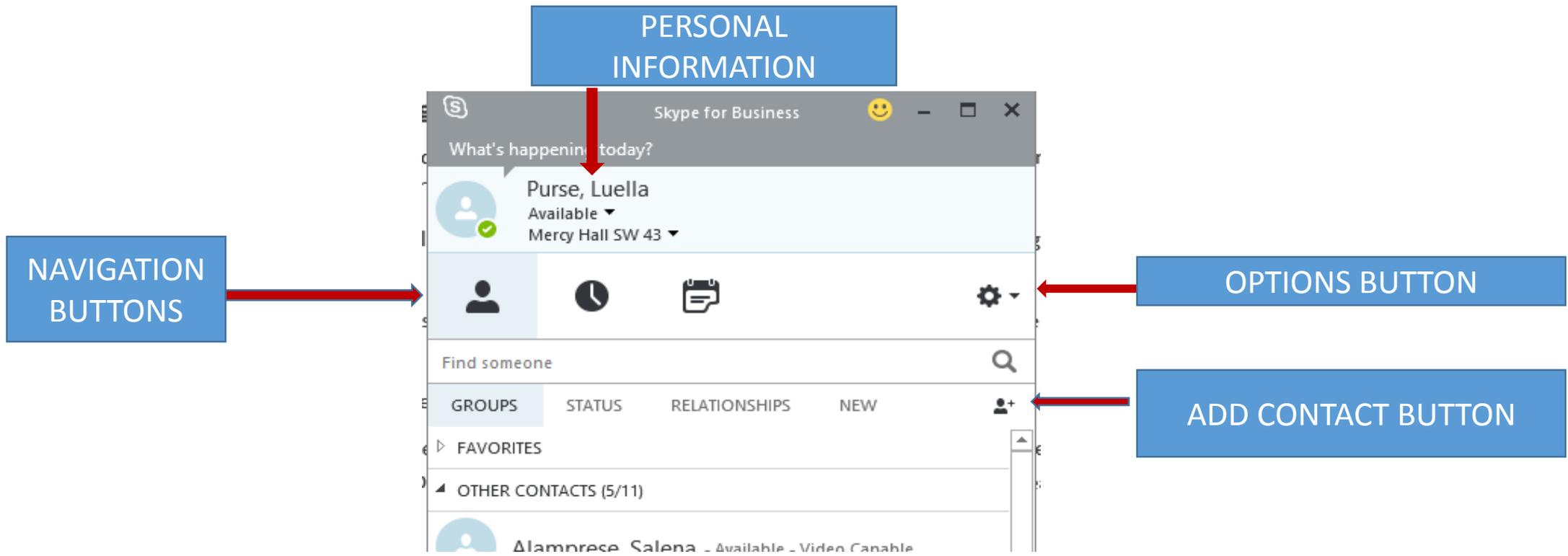


**SKYPE FOR BUSINESS
FORMERLY
LYNC 2013**

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SKYPE FOR BUSINESS – GETTING STARTED (FORMERLY LYNC)



Setting your Presence

Available ▼

SW 43 Mercy Hall ▼

- **Be Right Back:** You have stepped away and will return soon.
- **Off Work:** You are not at work.
- **Appear Away:** Your computer is set to away.
- **Optional:** To return to your previous status, select Reset Status.

Adding a Personal Note

Mercy Hall SWA 43

You can add a custom note to instantly share a short message or additional details with your contacts.

1. In the What's happening today? Conversation box, enter a short personal note you would like to share with your contacts.
2. Optional: To change your personal note, delete your current message and press the Enter Key. Type a new personal note in the space.

Setting your Location



Along with your presence status and personal note, you can also display your current location to your contacts.

1. Click Set your Location.
2. Enter a description of your current location into the box.
3. Click outside the text box to save the location.

Adding a User Picture



Choose a picture of yourself to display to your contacts. The maximum size of a user picture is 30KB.

1. Click the arrow beside the **Options**  ▼
2. Click **Tools**.
3. Select **Options** from the drop-down menu.
4. Select **MY Picture** in the left pane of the Skype Options screen.
5. Click **Edit or remove picture**.
6. Click **Browse** and select a photo from your files.
7. Click **Open**.
8. Click **Save**.
9. Optional: To hide your picture, click the button Hide my picture. Click OK to confirm.

Navigating in Skype for Business



When you open the Skype main window, you can click the view buttons under your personal information to change your view. Select the view that displays the features you want to access.

- **Contacts**  view: your default view, which displays your various contact group and their current presence status and network.
- **Conversation's**  view: displays past chats, meetings, and calls.

Contacts

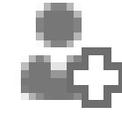


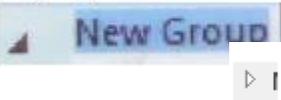
It is important to populate your list of contacts with the people you wish to interact with. You can add contacts using the name, email address, or phone number of another Skype for Business user in your organization.

Adding a Contact from your Organization:

1. Enter the name, email address, or phone number of a contact you wish to add in the **Find someone** space in the main Skype window.
2. When a desired contact appears, right-click on the name of the user.
3. Select **Add to Contact List** from the drop-down menu.
4. Select a group for your contact to belong to. The contact will appear in the desired list.

Creating a New Contact Group



1. Click the **Add a Contact**  **button**.
2. Select **Create a New Group**.
3. The new group will appear in your groups view. Click in the blue-highlighted New Group  space to enter in a name for your group.
4. Click and drag contacts to place them into the new group.
5. Optional: To delete a group, right click on the group and select Delete Group.
6. Optional: To expand a contact group and view contacts, click the Arrow  button next to the name of the group.

Messaging

Using the Quick Skype Bar

The Quick Skype bar gives you instant access to common tools for interacting with contacts.

1. To open the **Quick Skype** bar, hover your pointer over the user picture of the contact with whom you wish to interact.
2. Click one of the **Quick Skype** buttons to interact with the user, including:

- Send an IM 
- See Contact Card 
- More 

Sending an Instant Message

1. Double-click on the contact you wish to instant message in your **Contact List** or click the **IM**  button on the **Quick Skype** menu.
2. Type your message into the text box provided and press the **Enter** key to send.
3. Optional: To change the font type, size, or color of your message text, click the **Font**  button. Select a text color from the palette or click the arrow on the **Font** or **Font Size** boxes.
4. Optional: To insert an emotion, click the **Smiley**  button. Select the desired expression from the palette.
5. Optional: To set the importance level of the message to high, click the Set high importance for this message  button.
6. Optional: To invite a contact to an ongoing conversation, hover over the Participants  button. Select a recent contact or click Invite More People to choose from your contacts.
7. Click the Close X button when you have finished the conversation.

Meetings



With Skype for Business, you can schedule and participate in online meetings with other contacts in your organization. To use Skype meetings optimally, you will need to use Microsoft Outlook.

Scheduling a Meeting in Skype for Business

1. In your Skype window's **Contact** view, right-click the contact with which you wish to schedule a meeting.
2. Click **Schedule a Meeting**.
3. When the Outlook window opens, enter the details of the meeting such as **Subject, Location, Start time, End time**, and any agenda information in the body space.
4. Click the Send  button.

Scheduling a Meeting with your Outlook Calendar



1. Open your Microsoft Outlook program
2. Click on the Calendar. Click the **New Skype Meeting**.
3. Enter the email address of the contacts you wish to invite.
4. Enter a **Subject, Location, Start time, End time**, and any agenda information in the body space.
5. Click **Send**.

A screenshot of the Outlook "New Meeting" dialog box. The "MEETING" tab is active, showing options like "Appointment", "Scheduling Assistant", "Join Skype Meeting", "Meeting Notes", "Cancel Invitation", "Attendees", "Options", "Recurrence", "Time Zones", "Room Finder", "Tags", "Zoom", and "Apps for Office". The "Room Finder" pane is open, showing a calendar for June 2015 with a legend for room quality (Good, Fair, Poor) and a list of available rooms. The main form fields are: To... (empty), Subject (empty), Location (Skype Meeting), Start time (Fri 6/19/2015, 12:00 AM), End time (Sat 6/20/2015, 12:00 AM), and a "Send" button. A "Join Skype Meeting" link is visible at the bottom.

Joining a Scheduled Meeting

1. Open the meeting request or reminder in your Outlook calendar.

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

2. Click Join Skype Meeting.

[help](#)

- Call me at: Enter a phone number to dial in to a conference or select a set number from your Phones options.

Participating in a Meeting

Once you have joined a meeting, you do one of the following options:

To view information on other attendees, view the participant list.

To chat in a meeting, enter your instant message into the message space at the bottom of the screen.

To exit a meeting, click the **More**  button. Select End Meeting from the Pop-up menu. Click **OK**. (If you are not the presenter, simply close the conversation window. The meeting will go on without you.)

Adding Users To a Meeting



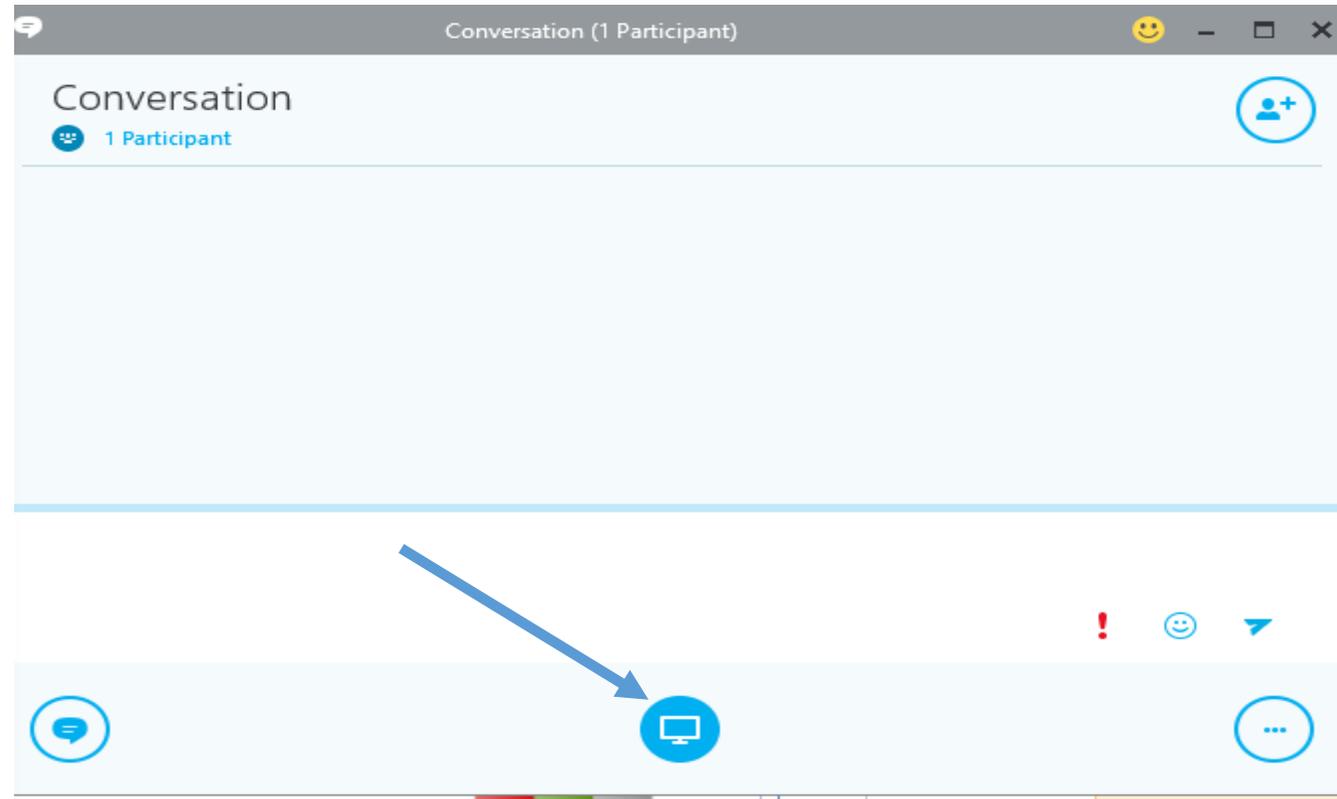
Once in a meeting, a presenter can add additional users as needed.

1. In the meeting window, click the **Invite More People** button.
2. Select additional contacts from the list or enter the name of a contact in the search bar.
3. Click **OK**.

Presenting Content through Skype Meetings

- One of the most powerful features in Skype for Business is the ability to directly present content to your contacts. You can train new employees in shared programs or present ideas directly with a PowerPoint Presentation. You can choose to share your entire desktop display or just a specific program you are working in.

1. In a meeting, hover your mouse over the Present  button.



2. From here, you can share one of the following:

- **Desktop:** Displays your entire desktop screen.
- **Program:** Displays work in a selected program.
- **Q&A:** Displays other attendees' questions for you or a presenter to answer.
- **Whiteboard:** Displays a writing slate.
- **Poll:** Displays a poll that your contacts can participate in.

3. Optional: To give your participants control over the screen, click the **Give Control** on the sharing toolbar at the top of the screen. Take Back Control of the screen by clicking **Take Back Control**.

4. Click **Stop Presenting** to end the sharing session and return to your private screen.

Sharing an Attachment

- You can share folder or files with your contacts by attaching them through an instant message or in a meeting.
 1. In a meeting or conversation window hover your mouse cursor over the **Present**  button.
 2. Click on the **Attachments** tab.
 3. Click the **Add Attachment**  button.
 4. Select the file you wish to share in your computer's folders.
 5. Click **Open**.
 6. The attachment file will appear in the **Attachments** window. From here you can do one of the following:

- To share the attachment in the conversation or meeting window, click **Open**.
- To set who can download the attachment in a meeting, click the arrow beside the **Permission** button. Select **Organizer** if you want to be the only one with access to the file. Select **Presenters** if you would like to give access to other presenters. Choose **Everyone** if you would like to give everyone access to the file.

Downloading Meeting Content

- You can save content such as polls or questions and answers presented in a meeting for future reference.
 1. In a meeting conversation window, hover your mouse cursor over the Present  button.
 2. **Click Manage Presentable Content.**
 3. Click **More**
 4. Select Save As or Save with Annotations to download the content to you computer's folders.