

## Skype for Business Quick Guide

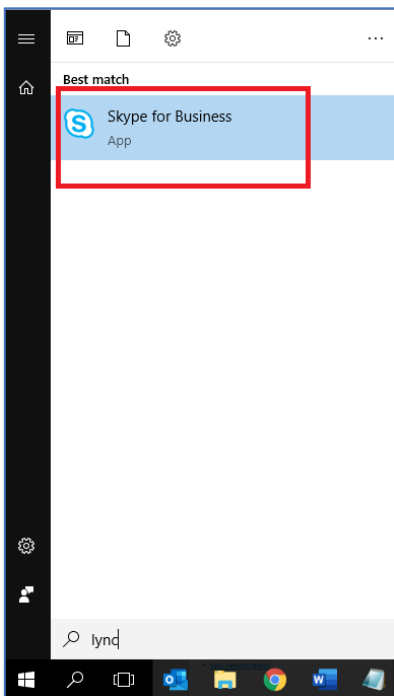
### INTRODUCTION

With Skype for Business you can:

- See when people are available, away from their desk, or in a meeting
- Send an instant message
- Set up a Skype meeting
- Share your desktop or a program in a Skype meeting
- Make and receive audio and video calls

### ACCESS SKYPE FOR BUSINESS

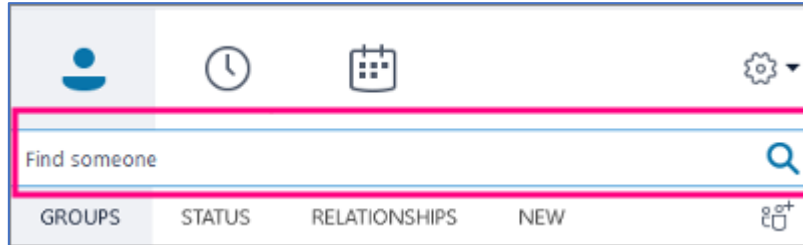
You will see the "Skype for Business" software installed on your computer, inside your desktop. You can also find it by typing "Lync".



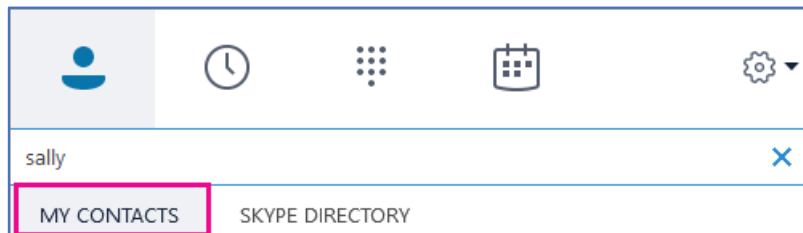
### ADD A CONTACT

1. In the search box, type the person's name, IM address, or phone number.

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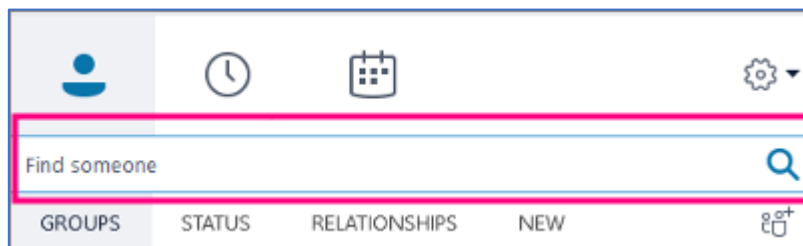
2. As you type, the view automatically changes to My Contacts, which lets you search your organization's address book.



3. Right-click the person's picture > Add to Contacts List > choose the contact group. Also, you can add an external contact (using Skype).

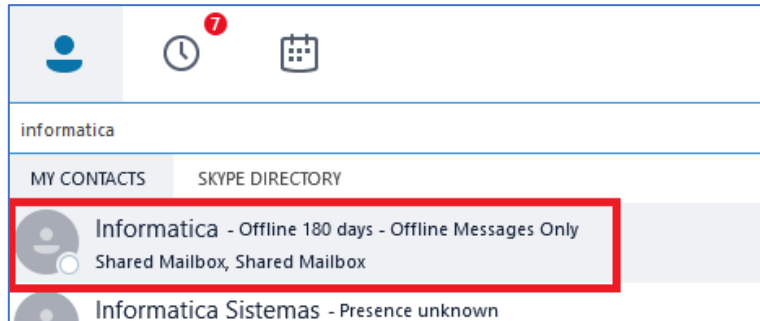
### SEND AN INSTANT MESSAGING

1. Find the person you want to send an instant message.

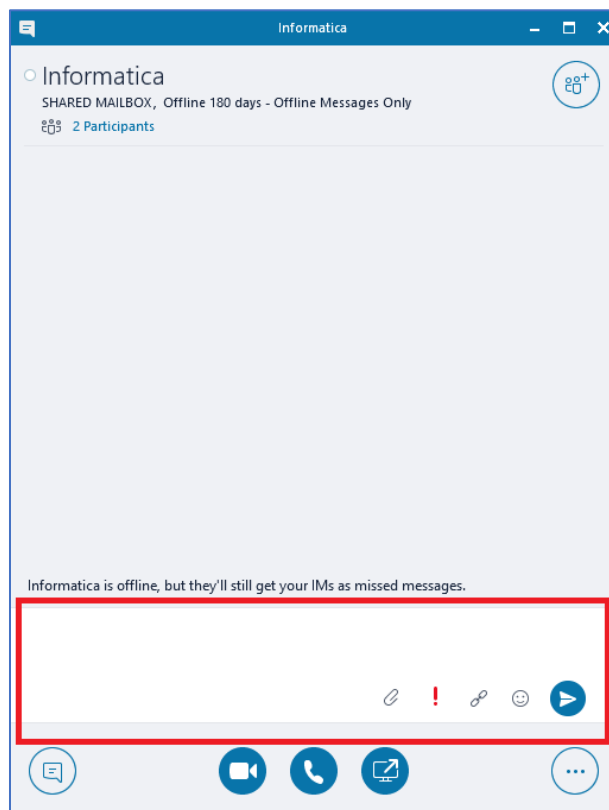


2. Right-click their listing and select "Send an IM".

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3. Type your message at bottom of the conversation window. You can send files or links, emoticons.



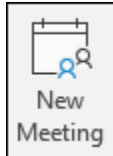
To add other people to the conversation, select the "Invite More People" icon at the top right.



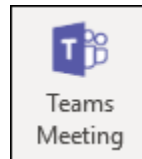
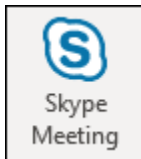
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### SET UP AN ONLINE MEETING IN OUTLOOK

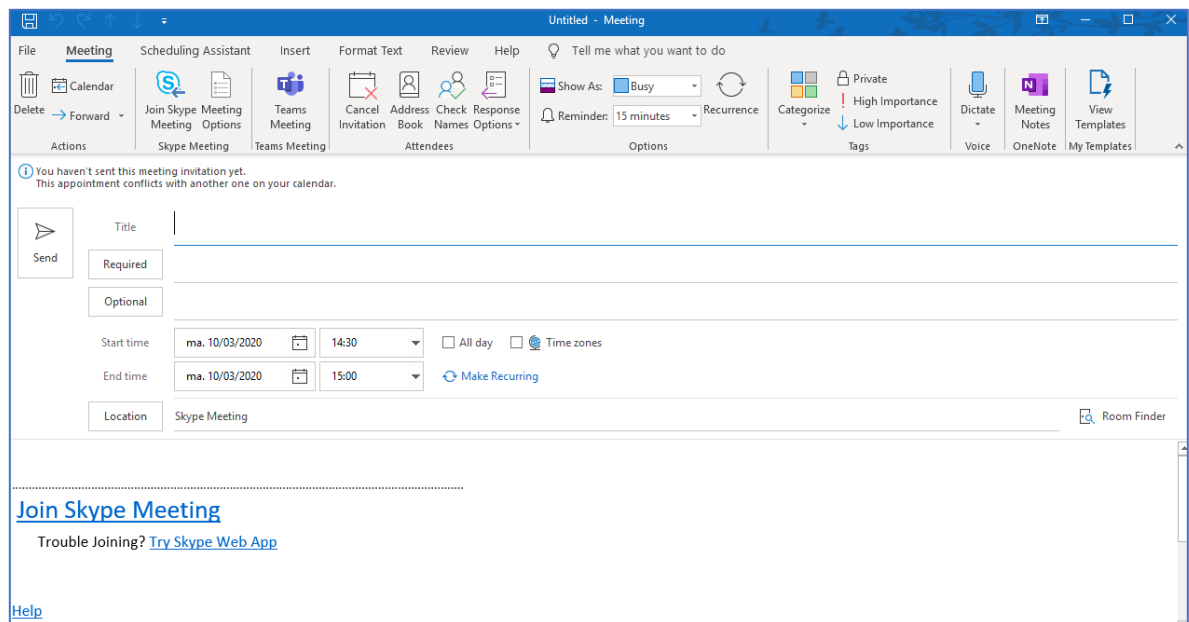
1. Open Outlook and go to your calendar.
2. On the Home tab, select "New Meeting".



3. Add online meeting information by selecting "Teams Meeting" or "Skype Meeting".



4. Fill in the meeting information as needed, including meeting attendees, day and hour.

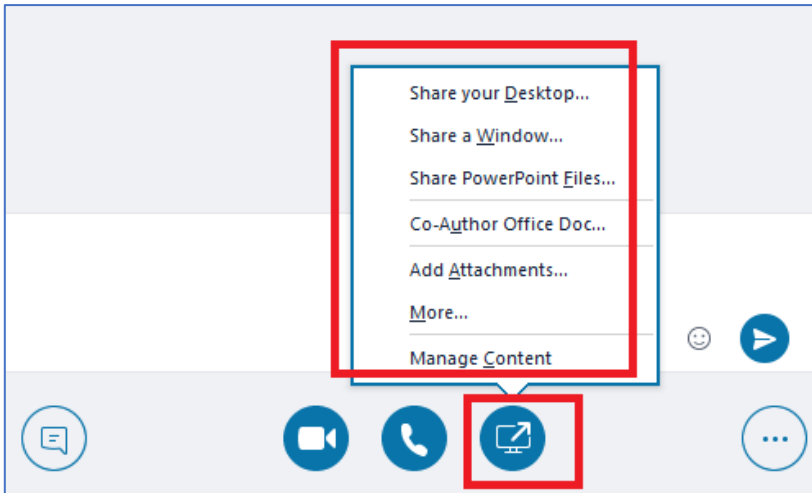


5. Select "Send".

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### SHARE YOUR SCREEN

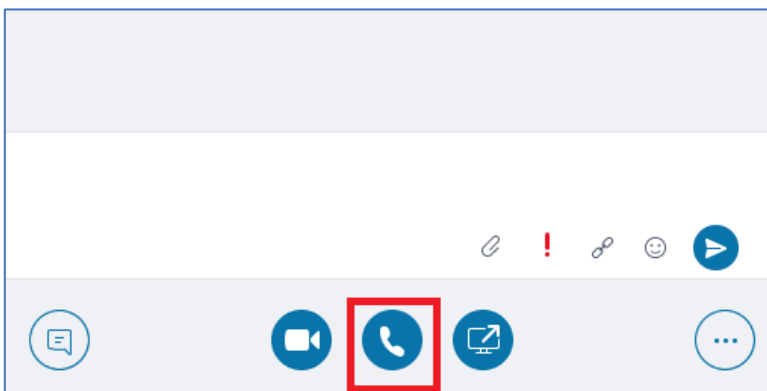
At any time, you can show your entire desktop, just a window or share files. To do so, right-click the screen icon at the bottom right.



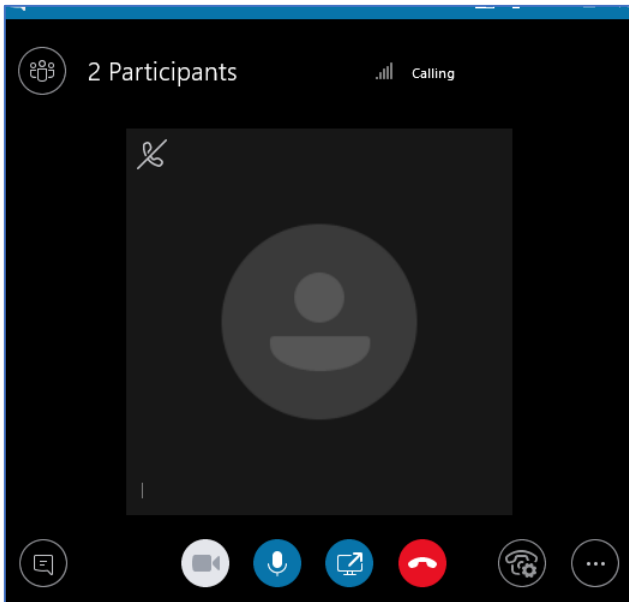
If you want to share your screen in a Skype meeting, please note that you need to be a presenter. If the option is grayed out, ask one of the presenters to give you presenter access.

### MAKE AND RECEIVE CALLS

To call a contact using Skype for Business, select the contact and then the phone icon.



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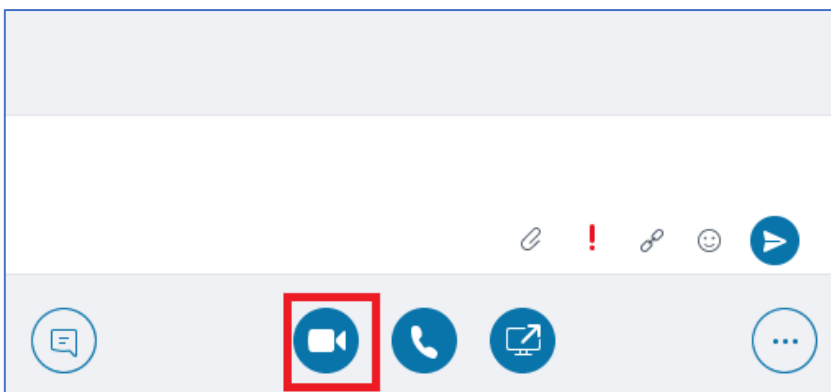


Once the call is connected, use the microphone icon at the bottom of the window to mute / unmute yourself and the handset icon to end the call.

### MAKE AND RECEIVE A VIDEO CALL

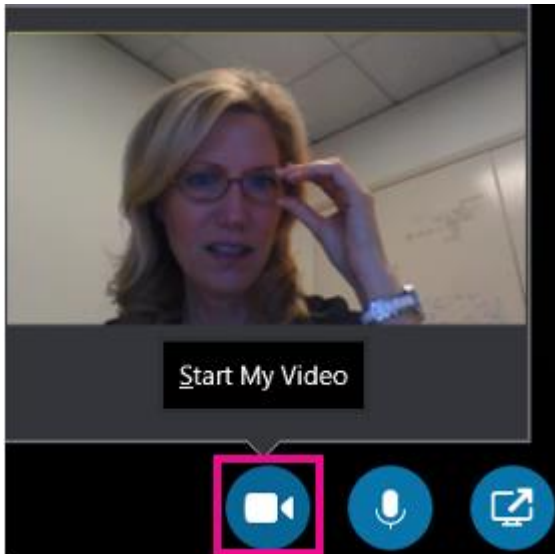
Point to the contact's picture and click the Video icon.

At any time, you can end the call closing the window or clicking the handset icon.



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To stop showing your video, point to the camera icon, and click End Video. The audio will continue.



[MORE INFORMATION](#)