# **Teligent**IP

# **Skype for Business on Windows Quick Start Guide**

You are now ready to start using Skype for Business application. From the main screen you have several options on how to use the Skype for Business application.

You can change your status and set your location along with many other options:

9	Skype for Business 🛛 🛨 🗖 🗙				<b>□</b> ×	
What's hap	pening today?					
	Cipling Sando vailable ▼ et Your Location	val				
•	*	0	***	÷		<del>•</del> ش
Find someo	ne or a room, or	dial a number				Q
GROUPS	STATUS	RELATIONSHIPS	NEW			28 <sup>+</sup>
▷ FAVORITES						
▷ OTHER CO	NTACTS (5)					
▶ IPITIMI (27)						
<u>∎</u> - (⇒-	CALL FORWARI	DING OFF				

- Contacts This allows you to see, select and add contacts to your app.

Chat Rooms - This allows you to see \* the chat rooms you are following, members of and create new.

Conversations - This allows you to ( n )see all or missed conversations and calls.

Phone Dial Pad - This allows you to ::: place a phone call and check voice mail messages

Meetings - This allows you to see and join all your scheduled meetings.

# **Making Phone Calls**

Select your dial pad icon 🚺 to bring up your dialpad.



- Start typing a name to call someone in your contacts, or type the number you'd like to dial.
- You may also use the dial pad to dial a number.
- Your call back number is shown here.

----

- View and listen to your voice-mails here.
- Adjust calling features like call forwarding or simultaneous calling here.



# **Chat and Collaboration**

You can initiate a chat message with any of your Skype for Business contacts right from the main application window.

- In the contacts section of your Skype application, click on a contact name you would like to initiate the chat conversation with.
- A small dialogue box will open, and you can start typing your message in the text box.

9	Nicole Jenkins	⊞- □ ×
• Nicole Jenkins Available - Video Capable 855 2 Participants		(8)*)
Good Morning Nicole		a 1 2 0 🔊
		•••••
	O C Ø	$\bigcirc$

- The contact will instantly receive your message if they are online and available. They can respond after accepting the chat invitation.
- You can also, from this same dialogue box, share your screen 🧐 with the contact for collaboration.
- If you would like to instantly place a call to that contact, you can initiate a call directly from this dialogue box by simply pressing the **(a)** icon.
- You also have the ability to share video from this dialogue box by pressing,



- Some additional features available in this chat dialogue box give you the ability to also attach files, mark the chat as urgent, attach links, and send Emoji's.
- Lastly, you have the ability to pull multiple contacts into the chat. Create a group chat by using the (a) icon on the top right of the box. When you click this you can search for the people you would like to join your chat conversation.

*Tip: If a contact is offline, busy or on DND (Do Not Disturb) they will still receive the chat message via email so they know they missed a message while they were unavailable.* 



### Contacts

#### Adding Contacts

• You can use the search function to search for contacts, so you can add them to your groups lists. In the middle of the application dialogue box is a search bar. You can type the person's name, email or phone number. The search results will come up below, right click on the contacts name and click Add to Contacts List



- Once you have a contact added to your Skye for Business application, there are several ways you can manage and communicate with that contact.
- Right clicking on the contacts name will bring up a sub-menu of options you can use for that contact specifically.
  - Send an IM, start a video call, start a voice call, send an email message or schedule a meeting.
  - You can assign, move, and delete the contact to or from a group.
  - You can also change alerts and status based on the type of contact.

8		Sky	pe for Busine	is.	Ξ	<b>]-</b>	×
What's	happening today? Kipling Sando	val					
	Available  Set Your Location	•					
•	*	0		÷			\$ ≥•
Find son	neone or a room, or	dial a numb	er				Q
GROUP	rs status	RELATIONS	HIPS NEV	v			*ő\$
	Melissa Molejo	n - Offline	13 hours - Offi	ine Messages	Only		*
	Nancy Valdes -	Offline 8 ho	urs - Offline N	lessages Only			
Q.	Nicole Jenkins -	Available -	Video Capable Send an J	M	Þ		
9.20	Norbert Elbanb	uena - c	Start a <u>V</u> i <u>C</u> all	deo Call	*		
9	Ravi Vendantan	n - Offline	Send an J Scheduje	Email Messag a Meeting	e		
2	Rick Dubois - or	fline 6 ho	Сору				
			Find Prev	iou <u>s</u> Convers	ations		
200	Seth Dubois - In	active 11 P	Add to Fi	avorites			
-			Copy Co	ntact To	,		
	TO Clerino - Ava	ilable - Vic	Move Co	ntact To	,		¥
<u>e</u> i · (;	→ CALL FORWARE	ING OFF	Remove	from Group			 
SMERCE	tionit the	Rindfill	Kemove	from Contact	s List	-	
Dox do	es decembrato	Dep Filts	Iag for S	tatus Change	Alerts	8 Up	
			Change i	Privacy Relatio	inship 🕨	A	
	w y	جن ا	See Cont	act Card			



# Signing out of Skype for Business

To sign out of Skype for Business, under your name, select the drop-down arrow next to your status and click **Sign Out**.



After you sign out, you cannot send or receive messages, and you will appear off-line to others.

#### **Meetings**

One of the great things about the full Skype for Business integration is the ability to schedule a meeting in through your Outlook email client.

#### Create a Meeting:

- Open your Outlook Client and initiate a meeting invite as usual.
- You will now see an ICON on your Tool Bar up store click this icon and your meeting will update to a Skype Meeting.
- Complete your meeting invitation and click send





# Join a Meeting

You can join a meeting from your Outlook client calandar, by clicking on the calandar invite, and selecting the **Join Skype Meeting** link.

Skype for Business also lets you quickly check your upcoming meetings for the day, without having to go to your Outlook calendar. You can join a Skype for Business meeting right from the main window, if the meeting was set up by an organizer inside your company.

- In the Skype Application window, click on meetings, you will see all your meetings on your calendar for that day.
- In the Skype for Business main window, find and double -click the meeting you want to attend, or click the join button



• You will receive a Dialogue Box to confirm how you will join your meeting with Audio. You can either click use **Skype for Business (Full Audio and Video Experience)** or you can click **Call Me At,** this will allow you to use a physical desk phone or cell phone.

	×
Join Meeting Audio	
Use Skype for Business (full audio and video experience)	
○ Call me at:	
Ψ	
⊖ Don't join audio	
Don't show this again	
FYI: Find these settings in Options under Skype Meetings	i.
OK Cancel	

Click OK and you will be joined to the meeting.



#### Welcome to the meeting

- To view meeting participants, click the icon to open the participants pane. Here, if you are the presenter, you can also mute partipicants.
- To invite others to the meeting, use the icon, or click the Invite More People button in the participants pane.



- To create a chat dialog within the meeting, click the
- icon to open the chat window.
- For additional meeting call controls, use the icon. This allows you to transfer the call to a headset, cell phone, or other devices.
- For other meeting options, such as recording, whiteboarding, and more, use the .... icon.
- Video is automatically disabled when you join a meeting. To enable video, click on the video icon .
- Unless you are the meeting organizer, your microphone will be muted when you join the meeting room, and others in the room cannot hear you. To un-mute your microphone, use the microphone icon.

## **Disconnecting from the meeting**

1. To disconnect from the meeting, simply click the 🧰 icon.

2. At the **need to leave**? prompt, confirm you want to leave by clicking the **Leave the Meeting** button.



# **Setting Your Audio Preferences in Skype for Business**

These steps will help you configure your preferred audio devices on a Windows computer.

1. From your Skype for Business main application window, click on the gear icon.



2. This will load your Skype for Business options window. From the left hand menu, select

#### audio devices.

cype for Business - Options		
ieneral /ersonal	Audio device Select the device you want to use for audio calls:	
ontacts List tatus ly Picture bonos	PC Mic and Speakers	
lerts	Customize your device	
ersistent Chat	Speaker Speakers (Realtek(R) Audio)	$\sim$
udio Device ideo Device all Forwarding	· · · · · · · · · · · · · · · · · · ·	
le Saving ecording kype Meetings	Microphone Microphone (Realtek(R) Audio)	~
	Ringer Speakers (Realtek(R) Audio)	
	Make a test call to hear how you sound Check Call Quality	
	Secondary ringer	
	Also ring:	
	Unmute when my phone rings	
	Stereo audio playback	
	Allow stereo audio playback when available	
	OK Cancel	Help

Here, you can select your preferred speaker, microphone, and ringer devices.



All Rights Reserved 2018. TeligentIP

www.teligentip.com