

# Introducing Skype for Business

## Before you get started...

You may already have Skype for Business installed on your Windows computer. Do a quick check to see—following the instructions for your operating system.

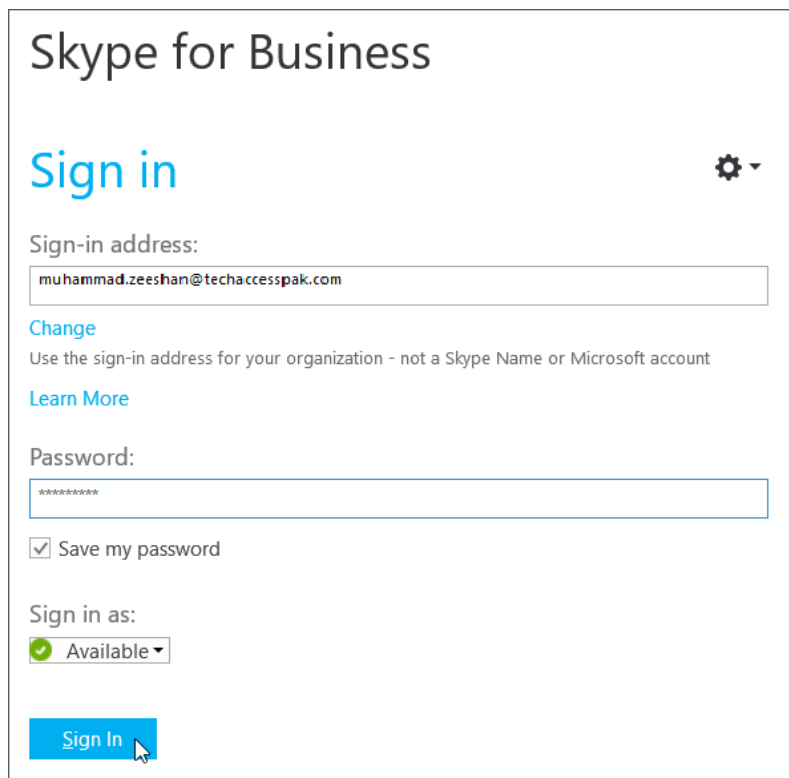
**Windows 7:** Click **Start**, then Microsoft Office 2013 or Microsoft Office 2016. Then click **All Programs** and look for Skype for Business 2016.

**Windows 10 or Windows 8:** Click **Start**, then type “Skype for Business 2016”.

If you found it, you’re ready to go. If not, you’ll need to [Install Skype for Business](#). This link also tells you how to install Skype for Business on other platforms and on your mobile devices.

## Now, log into Skype for Business

- Enter your Office 365 user ID and password, then click **Sign in**. (Click the **Save my password** checkbox if you want Skype for Business to save your password so you don't have to enter it next time--unless you change it.)



The screenshot shows the Skype for Business sign-in page. At the top, it says "Skype for Business" in a large, dark font. Below that, "Sign in" is written in a blue font. To the right of "Sign in" is a gear icon with a downward arrow. Underneath, there is a "Sign-in address:" label followed by a text input field containing "muhammad.zeeshan@techaccesspak.com". Below the input field is a "Change" link in blue. Underneath that is a line of text: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". Below that is a "Learn More" link in blue. Then, there is a "Password:" label followed by a password input field with "\*\*\*\*\*" inside. Below the password field is a checkbox labeled "Save my password" which is checked. Underneath is a "Sign in as:" label followed by a dropdown menu showing "Available" with a green checkmark and a downward arrow. At the bottom left, there is a blue "Sign In" button with a mouse cursor over it.

If you don't know your user ID or password, contact your organization's technical support.

Skype for Business has three main windows. Let's take a look.



**This is the main window.** It's where your contacts are listed--so it functions as the hub of all of your Skype for Business activities.

Have something to say—like “On vacay tomorrow, catch me with questions today” or “Our Sales Team rocks!”? What you type here will appear in your contact listing for others to see.

Set your presence indicator in the Available dropdown if, say, you're working on a project and don't want to be disturbed.

Search bar—this is where you search for people inside your organization or within the vast Skype directory. You can also search for group names here.

This is a user-created group

Hover over a contact's pic to access the quick menu.

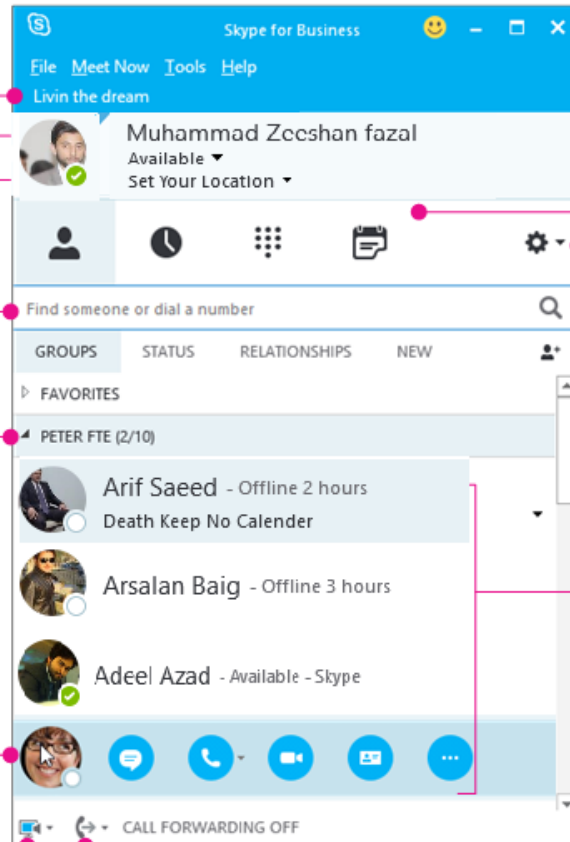
Devices quick menu


Call quick menu

Tabs for seeing contacts, conversations, the dial pad, and your meetings

This is the settings menu

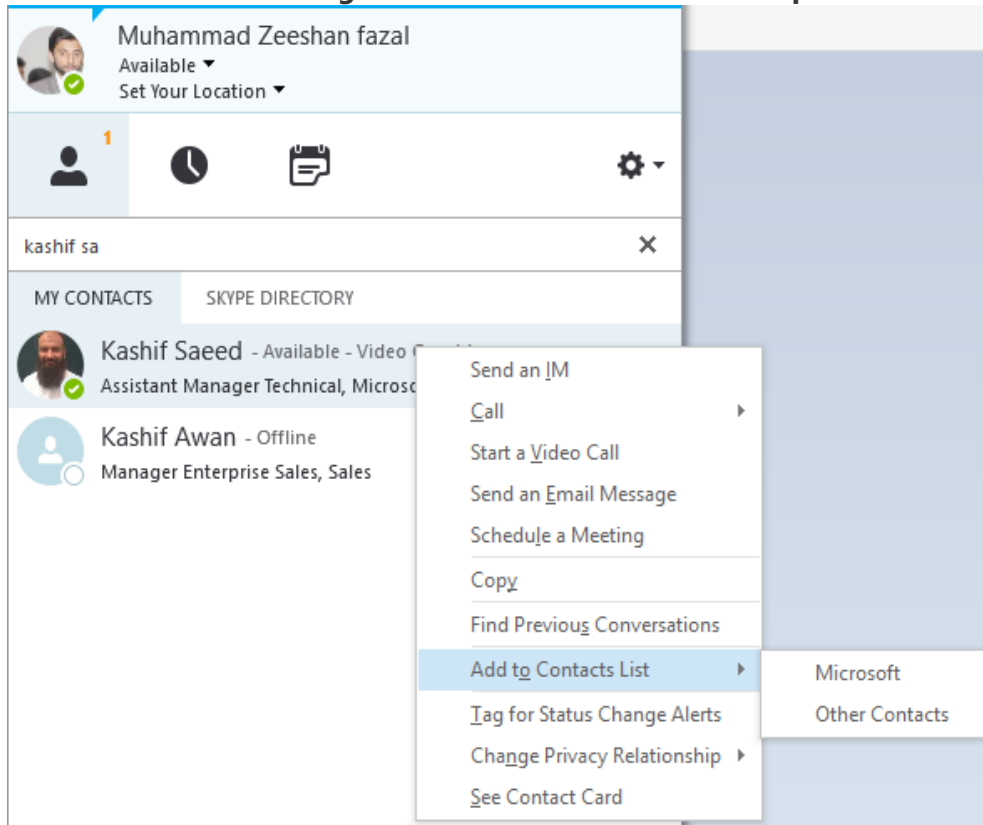
These are all your groups and contacts



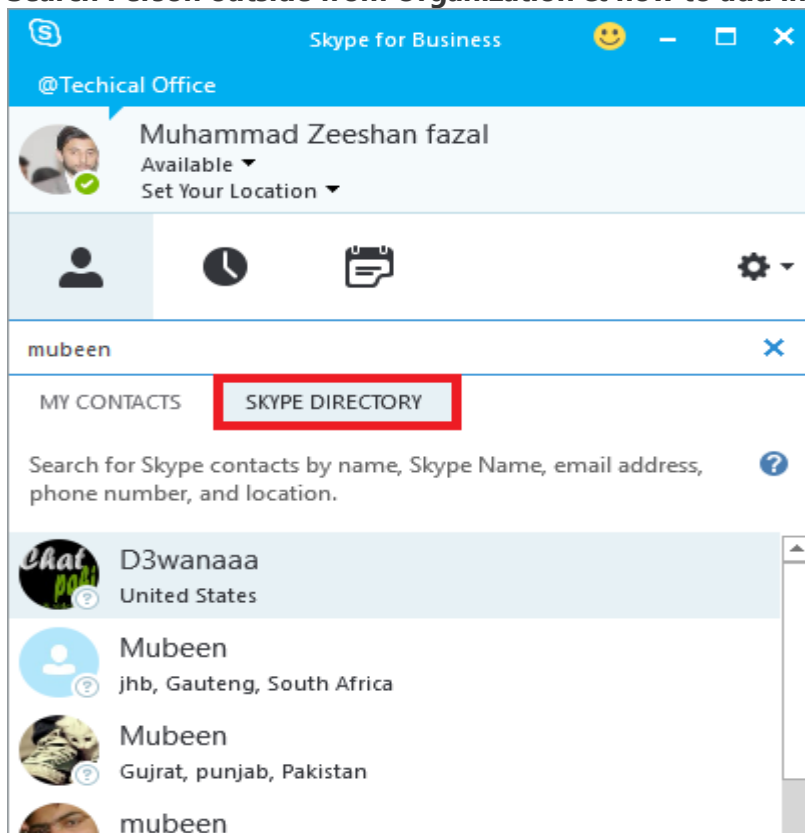
If you click the IM button , you'll get the conversation window.

**TIP** You can also just double-click a contact's picture to open the conversation window and start an IM.

### Search Person within Organization & how to add in Group:



### Search Person outside from Organization & how to add in Group:



**This is the conversation (IM) window.**

The screenshot shows a chat window for 'Saad Farooq', an Assistant Support Engineer. The window title bar includes a smiley face icon, a maximize button, and a close button. The chat header shows the contact's name, status (Available - Video Capable), and '2 Participants'. A date separator indicates 'Monday, February 22, 2016'. The chat history shows three messages: 'hey, how you doin on those sales numbers? will candy help?' (9:34 AM), 'Does this candy of which you speak contain chocolate?' (9:35 AM), and 'that could be arranged... you already have the report done, dont you?' (9:35 AM). A status bar indicates 'Last message received on 3/6/2015 at 9:41 AM.' The input area contains the text 'Maybe 😊' and icons for attachments, stress importance (!), emoticons, and a send button. The bottom toolbar includes icons for shrinking the window, starting a video call, audio call, or presenting, and a menu for recording and help.

**Annotations:**

- This is who you're IMming with
- Add another contact to this conversation
- This is their side of the conversation
- This is where you write your responses. Press **Enter** to send.
- Attach a file, stress importance (!), or add an emoticon
- Shrink this window
- Start a video call, audio call, or present your desktop or a program
- Open the Recording manager, change the font or font size, or get help

Click the happy face to add emoticons to your IM.



## And this is the meeting window

Here's who's in the meeting, and whether or not they are muted, IMming, or presenting.

Need to pull in more people?

If you're leading the meeting, go here for audience-wide control—mute them, turn off IM, and more.

People in the meeting can IM here

This is where you write your responses. Press **Enter** to send.

**PARTICIPANTS**

**Presenters (3)**

- Silas Lohr
- Mae Holt
- Jonathon Lunn

**CONVERSATION**

**Participant Actions**

**Conversation (3 Participants)**

3 Participants

Event Budget for Sales Meeting Boomdogge 2015

Category	Actual	Budget
Event	10000	10000
Travel	5000	5000
Food	3000	3000
Other	2000	2000

ESTIMATED

10000

5000

3000

2000

Conversation (3 Participants)

3 Participants

Open/close the meeting roster

Another way to invite more people while the meeting is happening

Someone is presenting Excel

Hide/show the IM pane

Click here to turn on your camera, mute/unmute your mic, present your desktop or a program, or hang up.

Hold, transfer, device selector, and call/meeting volume control

Record the meeting, get to help, and more

	Estimated	Actual
TOTAL INCOME	\$1,936.00	\$1,831.00
TOTAL EXPENSES	\$850.00	\$300.00
TOTAL PROFIT	\$1,086.00	\$1,531.00

### Find your boss or a co-worker

1. In the Search bar, located just below the quick icons for Contacts, Conversations, Phone, and Calendar, type his or her name. With the first letter that you type, the tabs below change to My Contacts and Skype Directory.
2. Keep the **My Contacts** tab selected to find people in your company's directory.  
(If you want to find someone who's not in your company, click the Skype Directory tab to search for them there—among the millions of Skype Consumer users.)

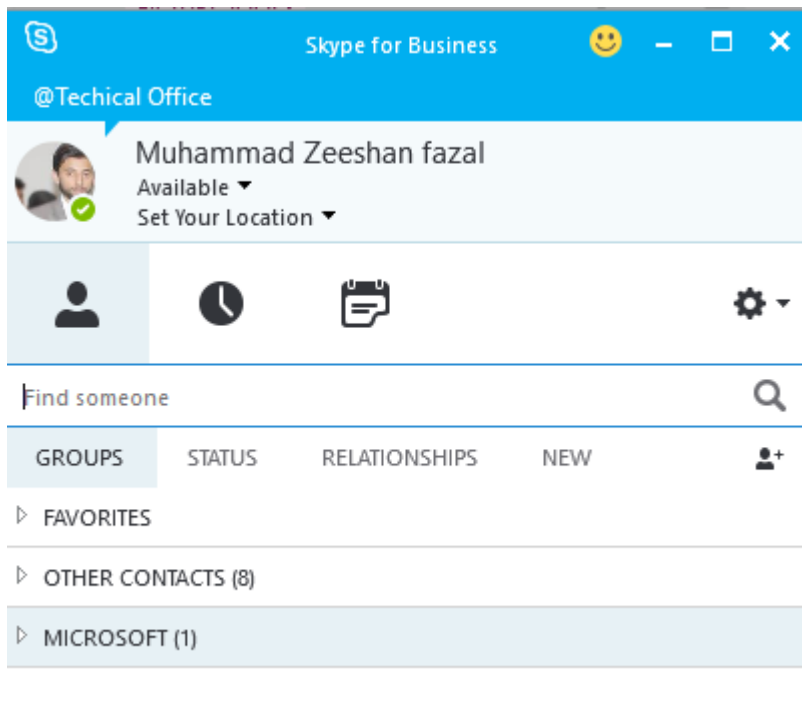
### Now, add your boss/co-worker as a contact

1. Hover over their picture in the search results.
2. Choose **Add to Contacts List**, then click the group you want to add them to—like **Favourites**, or a group that you previously created, like Accounting Team.

Repeat these steps with the people you work with the most.

### How to I get back to my Favourites or another group?

- Click the little triangle to the left of a group to expand or collapse it. If you have a lot of groups, you may want to keep the groups you connect with less often collapsed--for easier access to the groups you connect with more often.



## Check a contact's presence and IM them

Is it time for a coffee break? (Correct answer: Yes!)

### Check to see if your coffee break buddy is free.

1. In the main Skype for Business window, scroll through your list of contacts and locate your coffee buddy. (If they aren't in your contacts list yet, click the previous button on this page to go back to the last module, add a contact.)
2. Take a look at their round profile picture. If there's a green dot in the lower right of their picture, then they are most likely at their computer and quite possibly free to join you for coffee.

### IM them to ask if they'd like to take a coffee break.

1. Hover over their picture to access the quick menu.










2. Click the IM button.
3. In the IM window, type "Hey, have time for some coffee?"

NOTE Don't drink coffee? Substitute a beverage of your choice.

# Common presence indicators

There are lots of possible presence indicators. Here are some of the ones you'll probably see the most:

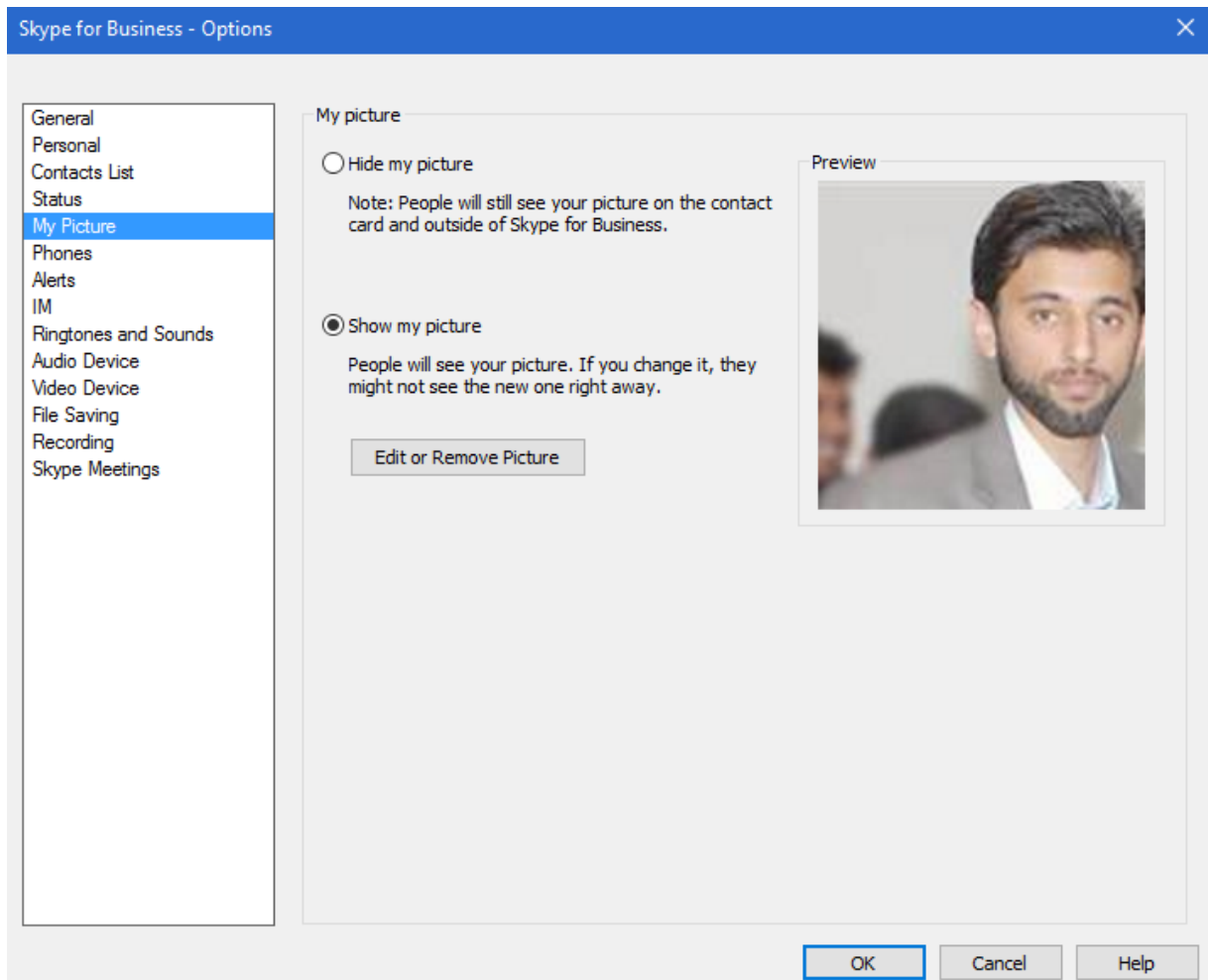
-  Available
-  Be right back, Away, Off work
-  Busy, In a call, In a meeting, In a conference call
-  Do not disturb, Presenting
-  Offline
-  Unknown
-  Out of the office, Automatic replies are on

## Change your picture


Your Skype for Business picture is the same as your Office 365 profile picture. Want to change it? Here's how.

1. In the Skype for Business main window, click your picture, or if you haven't ever set up your picture, click the generic avatar that appears where your picture would be.
2. In My Picture options, under my picture, click **Edit or Remove Picture** to open your Office 365 About me page.





3. Sign in to Office 365 with your work or school account.

4. Click the Choose Photo icon,  and browse to the picture you want to use. Any size and resolution is fine.
5. Click the file, and then click **Save**.