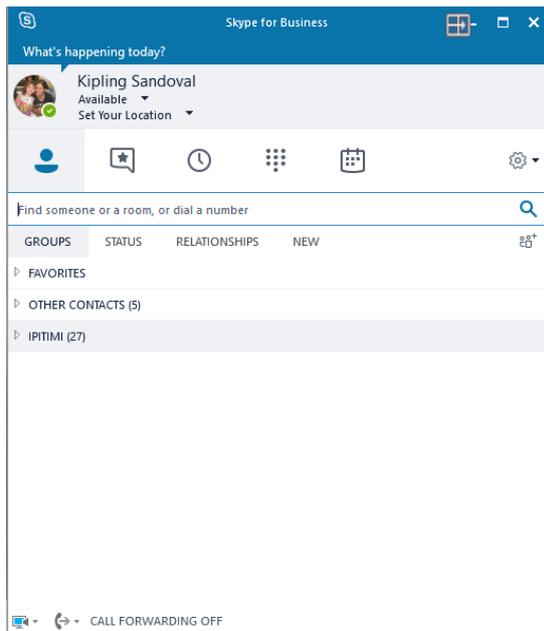


Skype for Business on Windows

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:



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 see all or missed conversations and calls.



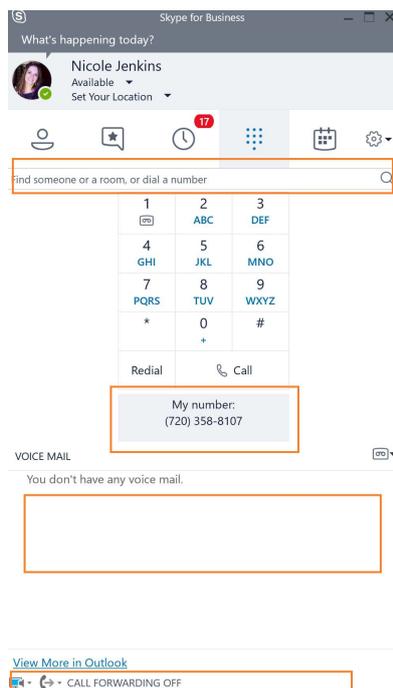
Phone Dial Pad – This allows you to place a phone call and check voice mail messages



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.

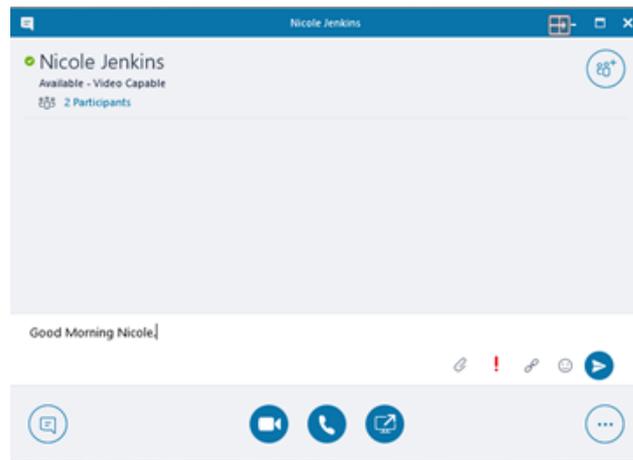
- View and listen to your voice-mails here.

- 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.



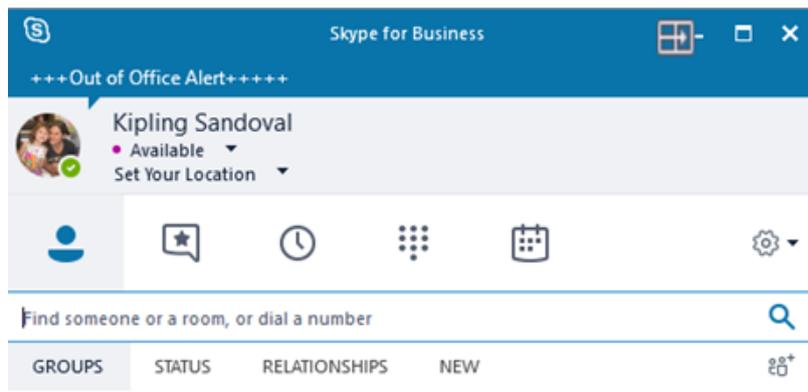
- The contact will instantly receive your message if they are online and available. They can respond after accepting the chat invitation.
- You can also, from this same dialogue box, share your screen  with the contact for collaboration.
- If you would like to instantly place a call to that contact,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

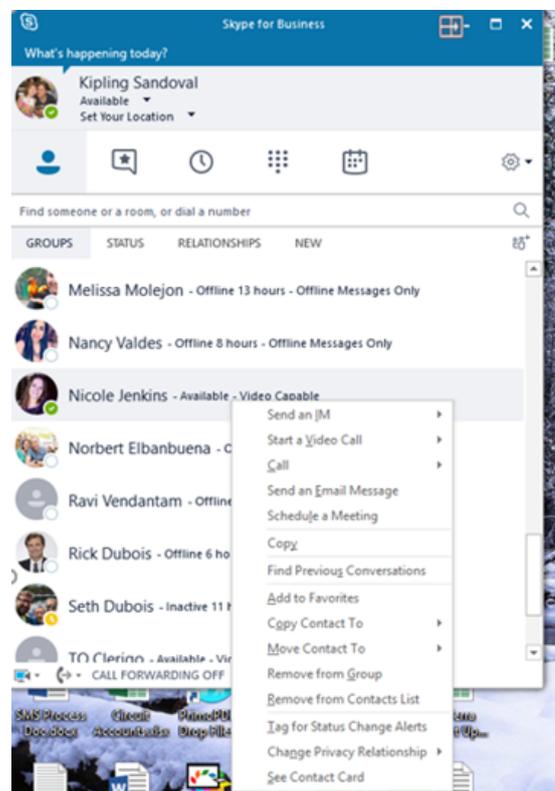
Adding Contacts

- 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**



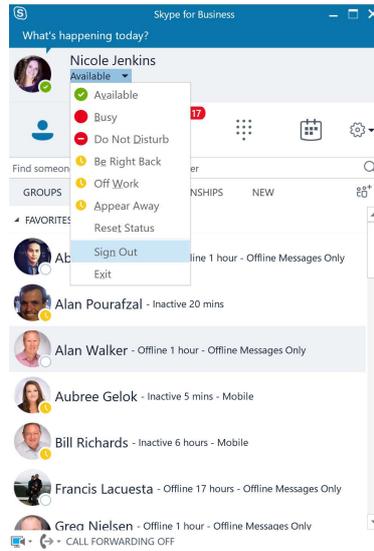
- Once you have a contact added to your Skype for Business application, there are several ways you can manage and communicate with that contact.
- Right clicking on the contacts name will bring up a sub-menu of options you can use for that contact specifically.

- 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.



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**.



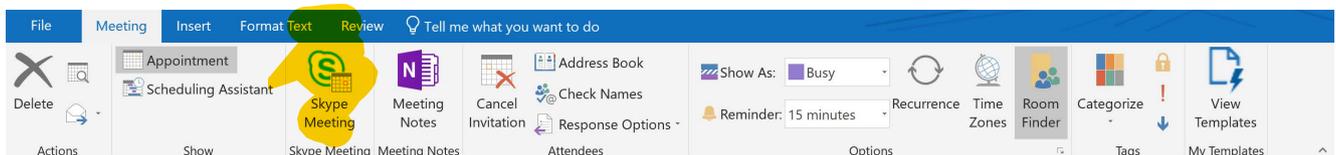
After you sign out, you cannot send or receive messages, and you will appear off-line to others.

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 click this icon and your meeting will update to a Skype Meeting.
- Complete your meeting invitation and click send

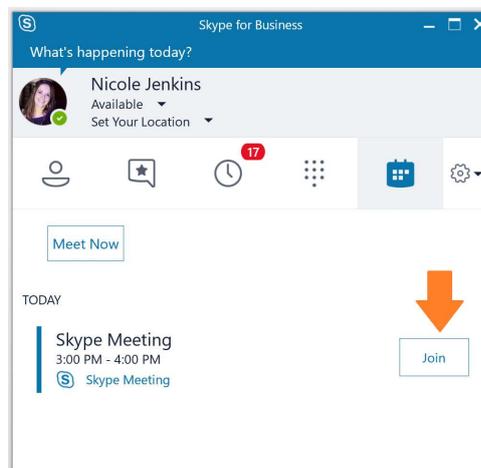


Join a Meeting

You can join a meeting from your Outlook client calendar, by clicking on the calendar 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



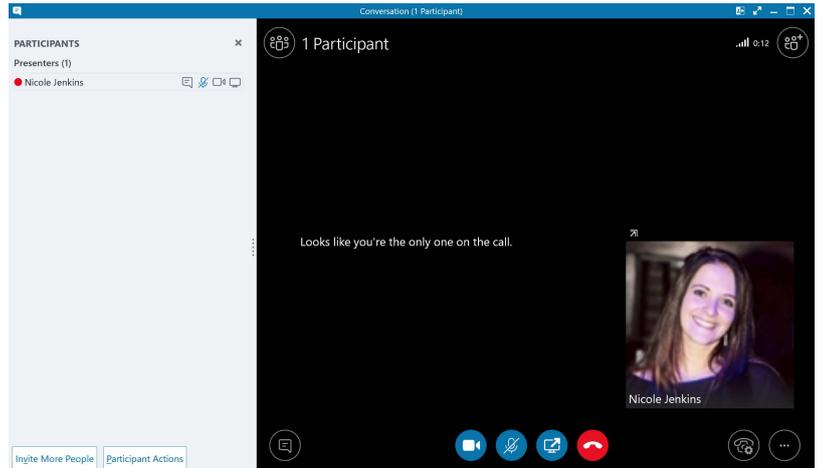
- You will receive a Dialogue Box to confirm how you will join your meeting with Audio. You can either click use **Skype for Business (Full Audio and Video Experience)** or you can click **Call Me At**, this will allow you to use a physical desk phone or cell phone.



- 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 participants.



- 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.

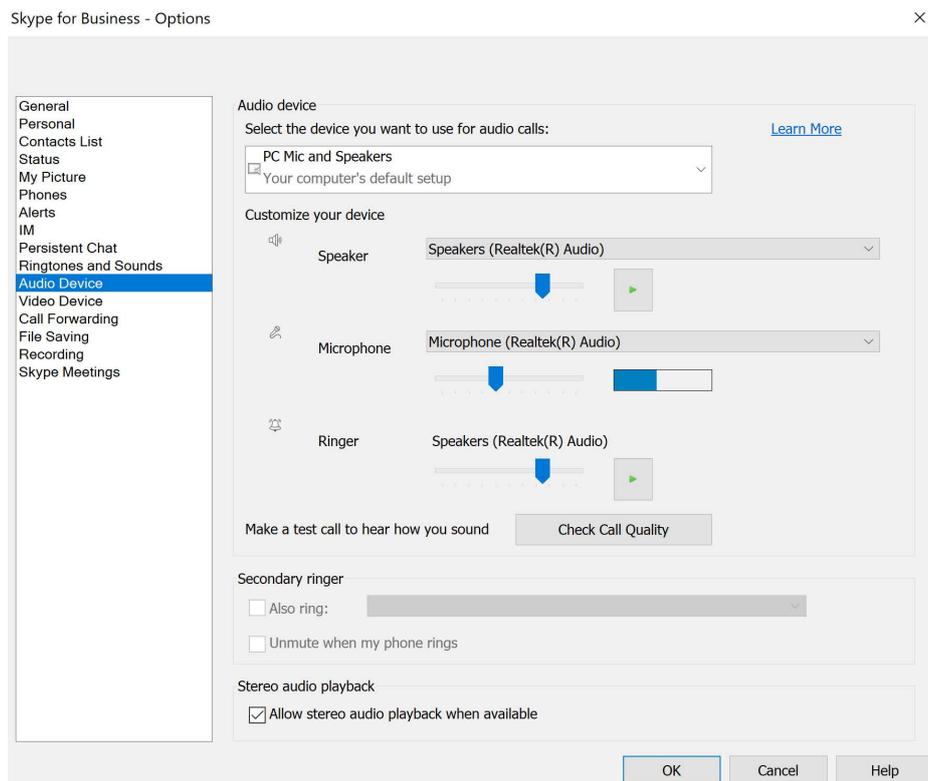
Setting Your Audio Preferences in Skype for Business

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**.



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