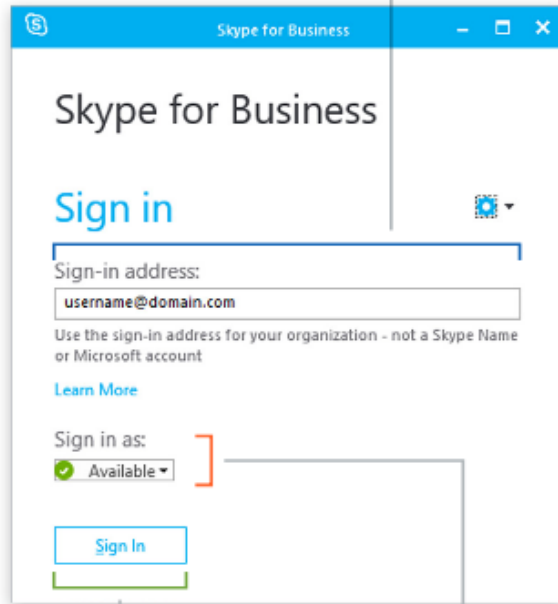


The tool for all your online meetings and conversations

Enter your work email address



Click here and then enter password on next screen

Pick the status you want to start with

Skype for Business

- A professional messaging service included with an Office365 subscription. Contact your IT Help Desk to find out if your license includes this offering.
- Not to be confused with Skype.com, a free to the public messaging service from Microsoft

Share a thought or what's going on with you

A history of all your conversations is logged and available on this tab

Your contacts tab

Quickly change how your contacts appear in the list below

Contacts can be organized into collapsible groups: right click for all options of what you can do with that group

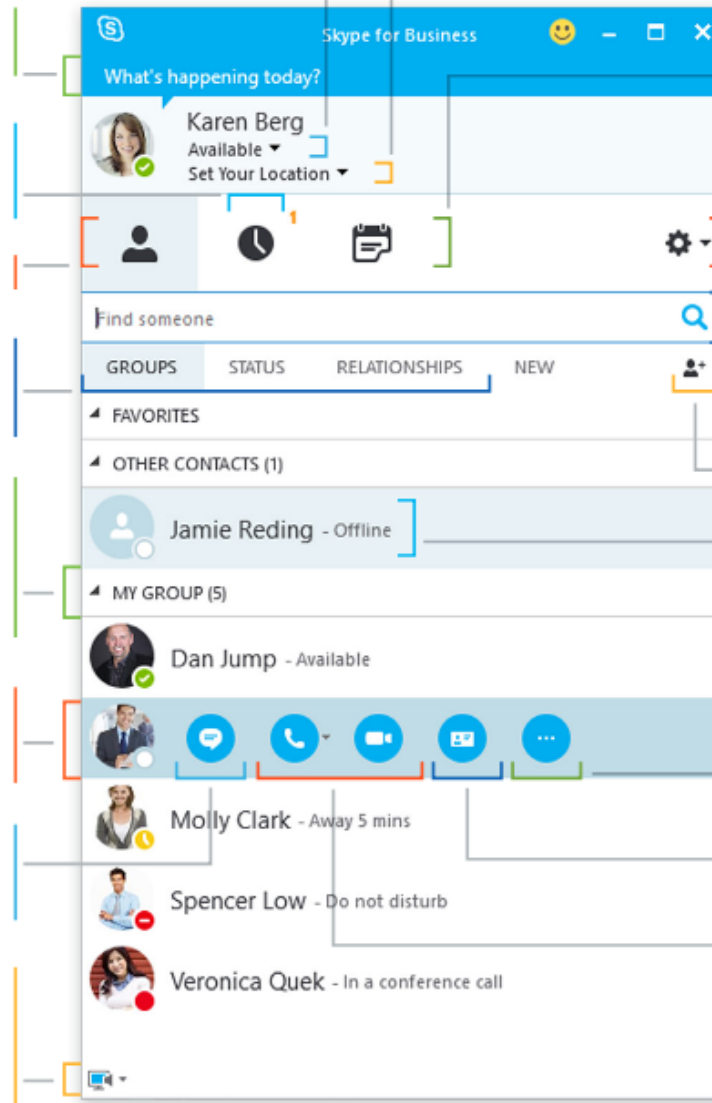
Hover over a contact's picture to reveal the interaction menu

Start an instant message conversation with this contact

You may have more than one microphone, speaker, or headset audio devices; select which one to use by default

See and change your current status here

Let people know where you are; Skype even remembers frequented locations



Display all upcoming meetings

Access all Skype configuration settings from this menu

Search for people online and in your Outlook Contacts by entering a name, email or even physical address

Add new contacts and create new groups

Right click any contact to see lots of additional options

Quickly send this contact an email or meeting invitation, enable alerts when their status changes

View this contact's full contact card

Start an audio or video chat session with this contact