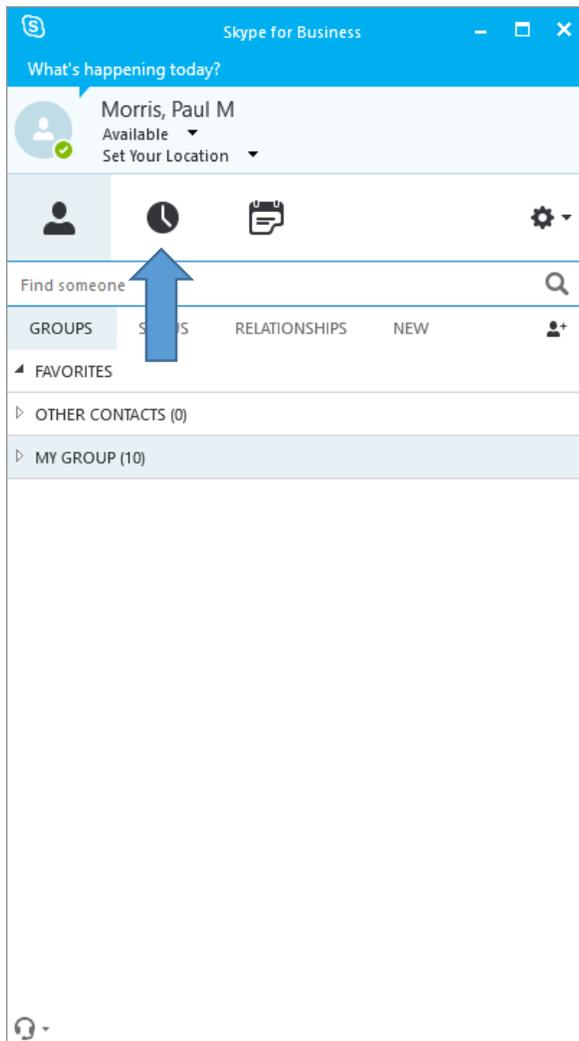
If you have several conversations or meetings going on at the same time, Skype displays them all in one place, so you can toggle between them.



Find a previous IM Conversation

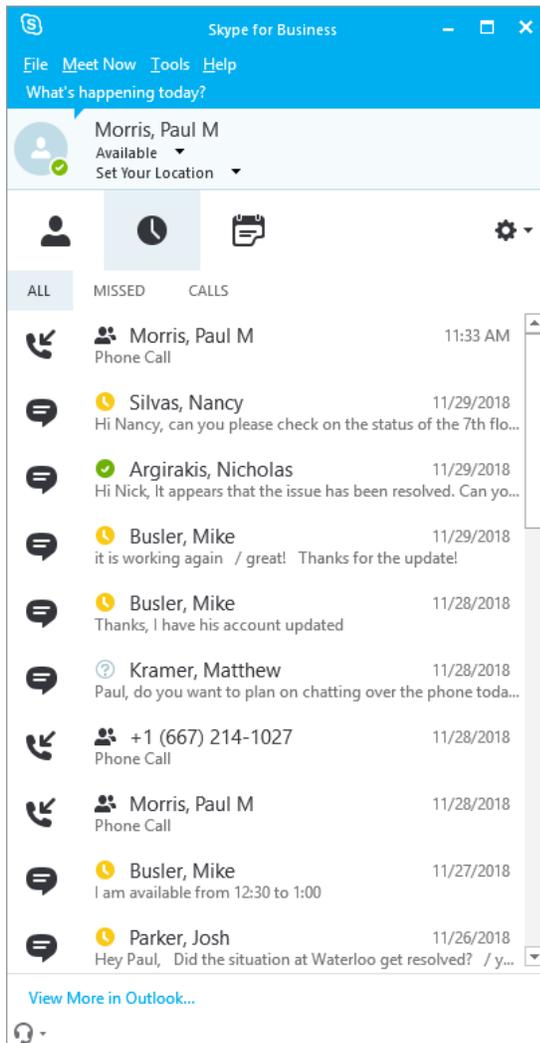
Skype automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

Click the Conversations tab:



Click the All or Missed tab.

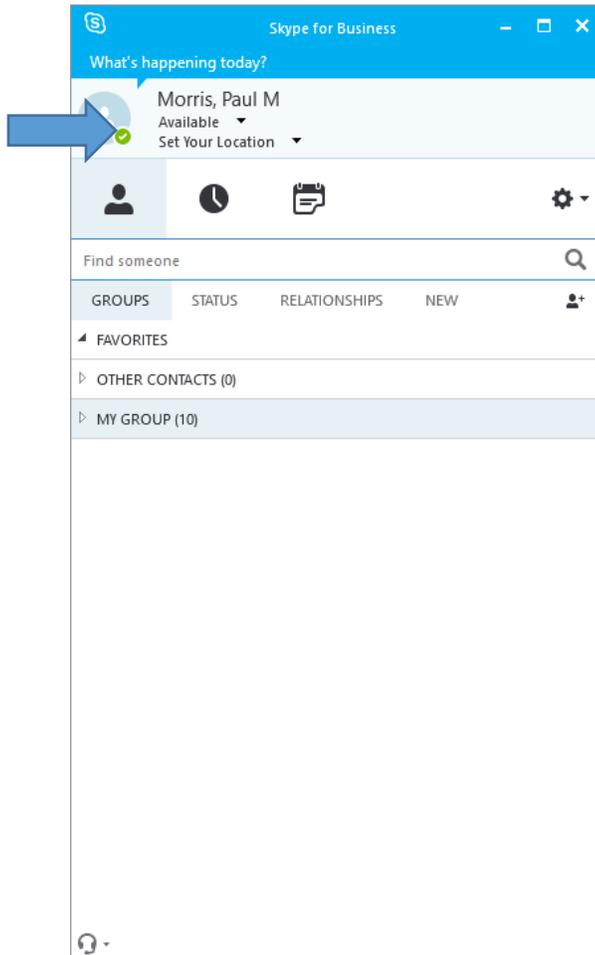
If you don't see the conversation you're looking for, click View More in Outlook at the bottom of the list.



Double-click the conversation that you want to open.

Want to change your online presence?

Presence is automatically set based on your Outlook calendar but you can change it temporarily if you want to. Presence status is a quick way for other people see whether or not you're free to chat.



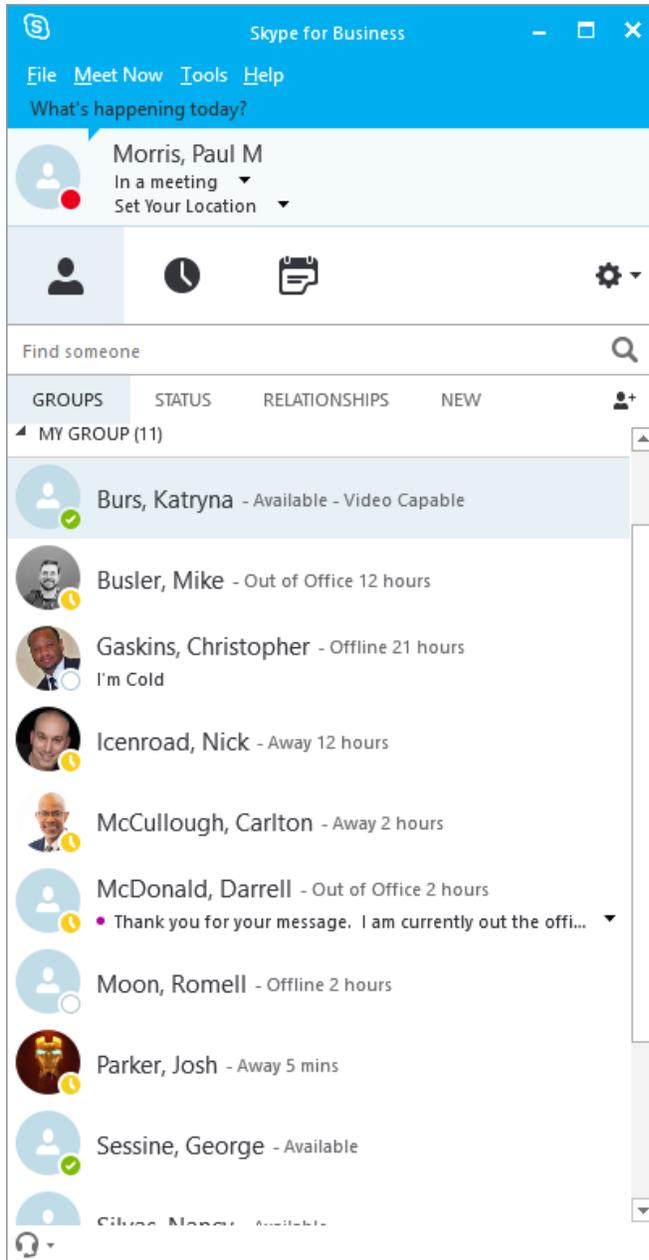
Here are the presence settings you can change:

If your presence is:	It means you are:
Available	Online and available
Busy	Hard at work and shouldn't be interrupted
Do Not Disturb	Do not want to be disturbed. You will see IMs but only if you're both in the same Workgroup.
Be Right Back	Away from your computer briefly.
Off Work	Not working or not Available
Away	Logged on, but have been away from computer for a period of time.

Status Change Alerts

By default, Skype for Business is configured to notify users each time the status of members in their group changes (goes offline, comes online, logs off, logs on, etc...). This is a configurable setting, however, it is only accomplished via manual intervention.

If you wish to change the Status Alert settings, go to the main console:



Select a member of your group by left clicking (once) on their name.

Right click to receive a drop down menu.

The 3rd selection from the bottom “Tag for Status Change Alerts” should be checked to receive alerts, unchecked to not receive alerts.

Right click that option to change the status.

In order to “bulk change” the status, select each member of your group, while holding the <Ctrl> key until you have selected them all. Then right click on any of the highlighted names to receive a drop down menu.

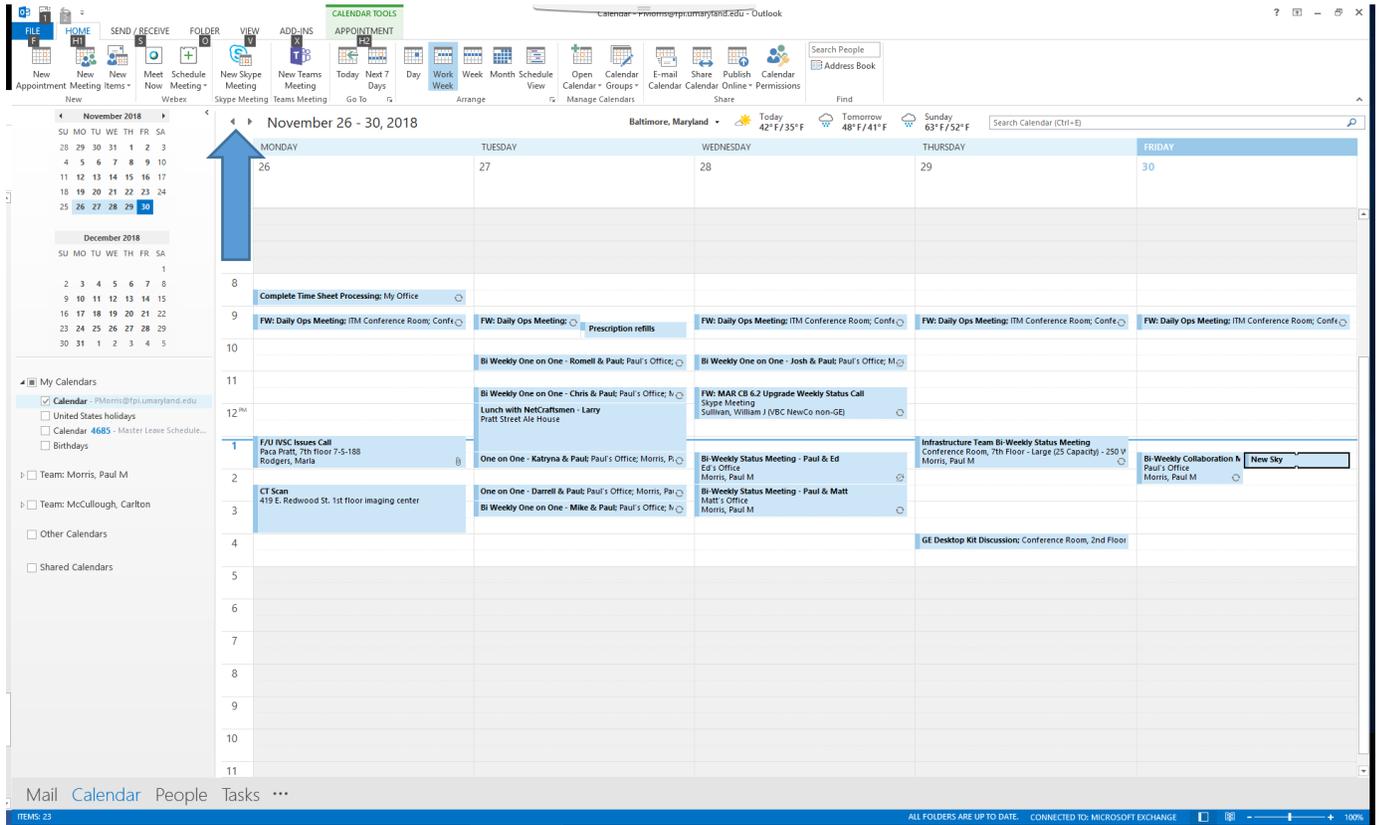
The 3rd selection from the bottom “Tag for Status Change Alerts” should be checked to receive alerts, unchecked to not receive alerts.

Right click that option to change the status.

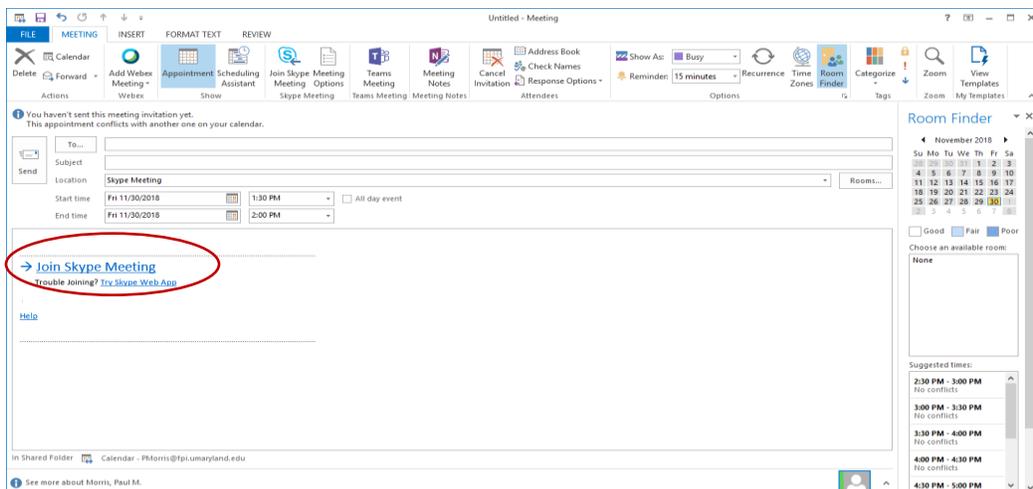
Meetings

Scheduling a Skype Meeting is an Outlook task.

Open your Outlook Calendar, click the Home tab and click New Skype Meeting

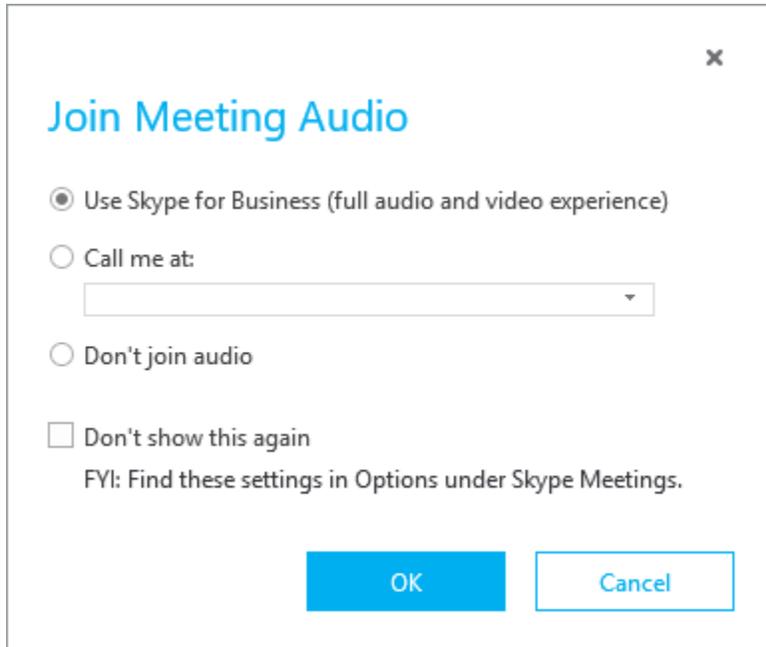


Complete and send the meeting request as you would normally:



The link to for participants to join the Skype meeting is added automatically.

When the meeting is starting and participants are joining they will click the Skype Link and be presented with a window for selecting audio options:



Join Meeting Audio

Use Skype for Business (full audio and video experience)

Call me at:

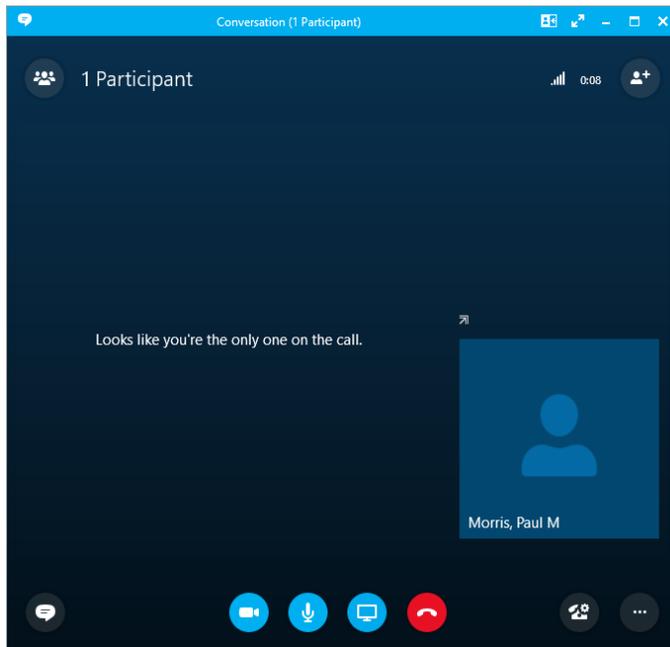
Don't join audio

Don't show this again
FYI: Find these settings in Options under Skype Meetings.

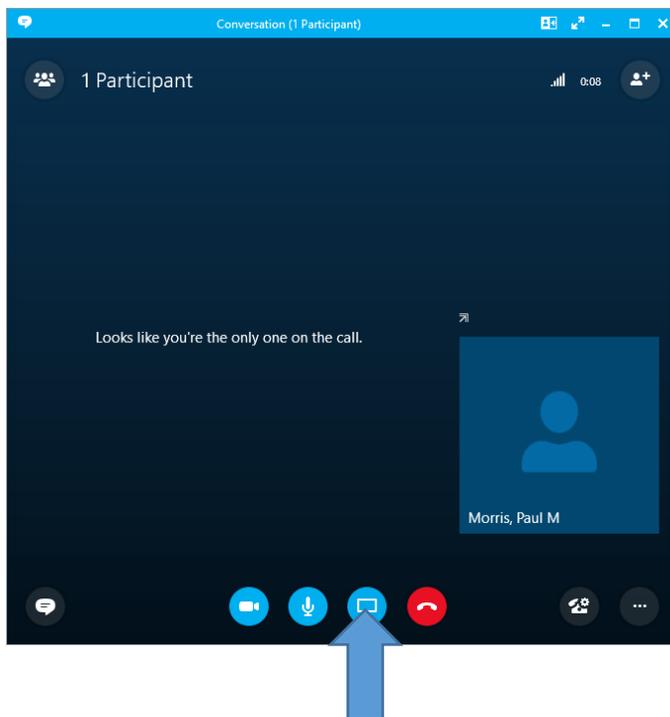
OK Cancel

Users will make their selection and press ok

As users join the meeting their contact information will be displayed:

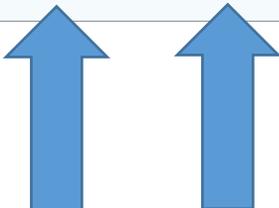
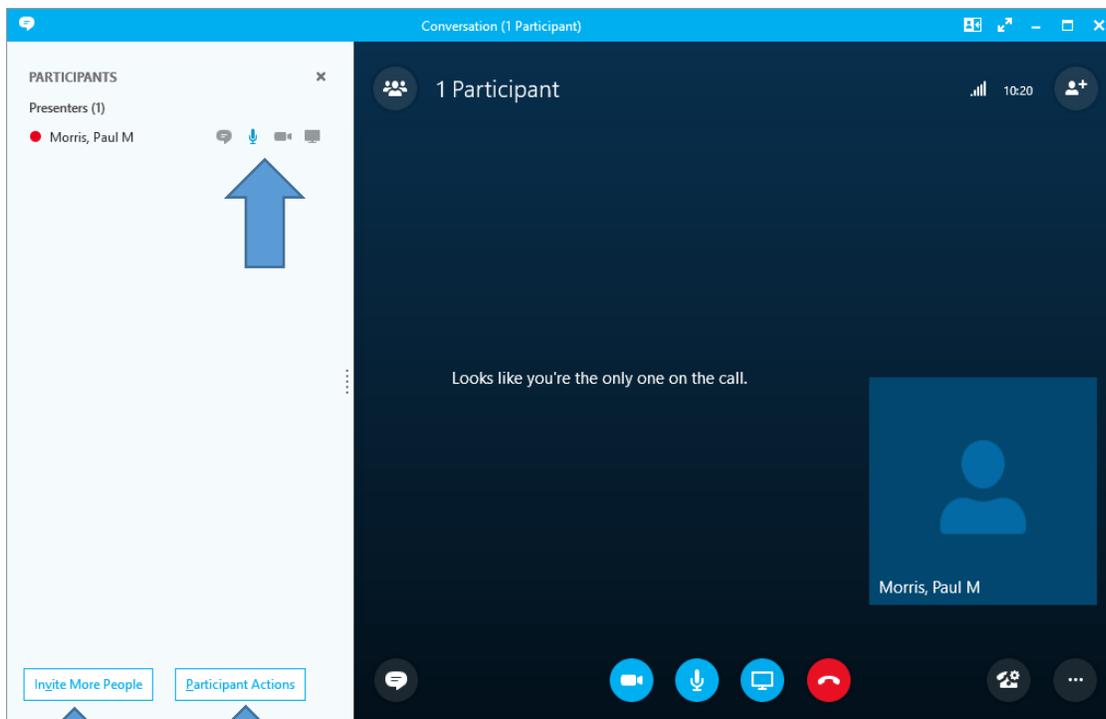
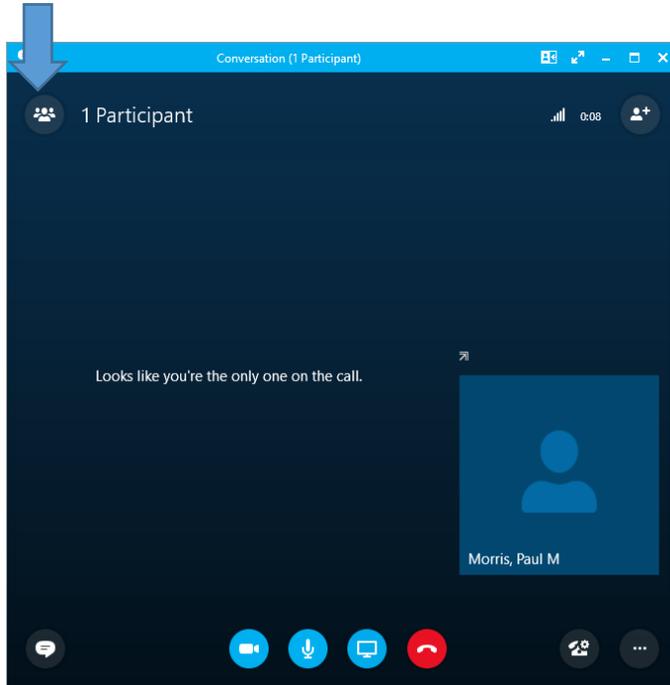


During the meeting you can share your desktop or specific applications by using the Present button at the bottom of the screen:



When you are finished presenting, click the "stop presenting" button at the top of the screen.

You can manage meeting participants by opening the participants pane. Here you can control their interactions, video, audio or allow them to become the presenter. Additionally, from this pane, you can add/invite more people:



This guide only represents a fraction of the capabilities of Skype for Business.

If you would like to learn more, please go to:

<https://support.office.com/en-us/skype-for-business>