

# Skype for Business Training Guide



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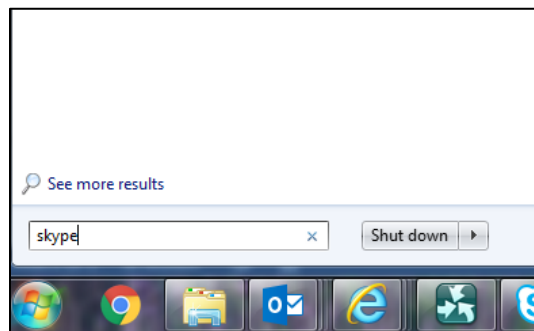
## Introduction to Skype for Business

Skype for Business is a communication tool that allows users to collaborate in real-time via text, chat, and desktop sharing. Skype for Business allows users to see when others are available to collaborate.

### Accessing Skype

To access Skype perform the following steps.

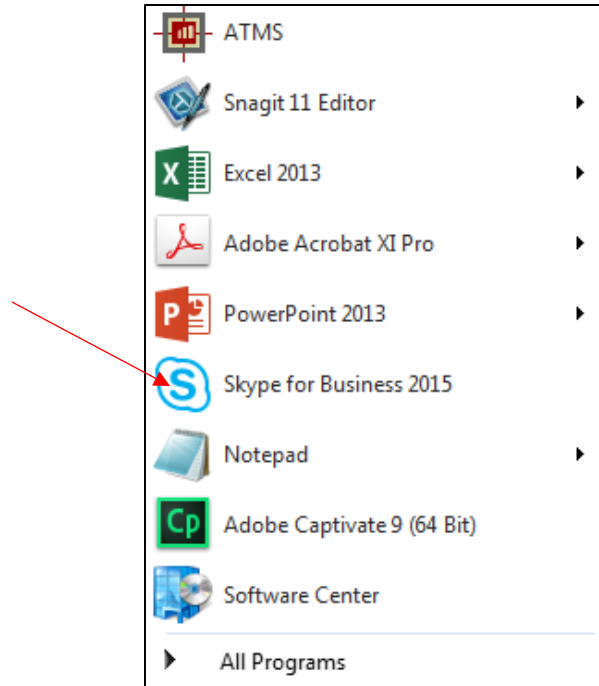
1. Click the Windows button on your computer and enter Skype in the search field.



**Figure 1 – Skype Program**

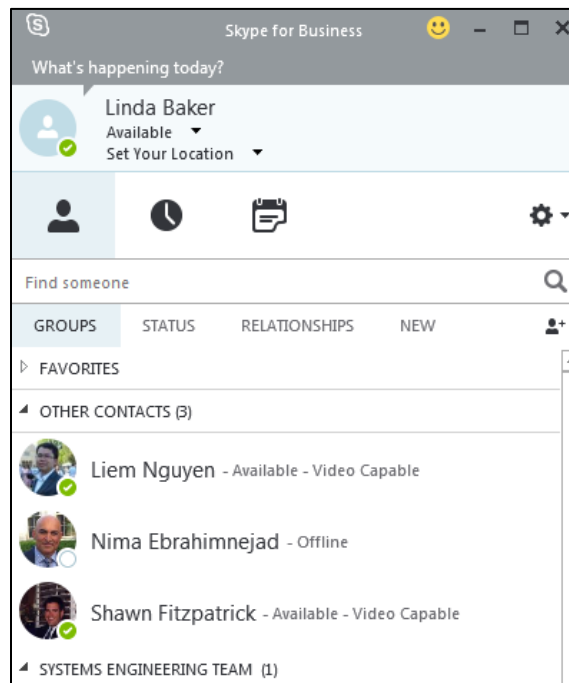
2. Click the Skype for Business 2015 Icon to launch Skype.

## Skype for Business



**Figure 2 – Skype for Business Icon**

3. Enter you log-in name and user ID.
4. Skype for Business launches.



**Figure 3 – Skype Launched**

## Setting Your Status

You can select your status from the drop down list of status depending on the definition of each

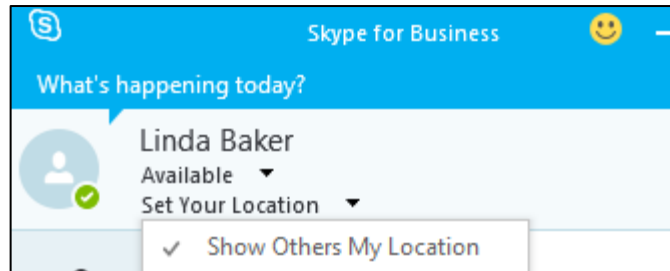
	<b>If your presence is:</b>	<b>It means you are:</b>
	Available *	Online and available
	Be Right Back **	Away from your computer briefly
	Away *, **	Logged on, but have been away from computer for a period of time.
	Off Work **	Not working or not available
	Busy *, **	Hard at work and shouldn't be interrupted
	In a call *	In a Skype for Business call (two-party call)
	In a meeting *	In a meeting (using Skype for Business or Outlook)
	In a conference call *	In a Skype for Business conference call (Skype meeting with audio)
	Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
	Presenting *	Giving a presentation
	Out of the office	Set to OOF in your Outlook calendar
	Offline *	Not signed in
	Unknown	Presence can't be detected

**Figure 4 – List of Status Options**

## Setting Your Location

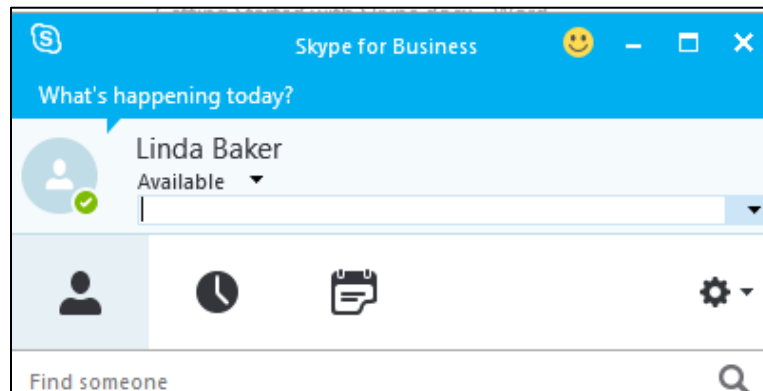
You can set your location and add additional locations.

1. Click the Set your locations drop down.



**Figure 5 – Setting Location**

2. Enter a location name in the available field.



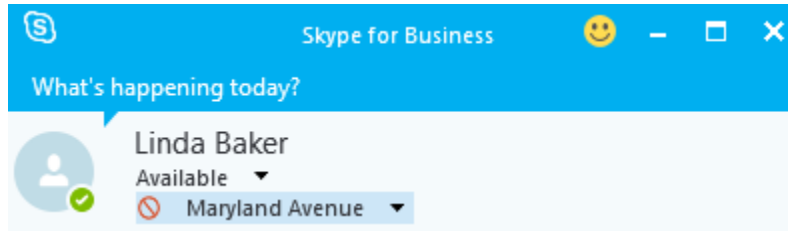
**Figure 6 – Enter a New Location**

3. The new location that you entered will display under the My Custom Location drop down.



**Figure 7 – New Location Option**

4. Select that location



**Figure 8 – New Location Selected**

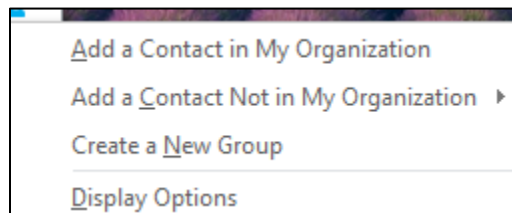
## Setting up Groups

You can set up a group for any team that you work with to see who is available in the team or to communicate with the entire team at one time.

1. Click the Add a Contact button.

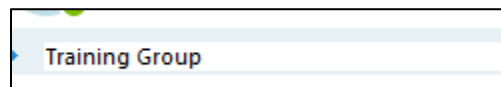


2. Select the **Create a New group** menu.



**Figure 9 – Create a New Group**

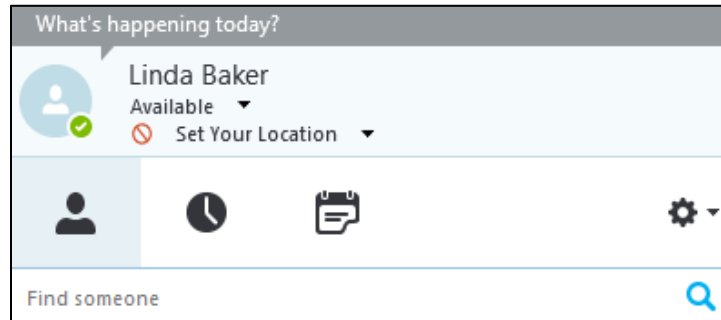
3. Enter the name of the new group at the bottom of the screen.



**Figure 10 – New Group Name**

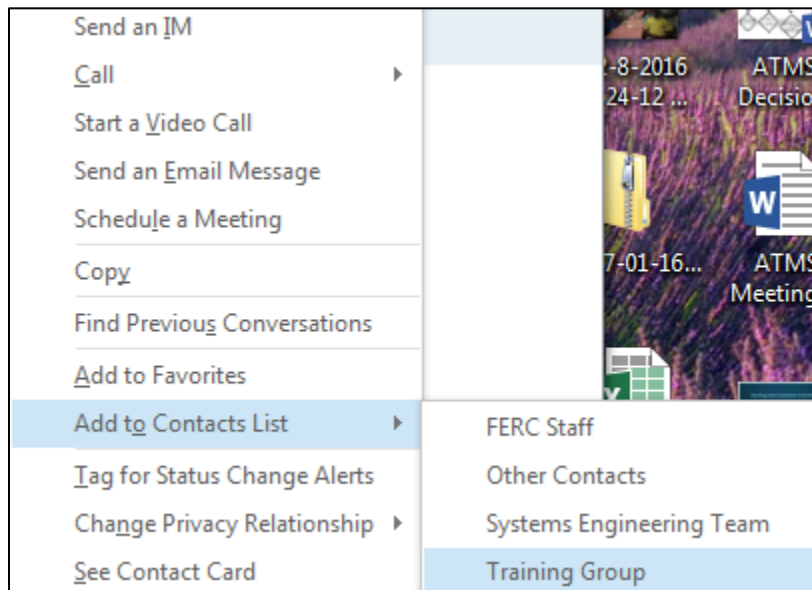
## Skype for Business

4. Add contacts to the group by using the search field to locate a name or drag a name into the new group.



**Figure 11– Search Field**

5. You can also right click the name and click the menu add the name into the group.

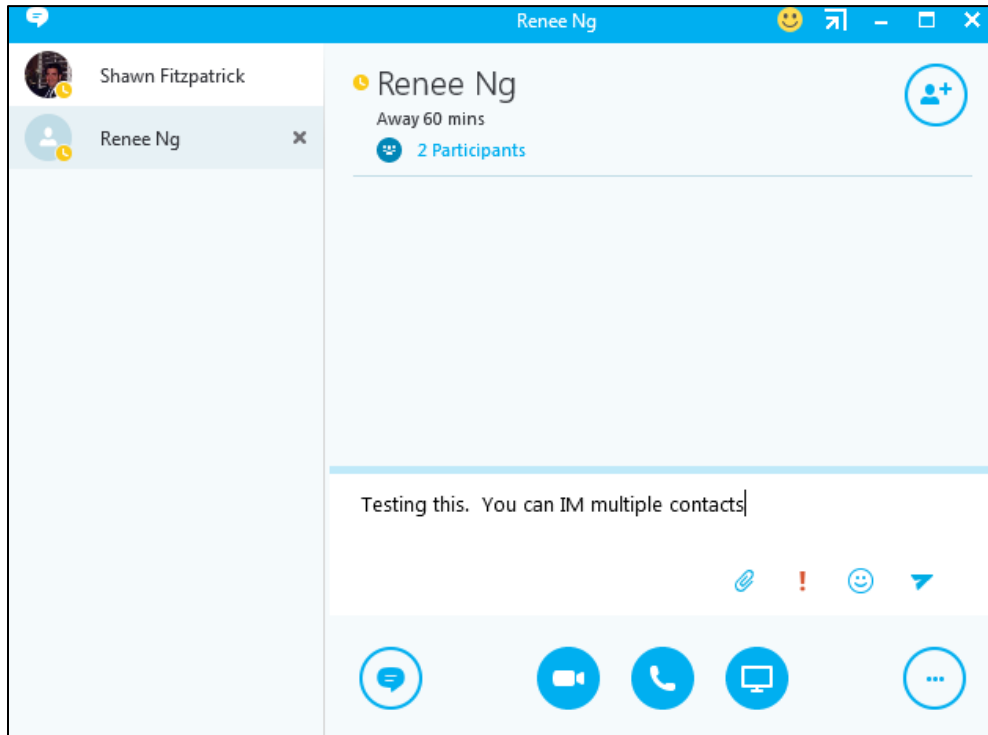


**Figure 12 – Add Name to Group**



## Instant Messaging

1. Click the name of the person that you want to instant message or to Instant message multiple people hold down the **CTRL** key and click each contact name.



**Figure 13 – Operation Screen**

2. Enter your message and press the enter key on your keyboard your message is sent to the selected contacts.

## Conversation History

It is important to understand that all of your Instant messaging conversations are kept in your conversation folder in Microsoft Outlook. This option cannot be turned off. This is necessary for Records retention.

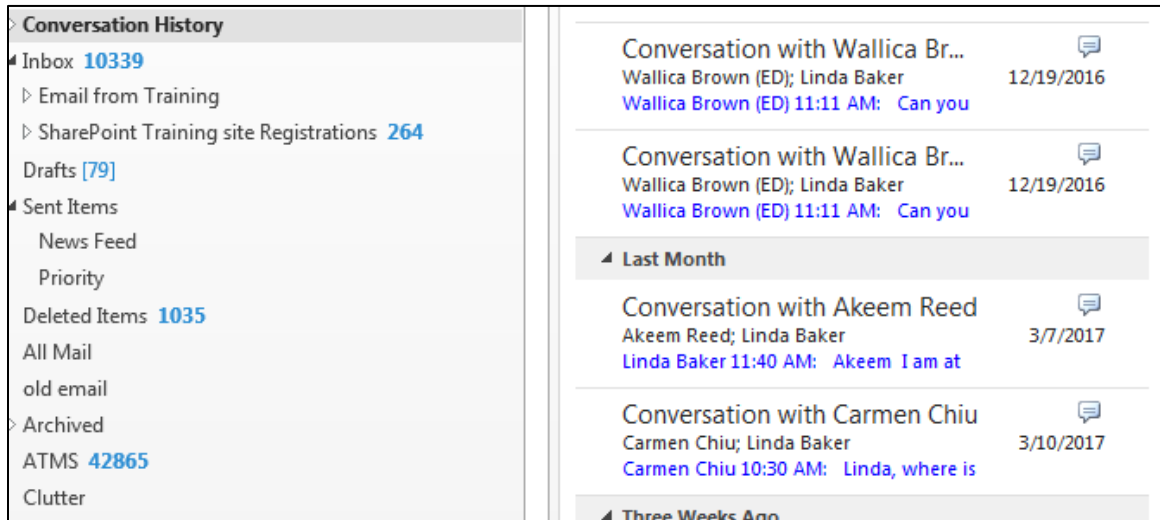
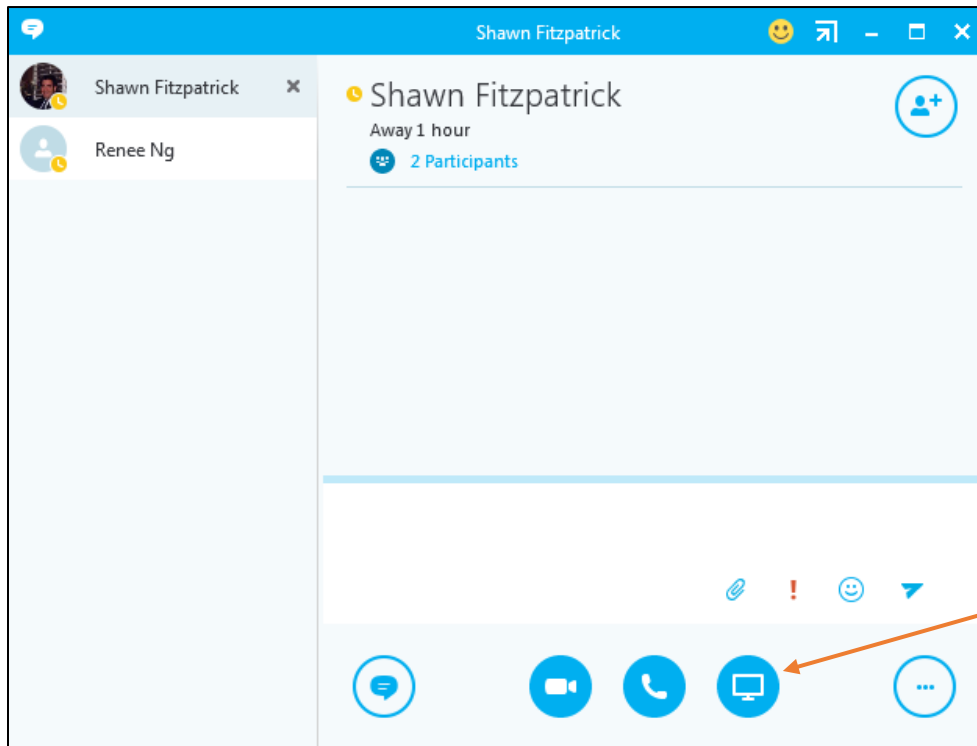


Figure 14 – Conversation History

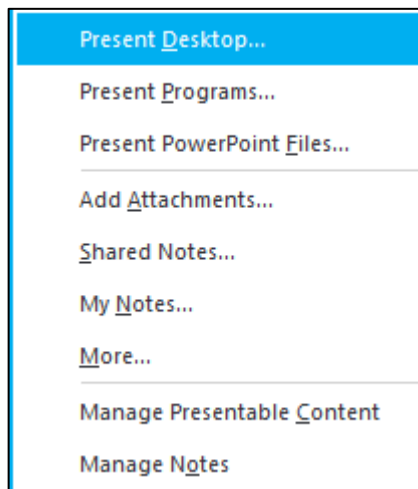
## Sharing Your Desktop

1. Click on a contact name of the person that you want to share your screen or add additional people.
2. Click the monitor icon located on the screen.



**Figure 15 – Operation Screen**

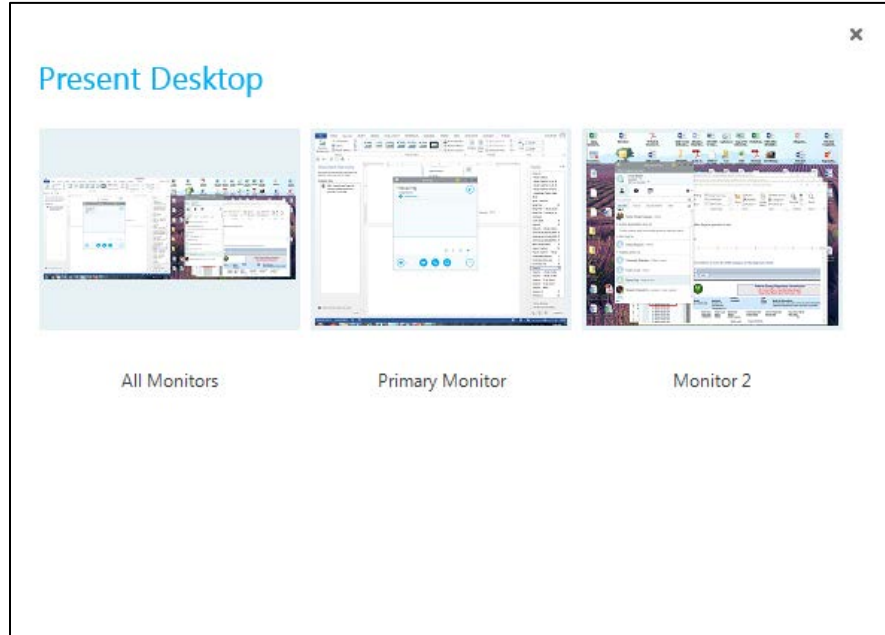
3. Select the Present Desktop option.



**Figure 16 – Present Desktop**

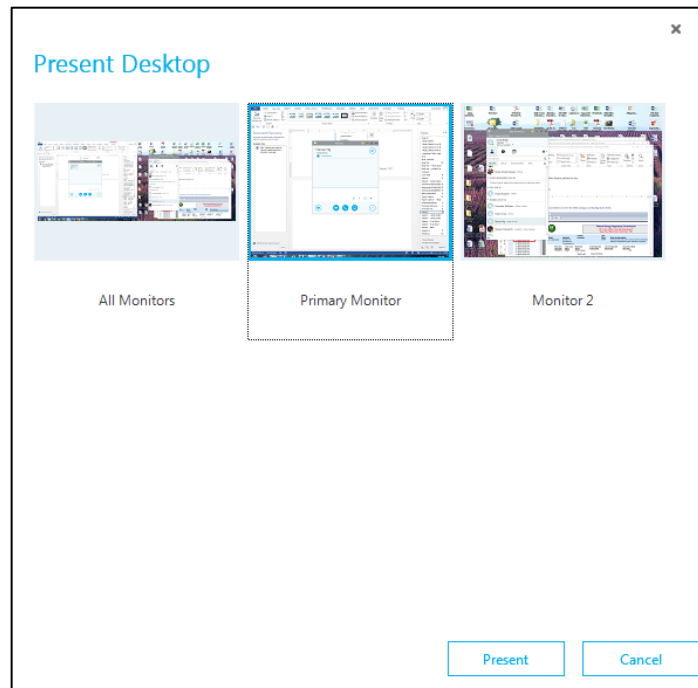
## Skype for Business

4. Select the monitor to share if you have multiple monitors.



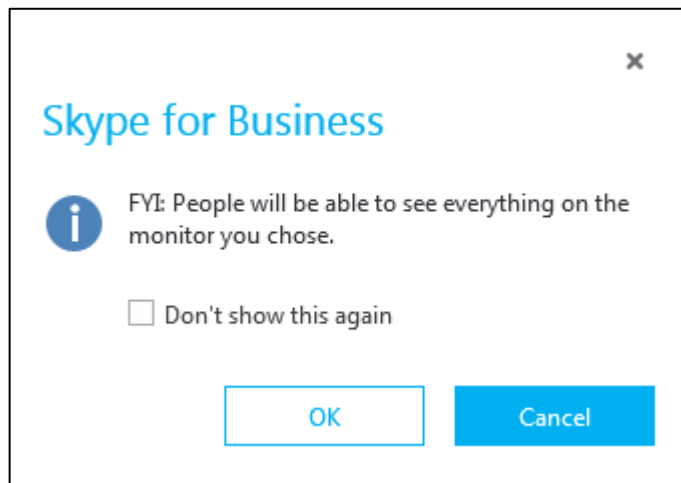
**Figure 17 – Select a Monitor to Share**

5. Click the present button to share the monitor.



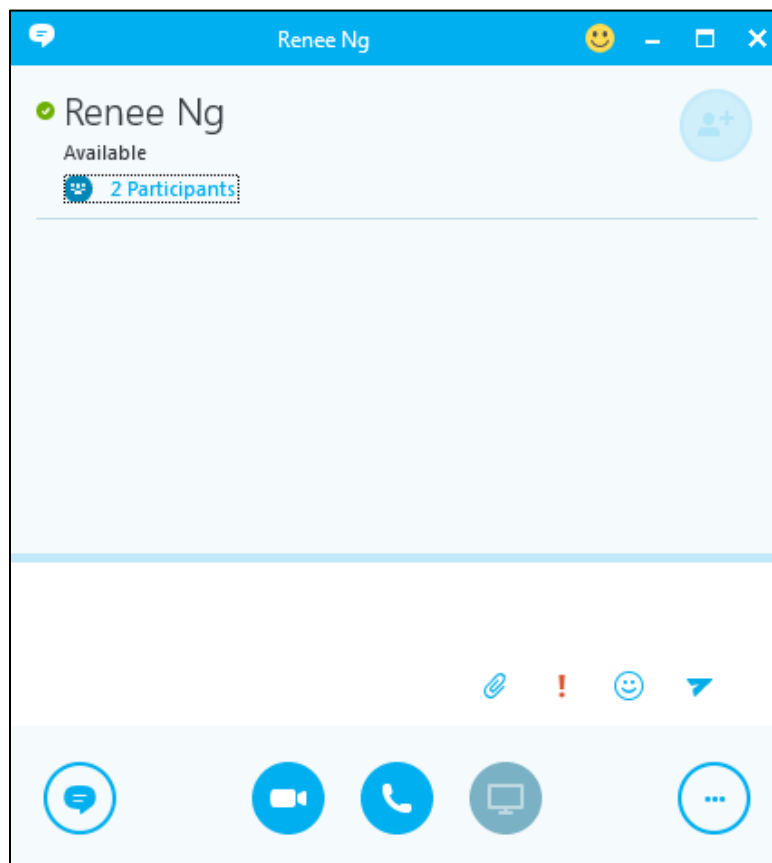
**Figure 18– Present Button**

6. Click the Ok box to verify that you want to share.



**Figure 19 – Confirmation**

7. Your screen will be shared with the person or persons indicated.

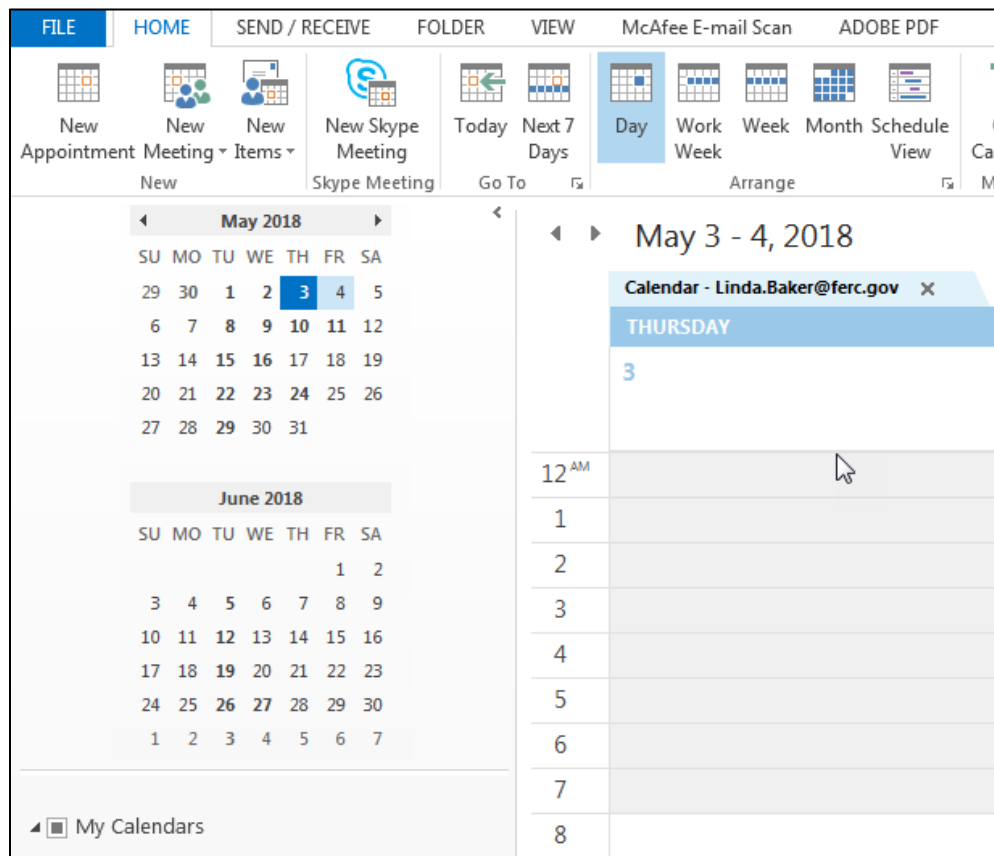


**Figure 20 – Screen Sharing**

## Skype Meetings

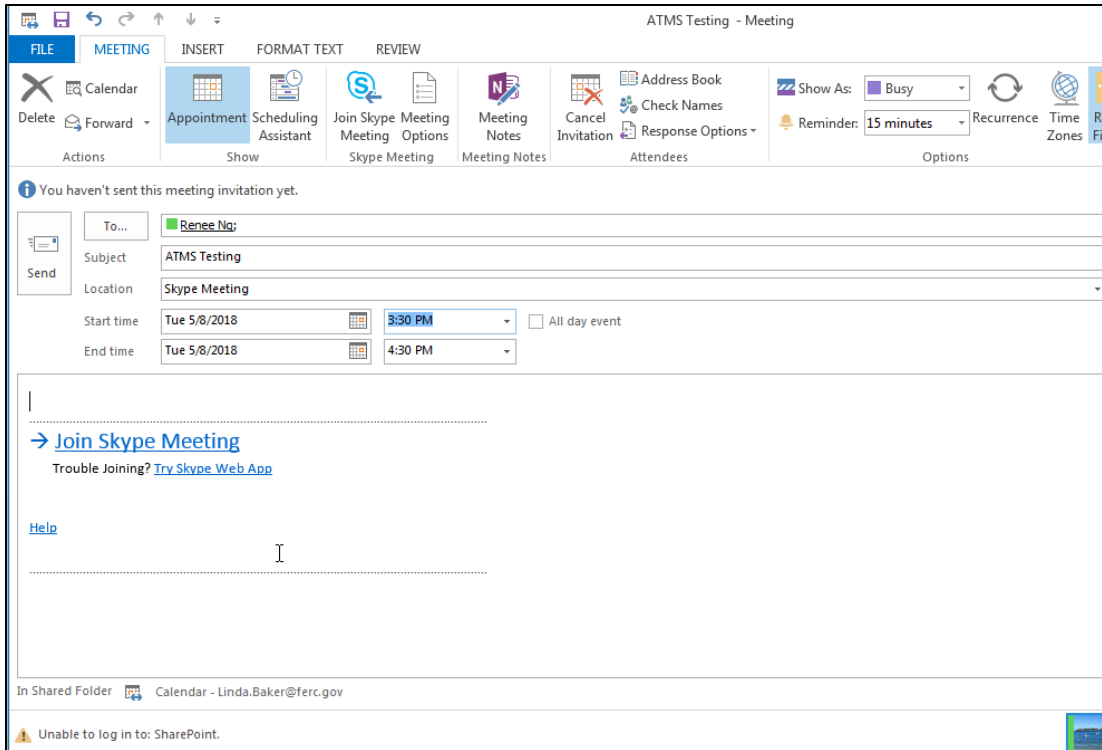
When setting up a meeting on the Outlook calendar you can create a Skype link inside the meeting invitation.

1. Click on the calendar view in outlook.
2. Select New Skype Meeting.



**Figure 21 – New Skype Meeting Icon**

3. Enter the details about your meeting.



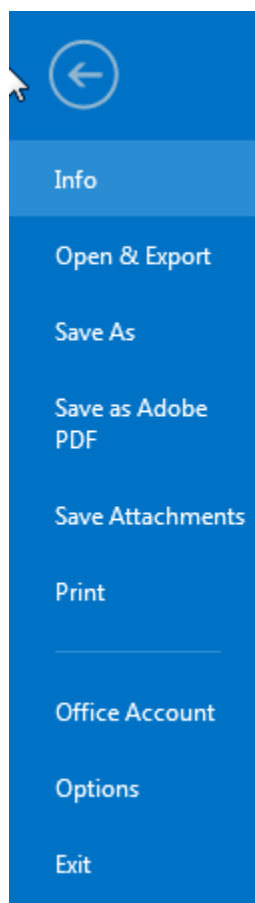
**Figure 22 – Skype Meeting Set-Up**

4. Click the **Send** button. At the time of the meeting, the attendees can click on the Join Skype Meeting link in the meeting invitation.

### **New Skype Meeting Icon**

If you cannot view the Skype Meeting Icon in the calendar view, follow these steps.

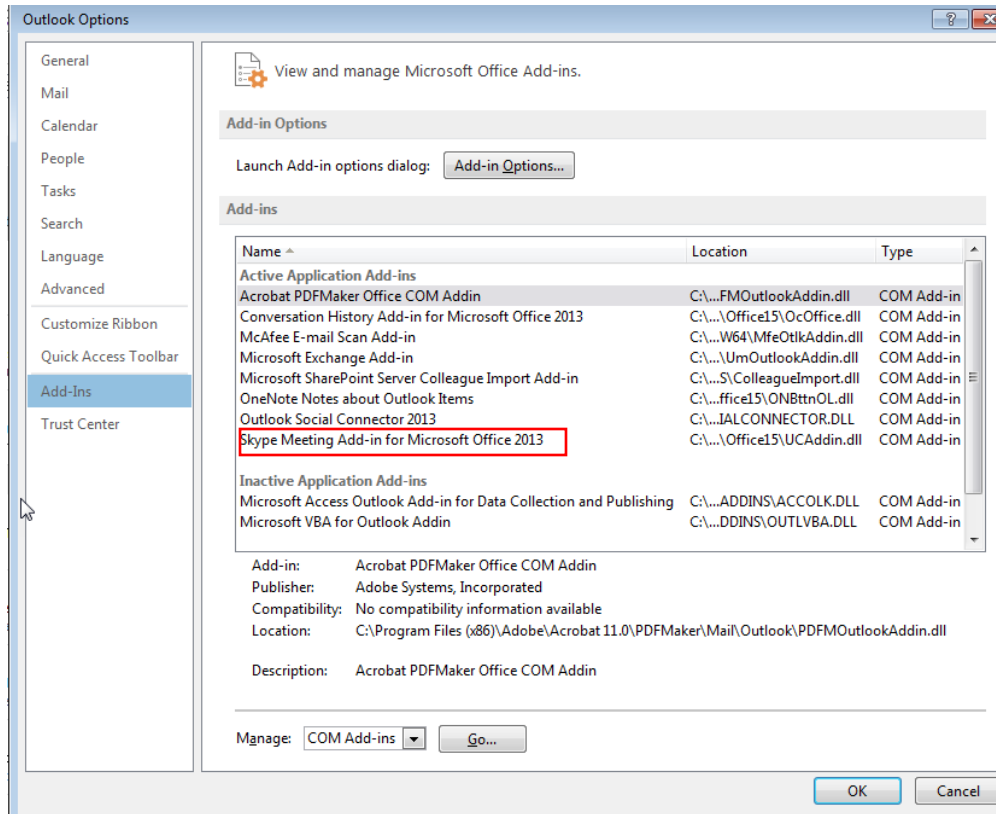
1. Click the File Menu in outlook.
2. Click the Options Menu.



**Figure 23 – Options Menu**

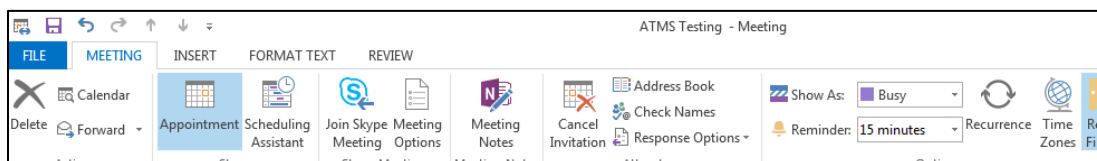
3. Select the Add In menu on the left.





**Figure 24 – Add-Ins Selected**

4. Select the **Skype meeting Add-in for Microsoft Office 2013** from the list of Add-Ins.
5. Click the Ok button. The Skype Meeting Icon is viewable in the calendar screen ribbon.



**Figure 25 – Join Skype Meeting Icon**