Skype for Business

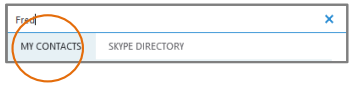
Quick Start Guide

Contacts, presence, and IM

Find someone

Connect with people in your organization.

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

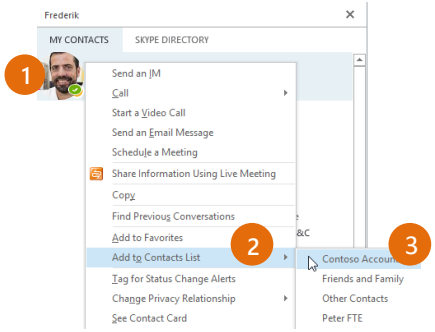


2. Because your Skype communications are restricted to Commonwealth employees and approved external partners, you will only see the MY CONTACTS tab.

Add a contact

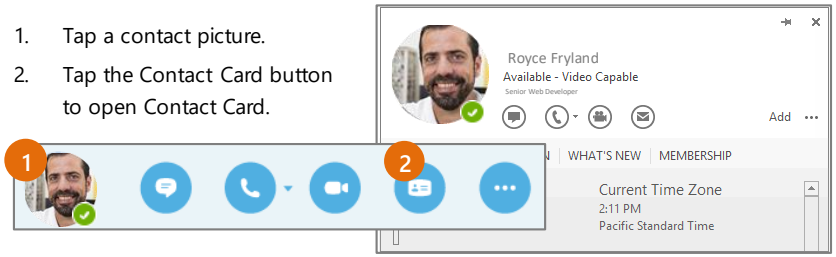
Once you find a person, add them to your Contacts list for quick access.

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.



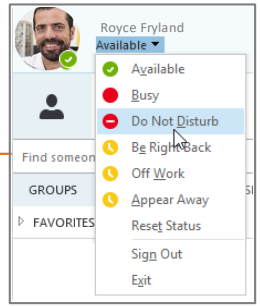
View a contact card

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



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 or not you're free to chat. Here are the presence settings you can change:



If your presence is:	It means you are:
Available *	Online and available
Be Right Back **	Away from your computer briefly
Away *, **	Logged on, but have been away from computer for a period of time.
Off Work **	Not working or not available
Busy *, **	Hard at work and shouldn't be interrupted
In a call *	In a Skype for Business call (two-party call)
In a meeting *	In a meeting (using Skype for Business or Outlook)
In a conference call *	In a Skype for Business conference call (Skype meeting with audio)
Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
Presenting *	Giving a presentation
Out of the office	Set to OOF in your Outlook calendar
Offline *	Not signed in
Unknown	Presence can't be detected

* Set automatically for you based on your keyboard activity or Outlook calendar.

** You can set your presence to this anytime you want.

Which Skype should I use?

Skype for Business is for connecting with a co-worker or business associate.

Skype is for connecting with your grandma, or chatting with friends while gaming.

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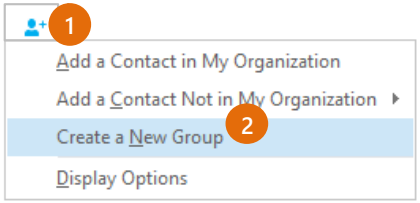
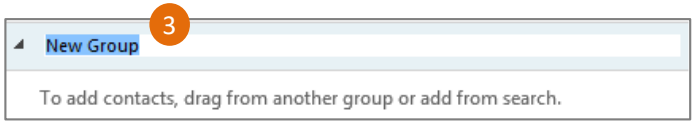
Create a group

Set up a group for each team you work with so you quickly see who's available, or communicate with the entire team at once.

1. Click the **Add a Contact** button.
2. Select **Create a New Group.**
3. Begin typing your new group name.

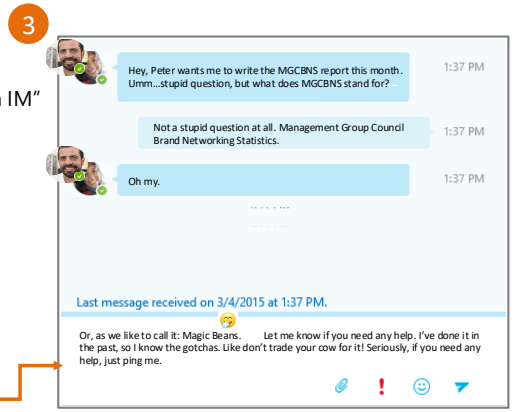




Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

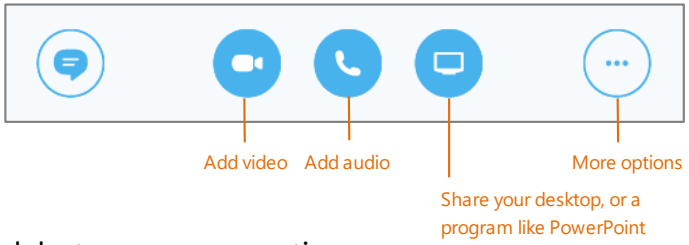
1. In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the **Ctrl** key and click each contact name.
2. Right click and select "Send an IM"
3. Type your message and press the **Enter** key on your keyboard.



Need to add someone to the IM?

From the main Skype for Business window, drag a contact pic onto the IM window.

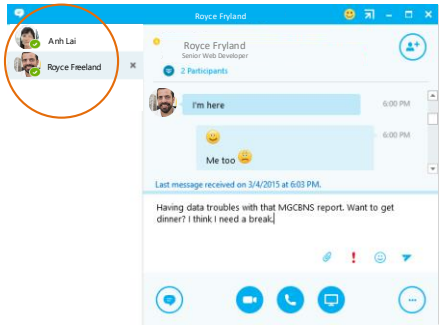
If your computer has a built-in microphone and webcam, you can add audio and video in an IM conversation. **Please note: if necessary, your agency may restrict or shut off video conferencing in order to address bandwidth requirements.**



Switch between conversations

If you have several conversations or meetings going on at the same time, Skype for Business displays them all in one place, so you can toggle between them.

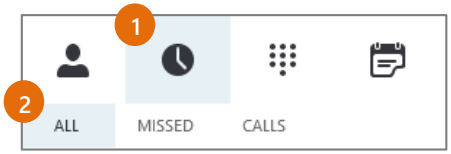
Click a tab on the left to view an IM conversation.



Find a previous IM conversation

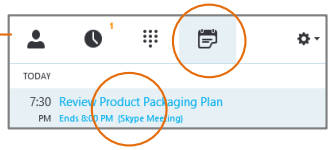
If you use Outlook and Exchange, Skype for Business automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

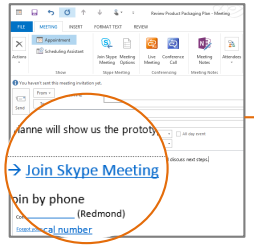
1. Click the Conversations tab.
2. Click the **All** or **Missed** tab. If you don't see the conversation you're looking for, click **View More in Outlook** at the bottom of the list.
3. Double-click the conversation that you want to open.



Join a Skype Meeting—There are so many ways!

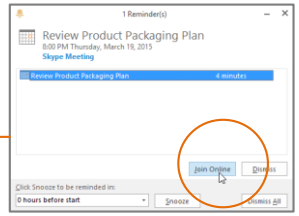
In the main window, click the Meetings tab, then double-click the meeting you want to join.





In the meeting request, click Join Skype Meeting.

In a meeting reminder, click Join Online.



Please note: your Commonwealth license for Skype for Business DOES NOT include a phone conference bridge. Please continue to use your usual platform (e.g. Webex) to schedule your conference calls.

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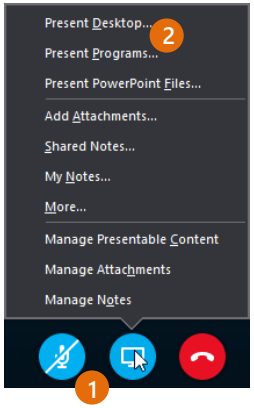
Skype for Business

Quick Start Guide

Sharing and collaboration

Share your desktop or a program

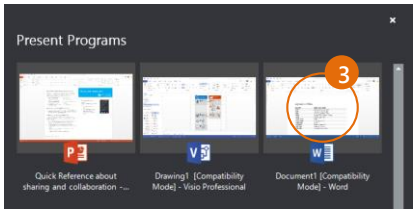
Need to show everyone what you're talking about?

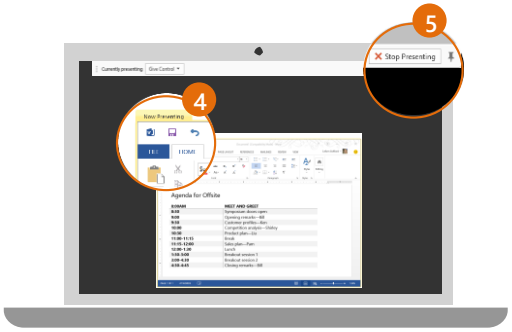


1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop…

   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.





Share a PowerPoint presentation

1. In the meeting window, click the **Present** button.
2. Click **Present PowerPoint Files**.
3. Browse to the file you want to present and click **OK**.

See the presenter's notes (just you—no one else can see them)

Advance to the next slide

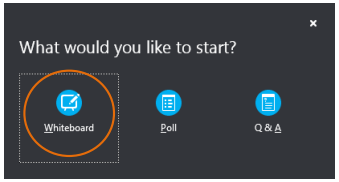
Show thumbnails of the slides, and select the next one to present

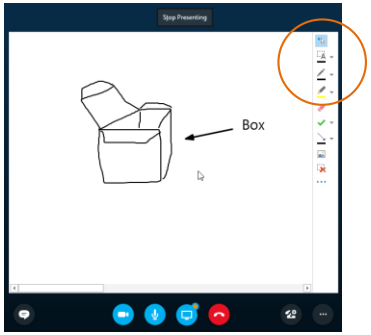
Share a whiteboard

Need to show what you're talking about? Draw it using the Whiteboard! It's also great for brainstorming.

- In the conversation window, click the **Present** button, click **More**, and then click **Whiteboard**.

Check out the toolset on the right side of the whiteboard. It's even got a laser pointer.



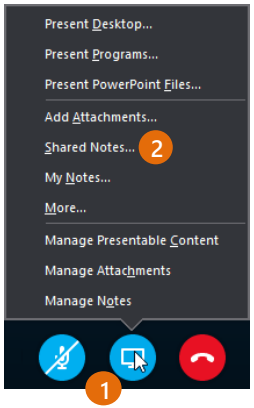


Share notes with OneNote

OneNote is fully integrated with Skype for Business. You, or anyone you've given permissions to before the meeting, can have access to the OneNote file and take notes.

1. In the conversation window, click the **Present** button, and then choose **Shared Notes.**
2. Select an existing notebook, or click **New Notebook** to create a new one.

   Participants who joined the meeting using Skype for Business are automatically added to an attendee list in the OneNote.



Give control to others...

Allow others to flip through slides, contribute information, and make changes to a whiteboard or OneNote, PowerPoint or other kind of file, or demonstrate a program with just a couple of clicks. Take back control at any time.

1. Click **Give Control**.
2. Pick a particular person or click **Give Control Automatically** to automatically give access to
3. anyone who asks for control of your desktop.

...and, take back control

1. Click **Give Control** again.
2. If **Give Control Automatically** is selected, click it to clear it. Or to take back control from a person, click **Take Back Control**.

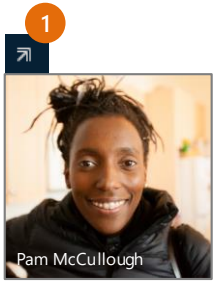
Which Skype should I use?

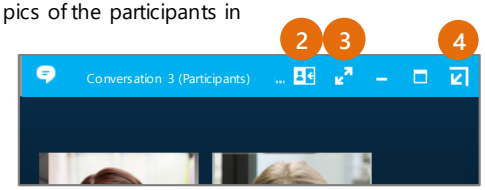
Skype for Business is for connecting with a co-worker or business associate.

Skype is for connecting with your grandma, or chatting with friends while gaming.

Choose your view

1. In the conversation window, click the **Pop out video gallery** arrow.
2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** shows everyone's video streams
   - **Speaker View** shows only the presenter's.
   - **Content View** shows only the meeting content.
   - **Compact View** shows pics of the participants in a compact window.
3. Click **Full Screen View** for a large view of the video streams.
4. Click **Pop in the video gallery** to show the gallery in the conversation window again.





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Skype for Business

Quick Start Guide

Meetings

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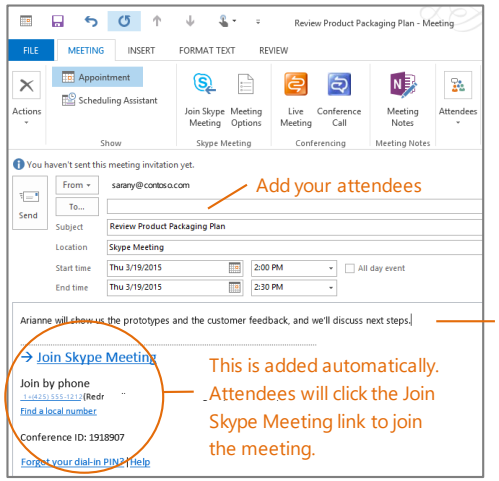
Schedule a Skype for Business meeting

(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.



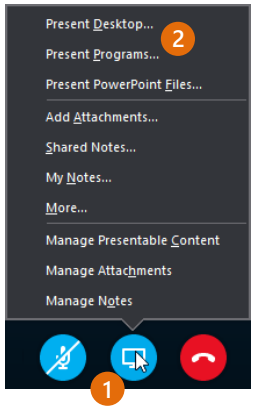
Set meeting options

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 has to wait in the virtual lobby.

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.



Share a PowerPoint presentation

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3. Browse to the file you want to present and click **OK**.

Advance to the next slide

Show thumbnails of the slides, and select the next one to present

See the presenter's notes (just you—no one else can see them)

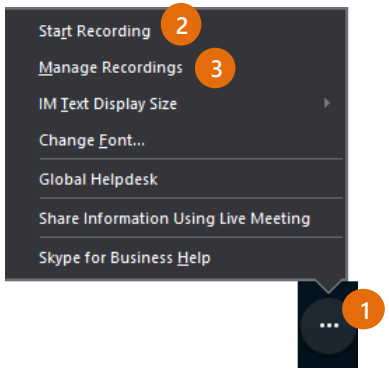
Done presenting?

Click this: Stop Presenting

Record and play back a meeting

It's easy to capture audio, video, IM, and what's being presented.

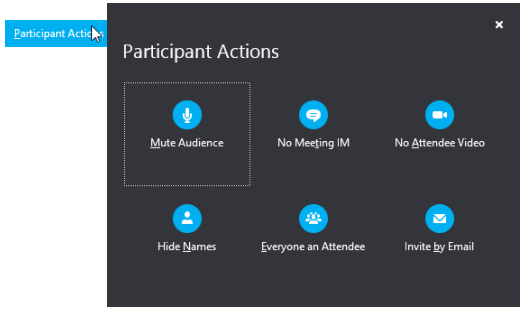
1. In the meeting window, click the **More Options** button.
2. Click **Start Recording**.
3. After the meeting, go to **Manage Recordings** to publish, play, rename, or delete the recording.



Manage meeting participants

Meeting getting unruly? If you're the presenter, you are in control.

1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.
2. Click the **Participant Actions** button.
3. Click one or multiple buttons to apply these settings to all attendees.



Need to invite more people?

Click this: Invite More People