



COMMONWEALTH OF MASSACHUSETTS

SKYPE FOR BUSINESS TO
TEAMS UPGRADE:
TIPS AND WALK THROUGH

Key Benefits

As you transition from Skype for Business (SfB) to Teams, keep in mind the following tips and benefits when using chat and meeting features within Microsoft Teams. To further assist with this transition, we have provided a side-by-side comparison of these features between Skype for Business and Microsoft Teams.



Microsoft Teams and the features mentioned are available across a wide range of devices including your PC, web, and mobile devices.



Just like instant messaging (IM) in SfB, chatting in Teams helps you initiate and participate in one-to-one (simple chat) and one-to-many (group chat) conversations to quickly share ideas, ask and answer questions, and drive conversation.



You can send a chat to any contact in your Outlook contact list, even when they are offline.

Key Benefits - Continued



When messages become hard to follow, or someone has a great idea, you can quickly jump on a video or audio call to work through the details together.



If you require more time than a quick chat, simply schedule a meeting right from the chat window. Everyone in the chat will be listed as invitee.



SfB contacts will be available in Teams under the Calls tab while past SfB conversations, calls, and voicemails can be viewed from your Conversation History folder in Outlook.



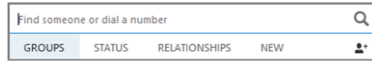
Instant Messages sent to you from someone using SfB will automatically appear in Microsoft Teams. If send a message to someone who does not use Teams, he or she will receive an email notification of the missed conversation.

Contacts, and IM

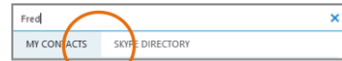
Find someone

Connect with people in your organization, or with friends who have a Skype account.

1. Type a name in the Search box. As soon as you do, the tabs below the Search field change from this:



to this:

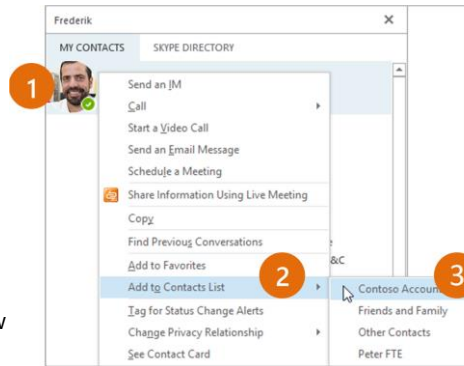


2. If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype username.

Add a contact

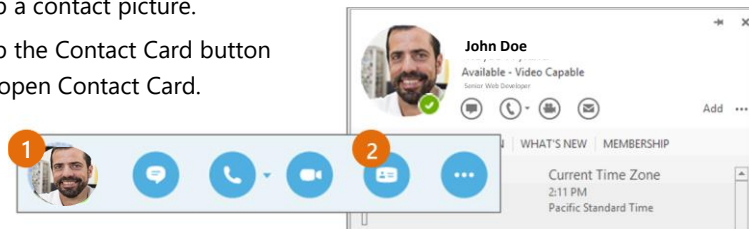
Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.
2. Click **Add to Contact List**.
3. Pick a group to add your new contact to.



View a contact card

1. Tap a contact picture.
2. Tap the Contact Card button to open Contact Card.



Contacts, and IM

Find someone

Connect with people in your organization, or with friends who have a Teams or Skype for Business account.

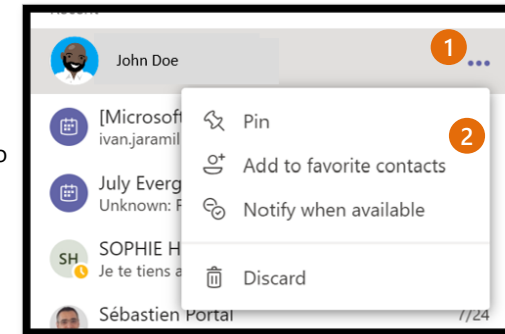
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Add a contact

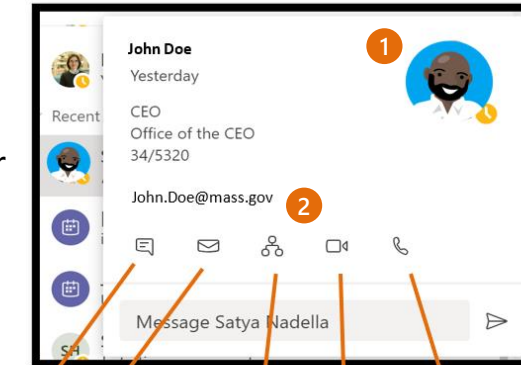
Once you find a person, add them to your Contacts list for quick access

1. Click ...
2. Click to **Add to favorite contacts**



Send a Chat or email or video call or audio call

1. Tap a contact picture.
2. Tap on the correct icon to launch the type of connection that you want



Chat

Email

Organization

Video call

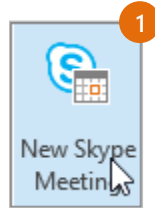
Audio call

Meetings

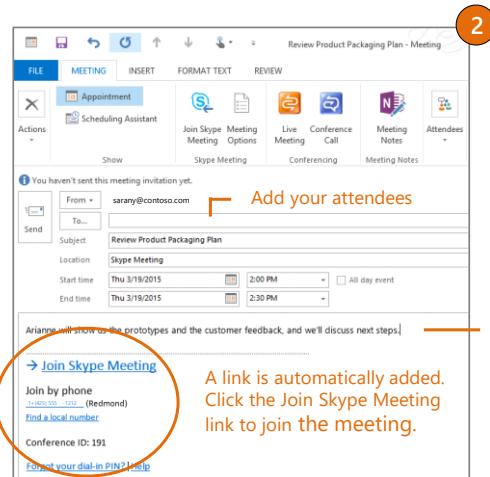
Schedule a Skype for Business meeting

(This is an Outlook task.)

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**. (If you are in Skype for Business (Lync) mode, this button still says **New Skype meeting**.)



2. Complete the meeting request just like you normally would.

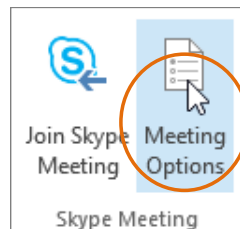


Add your agenda or meeting info

A link is automatically added. Click the Join Skype Meeting link to join the meeting.

Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who must wait in the virtual lobby.

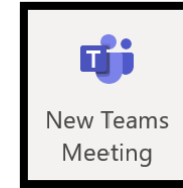


Meetings

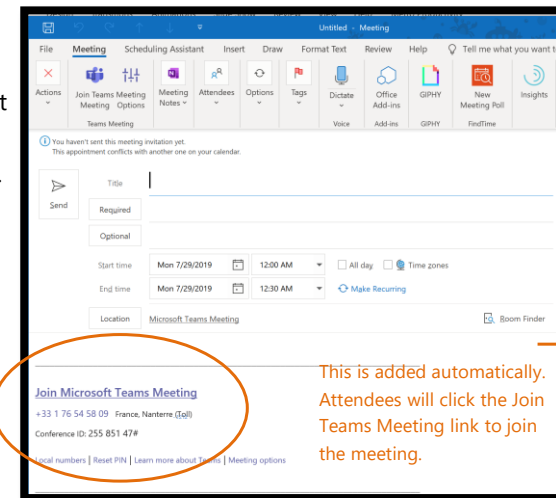
Schedule a Teams meeting

(This is an Outlook task.)

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Teams Meeting**.



2. Complete the meeting request just like you normally would.

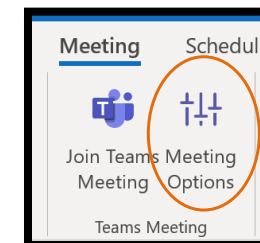


Add your agenda or meeting info

This is added automatically. Attendees will click the Join Teams Meeting link to join the meeting.

Set meeting options

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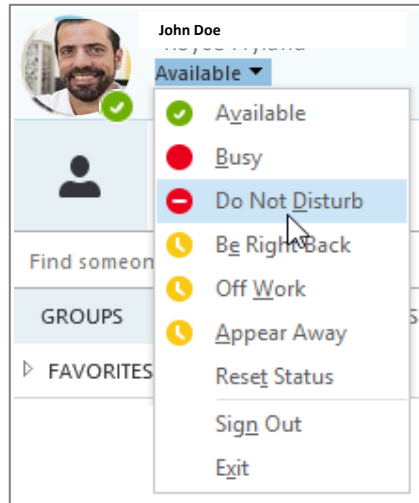


Presence

Want to shut your virtual office door?

Presence is automatically set based on your Outlook calendar, but you can change it temporarily if you want to. Presence status is a quick way for other people see whether you're free to chat.

Here are the presence settings you can change:



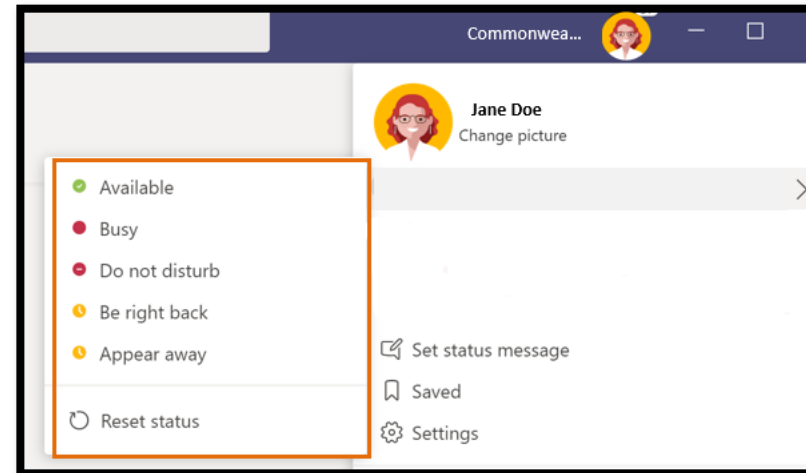
Presence

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Presence is automatically set based on your Outlook calendar, but you can change it temporarily if you want to. Presence status is a quick way for other people see whether you're free to chat.

Here are the presence settings you can change.

Tip: To re-sync your status with Outlook, click 'Reset status'.



Sharing and collaboration

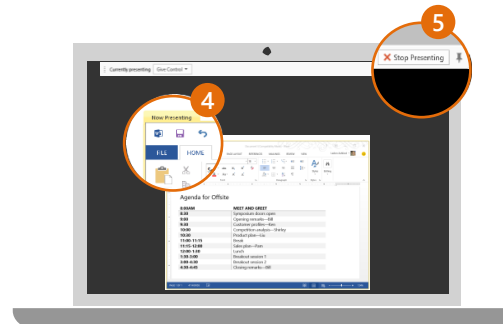
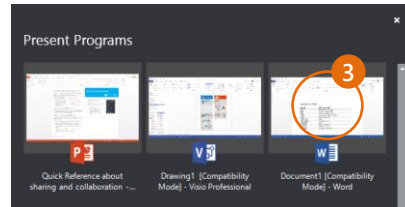
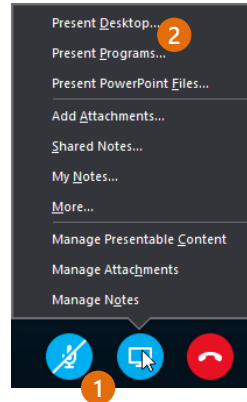
Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop...
or...

Click **Present Programs** and double-click the program you want to share.

3. Double-click the program you want to share.
4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.
5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.



Sharing and collaboration

Share your desktop or a program

Need to show everyone what you're talking about?

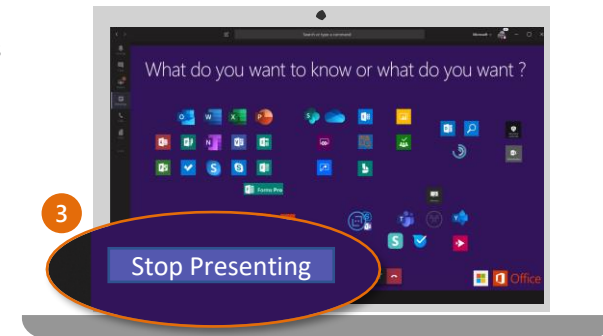
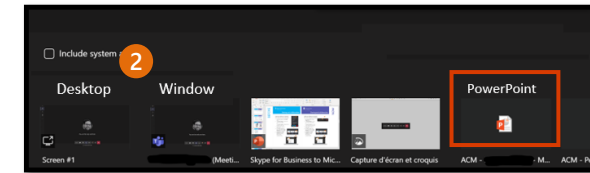
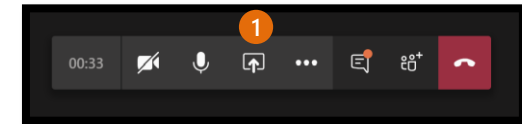
1. In the chat or meeting window, click the **Share** button.
2. Click **Desktop** to show the entire contents of your desktop...

or...

Click **Windows** and **choose the document** you want to share.

The content you're sharing will be outlined in red to remind you it's being shared.

3. When you are done sharing, go to your meeting controls on the bar at the bottom of your screen and select **Stop Presenting** (or select **Stop Sharing** at the top of the conversation window if sharing in a chat).

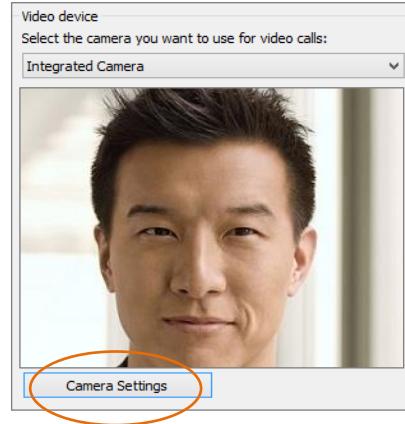


Video

Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

- From the main screen, click **Tools** then **Video Device Settings**.
- If you see you, you're set! If not, adjust by clicking, **Camera Settings**.



Start a video call

1. Tap a contact's picture.
2. Tap the **Video** button.



A message pops up on the other person's screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

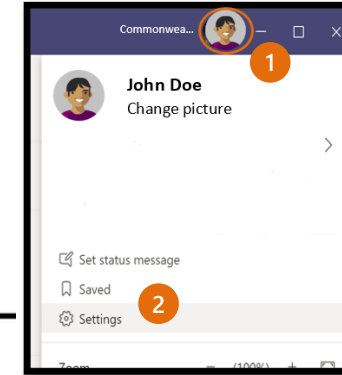
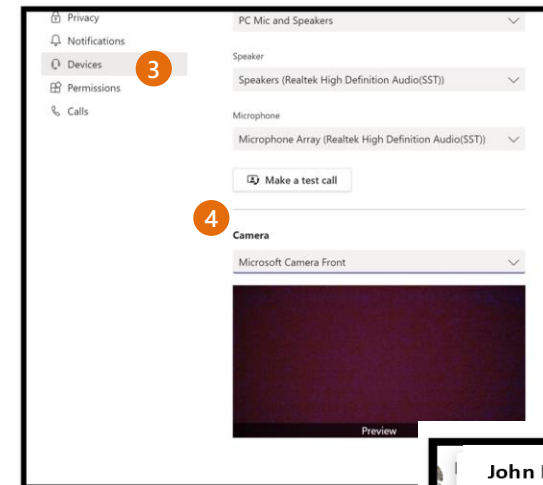
TIP During an IM or Skype for Business audio call, click the **Video** button to make it a video call.

Video

Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

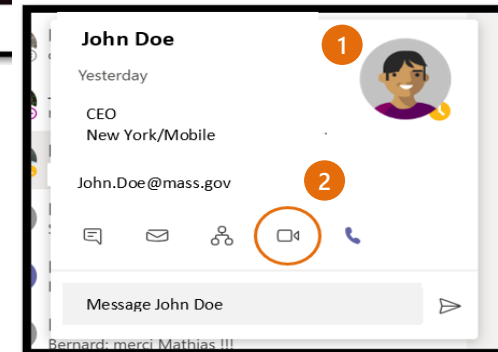
1. Click on your picture
2. Click **Settings**



3. Click **Devices**
4. Under **Camera** section chose your camera

Start a video call

1. Tap a contact's picture.
2. Tap the **Video** button.

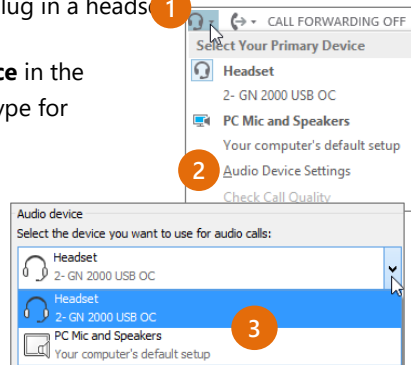


Audio setup and making calls

Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



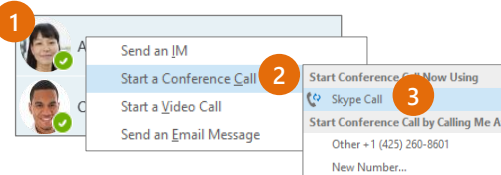
Start a call



1. Hover on a contact's pic until the quick menu appears.
2. Click the **Phone** button.

Start a conference call

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.
2. Right-click any of the selected names, then click **Start a Conference Call**.
3. Click **Skype Call**.

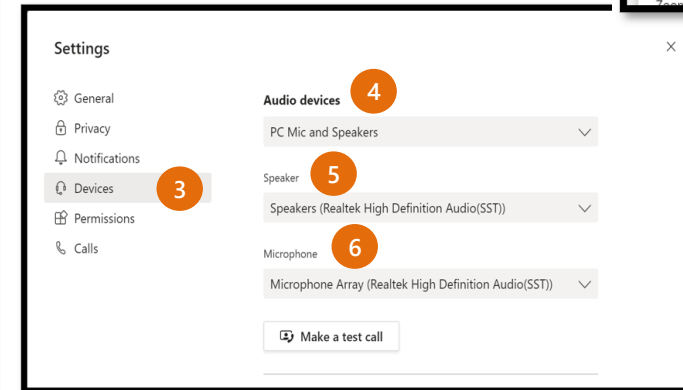
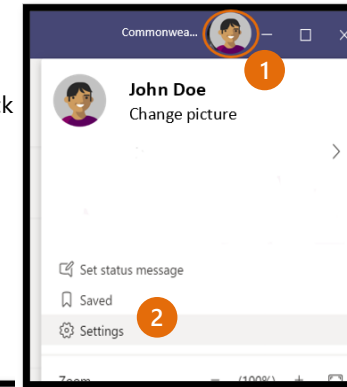


Audio setup and making calls

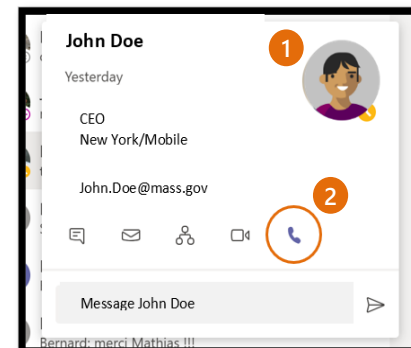
Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **on your picture**.
2. Click **Settings**.



3. Click **Devices**
4. Chose your **Audio devices**
5. Chose your **Speaker**
6. Chose your **Microphone**



Start a call

1. Hover on a contact's pic.
2. Click the **Phone** button for a call