# Skype for Business Training Guide



### Skype for Business

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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.

See more results			
skypel	×	Shut down 🕨	S

Figure 1 – Skype Program

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

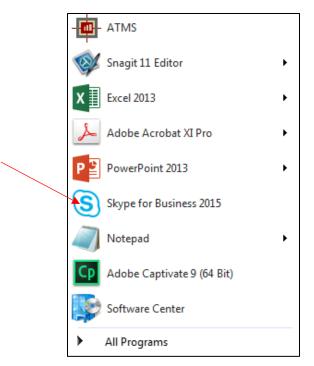


Figure 2 – Skype for Business Icon

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

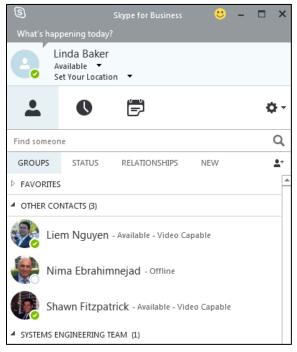


Figure 3 – Skype Launched

#### **Setting Your Status**

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

	If your presence is:	It means you are:
Ø	Available *	Online and available
0	Be Right Back **	Away from your computer briefly
0	Away *, **	Logged on, but have been away from computer for a period of time.
0	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)
0	Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
0	Presenting *	Giving a presentation
€	Out of the office	Set to OOF in your Outlook calendar
0	Offline *	Not signed in
?	Unknown	Presence can't be detected

#### Figure 4 – List of Status Options

Skype for Business

#### **Setting Your Location**

You can set your location and add additional locations.

1. Click the Set your locations drop down.

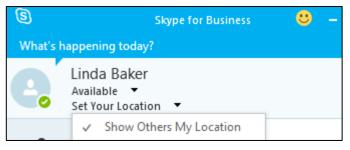


Figure 5 – Setting Location

2. Enter a location name in the available field.

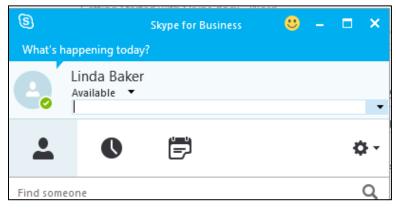


Figure 6 – Enter a New Location

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

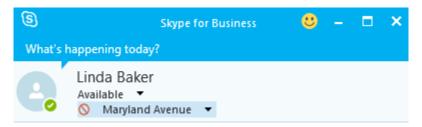
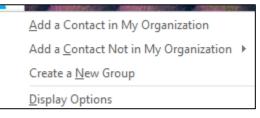


Figure 8 – New Location Selected

#### 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.



**1**+

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

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

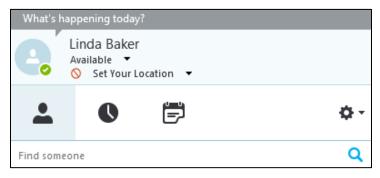


Figure 11– Search Field

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

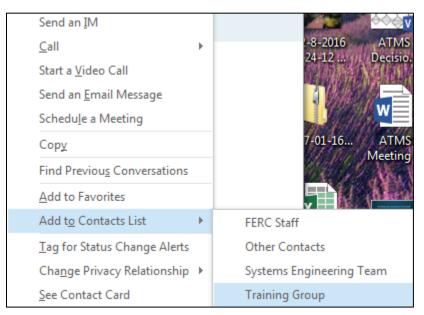


Figure 12 – Add Name to Group

#### **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.

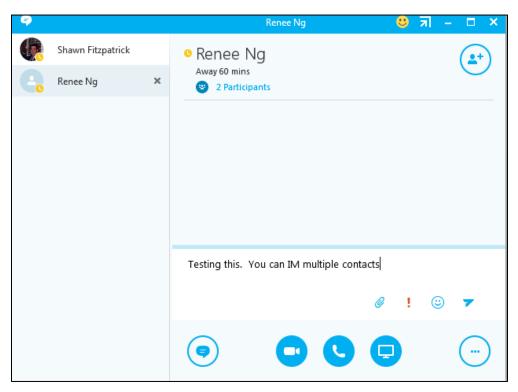


Figure 13 – Operation Screen

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 <u>cannot be turned off.</u> This is necessary for Records retention.

Conversation History		
Inbox 10339	Conversation with Wallica Br	
▷ Email from Training	Wallica Brown (ED); Linda Baker Wallica Brown (ED) 11:11 AM: Can you	12/19/2016
SharePoint Training site Registrations 264		
Drafts [79]	Conversation with Wallica Br	( <b>-</b> )
Sent Items	Wallica Brown (ED); Linda Baker Wallica Brown (ED) 11:11 AM: Can you	12/19/2016
News Feed		
Priority	▲ Last Month	
Deleted Items 1035	Conversation with Akeem Reed	P
All Mail	Akeem Reed; Linda Baker	3/7/2017
old email	Linda Baker 11:40 AM: Akeem I am at	
Archived	Conversation with Carmen Chiu	Ţ
ATMS 42865	Carmen Chiu; Linda Baker	3/10/2017
	Carmen Chiu 10:30 AM: Linda, where is	
Clutter	Three Weeks Ago	

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.

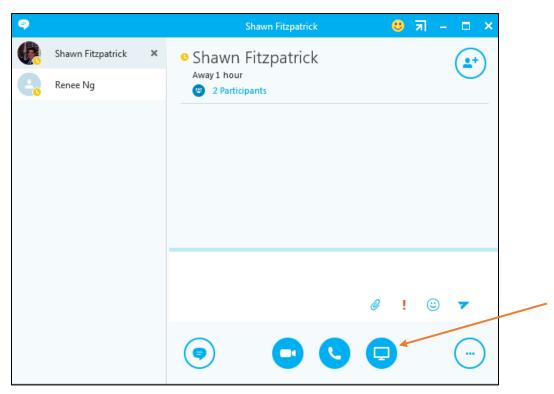


Figure 15 – Operation Screen

3. Select the Present Desktop option.



Figure 16 – Present Desktop

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

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All Monitors Primary Monitor Mo	nitor 2

Figure 17 – Select a Monitor to Share

5. Click the present button to share the monitor.

Present Desktop			×
All Monitors	Primary Monitor	Monito	r 2
	L		
	[	Present	Cancel

Figure 18– Present Button

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

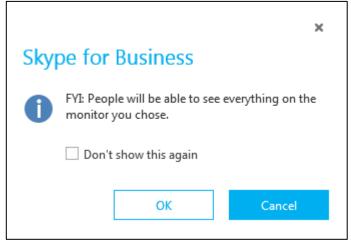


Figure 19 – Confirmation

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

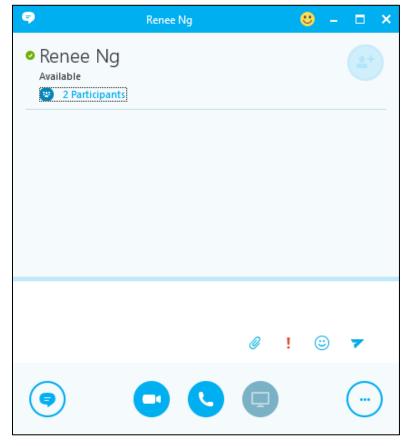


Figure 20 – Screen Sharing

#### **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.

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Figure 21 – New Skype Meeting Icon

3. Enter the details about your meeting.

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1 You haven't sent th	is meeting invitation yet.					
Image: start time   Image: start time	Renee Ng;   ATMS Testing   Skype Meeting   Tue 5/8/2018   Tue 5/8/2018	<b>3:30 PM</b> 4:30 PM	• A	JI day event		
Help	Try Skype Web Αρρ Ι					
In Shared Folder	Calendar - Linda.Baker@ferc.ç	104				
🔔 Unable to log in to:	SharePoint.					0.00

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.

Skype for Business

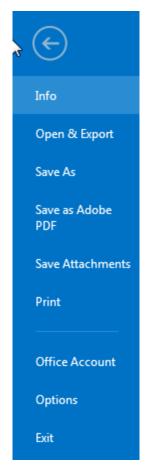


Figure 23 – Options Menu

3. Select the Add In menu on the left.

Outlook Options			? 🔀
General	View and manage Microsoft Office Add-ins.		
Mail			
Calendar	Add-in Options		
People	Launch Add-in options dialog: Add-in Options		
Tasks			
Search	Add-ins		
Language	Name 🔺	Location	Туре
Advanced	Active Application Add-ins		
	Acrobat PDFMaker Office COM Addin	C:\FMOutlookAddin.dll	COM Add-in
Customize Ribbon	Conversation History Add-in for Microsoft Office 2013	C:\\Office15\OcOffice.dll	COM Add-in
Quick Access Toolbar	McAfee E-mail Scan Add-in	C:\W64\MfeOtlkAddin.dll	COM Add-in
QUICK ACCESS TOOIDAP	Microsoft Exchange Add-in	C:\\UmOutlookAddin.dll	COM Add-in
Add-Ins	Microsoft SharePoint Server Colleague Import Add-in OneNote Notes about Outlook Items	C:\S\ColleagueImport.dll	COM Add-in ≡ COM Add-in
	Onenote Notes about Outlook Items Outlook Social Connector 2013	C:\ffice15\ONBttnOL.dll C:\JALCONNECTOR.DLL	COM Add-in
Trust Center	Skype Meeting Add-in for Microsoft Office 2013	C:\\Office15\UCAddin.dll	
	skype Meeting Add-in for Microsoft Office 2015	C:\\Omcet3\UCAddin.dil	COIVI Add-In
	Inactive Application Add-ins		
	Microsoft Access Outlook Add-in for Data Collection and Publishing		COM Add-in
15	Microsoft VBA for Outlook Add in to bata conection and Publishing	C:\DDINS\OUTLVBA.DLL	COM Add-in
		C. (	
	Add-in: Acrobat PDFMaker Office COM Addin		
	Publisher: Adobe Systems, Incorporated		
	Compatibility: No compatibility information available		
	Location: C:\Program Files (x86)\Adobe\Acrobat 11.0\PDFMa	ker\Mail\Outlook\PDFMOutlo	okAddin.dll
	Description: Acrobat PDFMaker Office COM Addin		
	Manage: COM Add-ins 💌 Go		
		ОК	Cancel

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.

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Figure 25 – Join Skype Meeting I con