Introducing Skype for Business

Before you get started…

You may already have Skype for Business installed on your Windows computer. Do a quick check to see—following the instructions for your operating system.

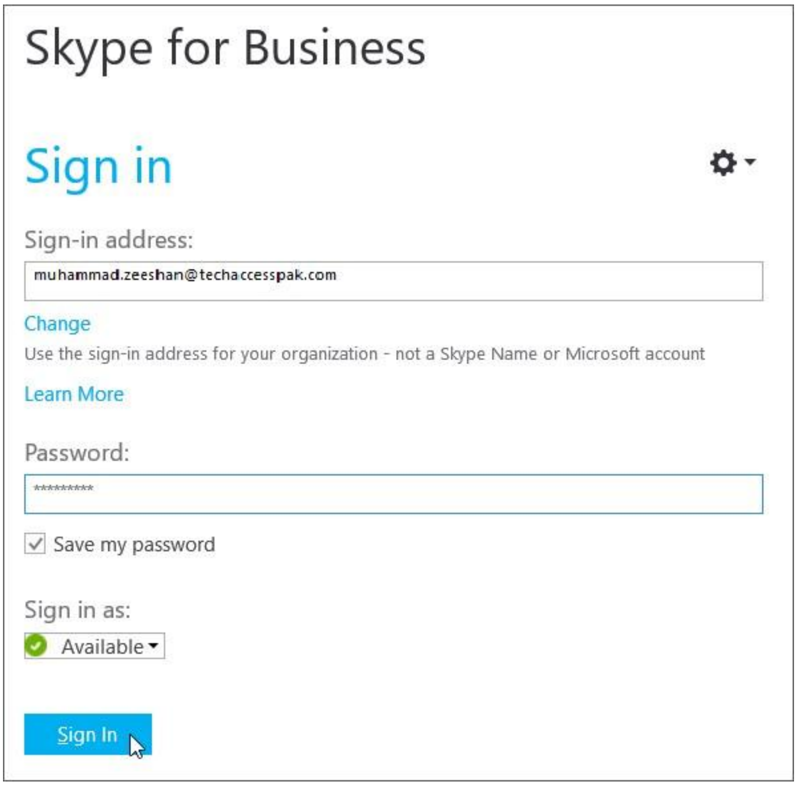
Windows 7: Click **Start**, then Microsoft Office 2013 or Microsoft Office 2016. Then click **All Programs** and look for Skype for Business 2016.

Windows 10 or Windows 8: Click **Start**, then type “Skype for Business 2016”.

If you found it, you’re ready to go. If not, you'll need to Install Skype for Business. This link also tells you how to install Skype for Business on other platforms and on your mobile devices.

Now, log into Skype for Business

- Enter your Office 365 user ID and password, then click **Sign in**. (Click the **Save my password** checkbox if you want Skype for Business to save your password so you don't have to enter it next time--unless you change it.)

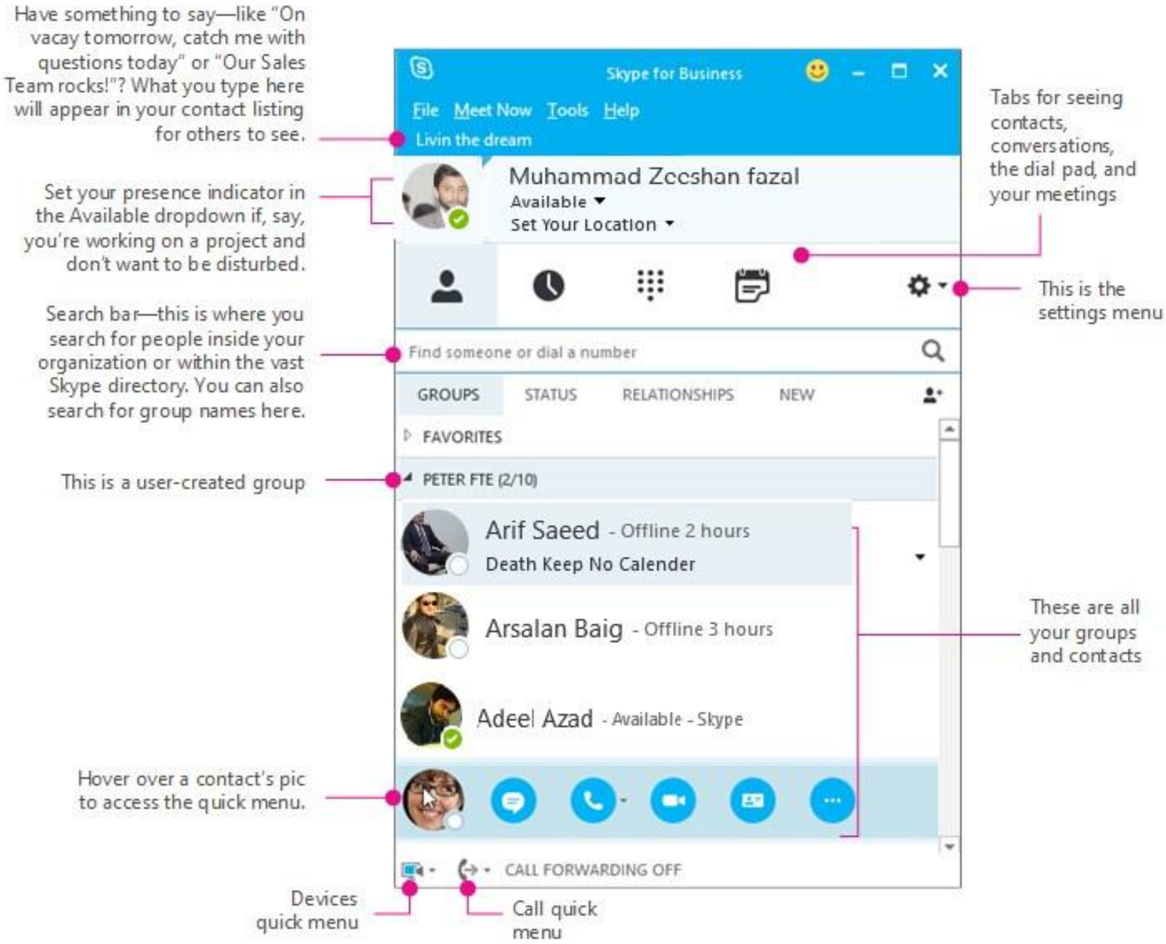


If you don't know your user ID or password, contact your organization's technical support.

Skype for Business has three main windows. Let's take a look.

This is the main window. It's where your contacts are listed--so it functions as the hub of all of your Skype for Business activities.

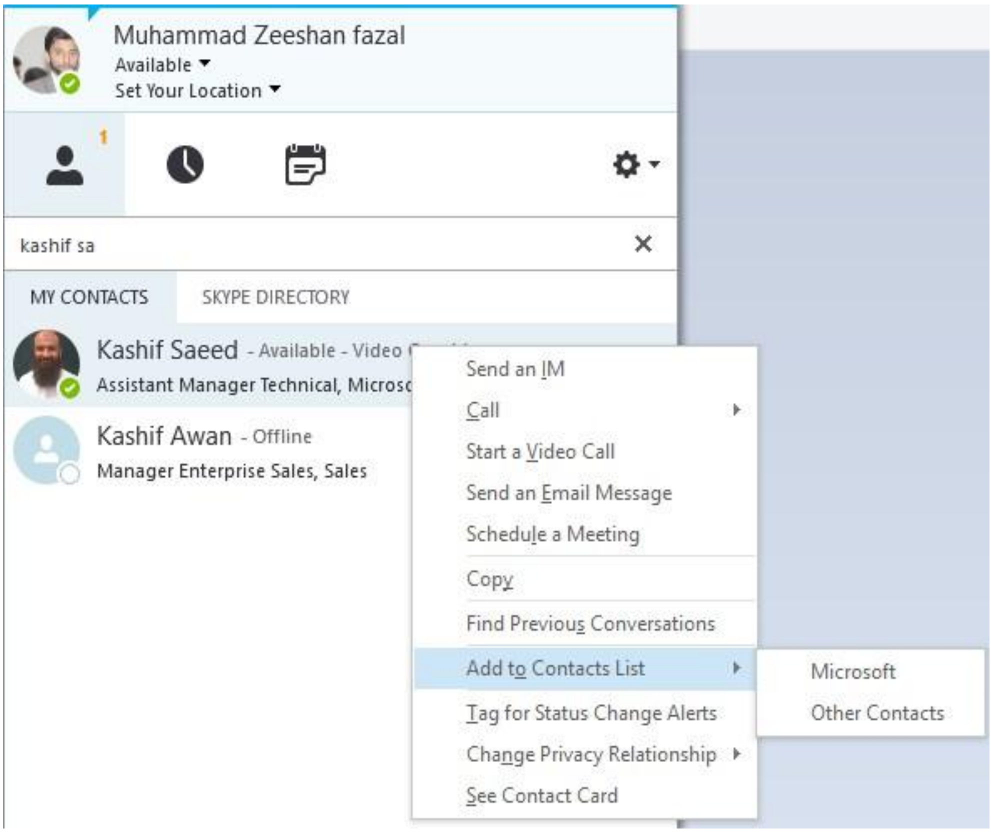
1885 SMI UNIVERSITY



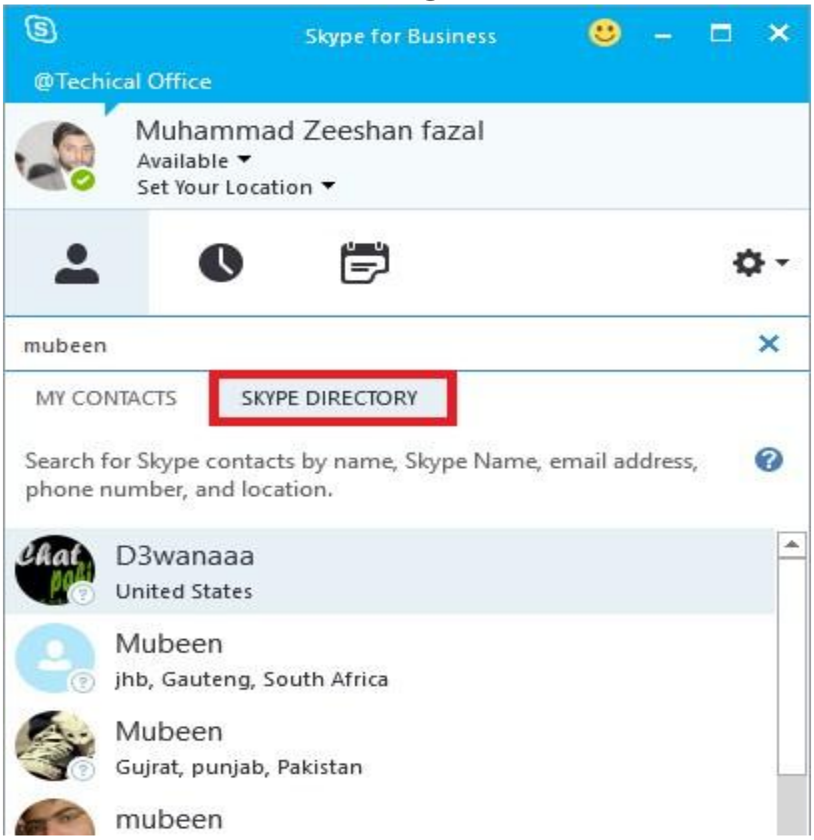
If you click the IM button , you'll get the conversation window.

TIP You can also just double-click a contact's picture to open the conversation window and start an IM.

Search Person within Organization & how to add in Group:

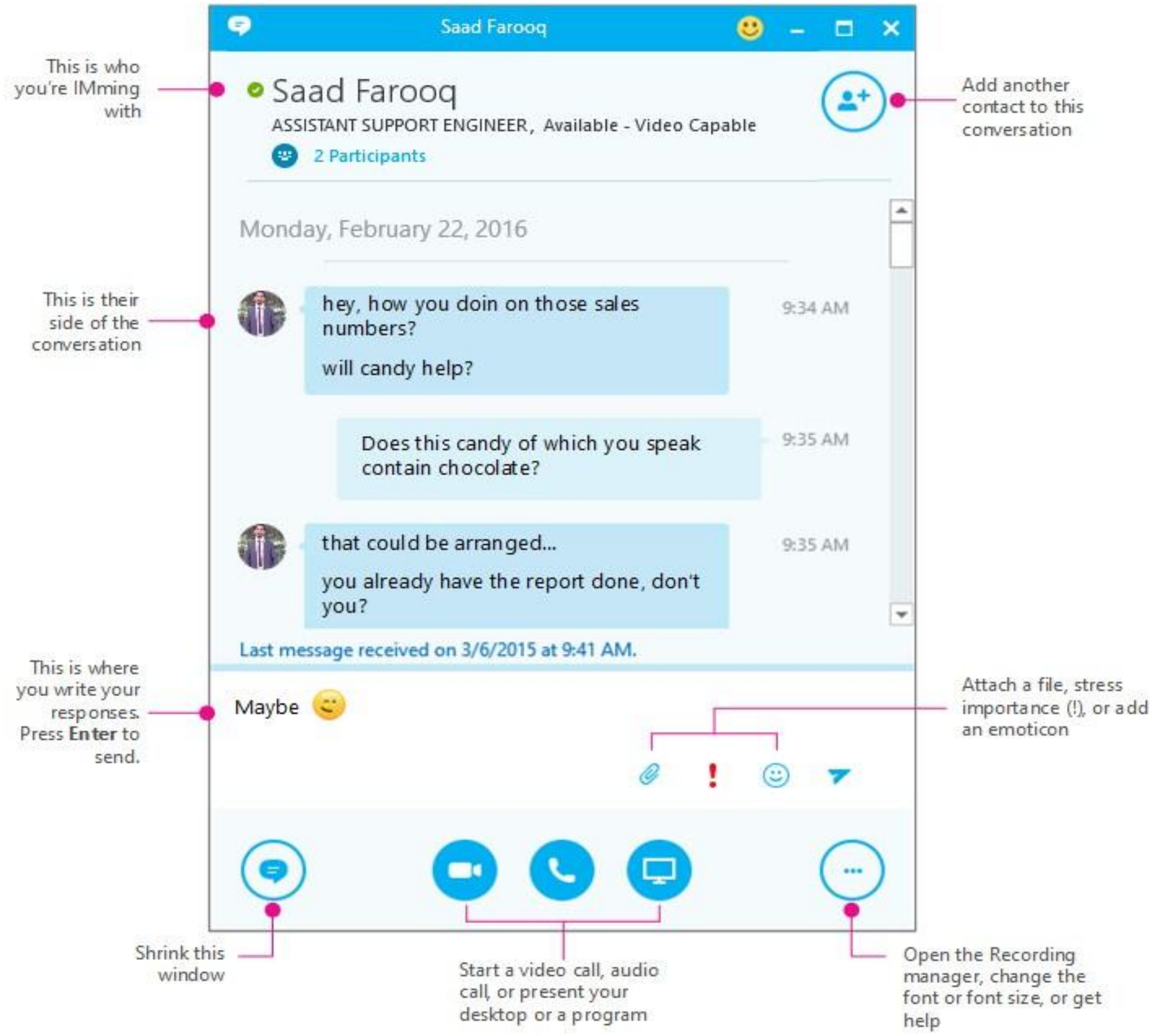


Search Person outside from Organization & how to add in Group:



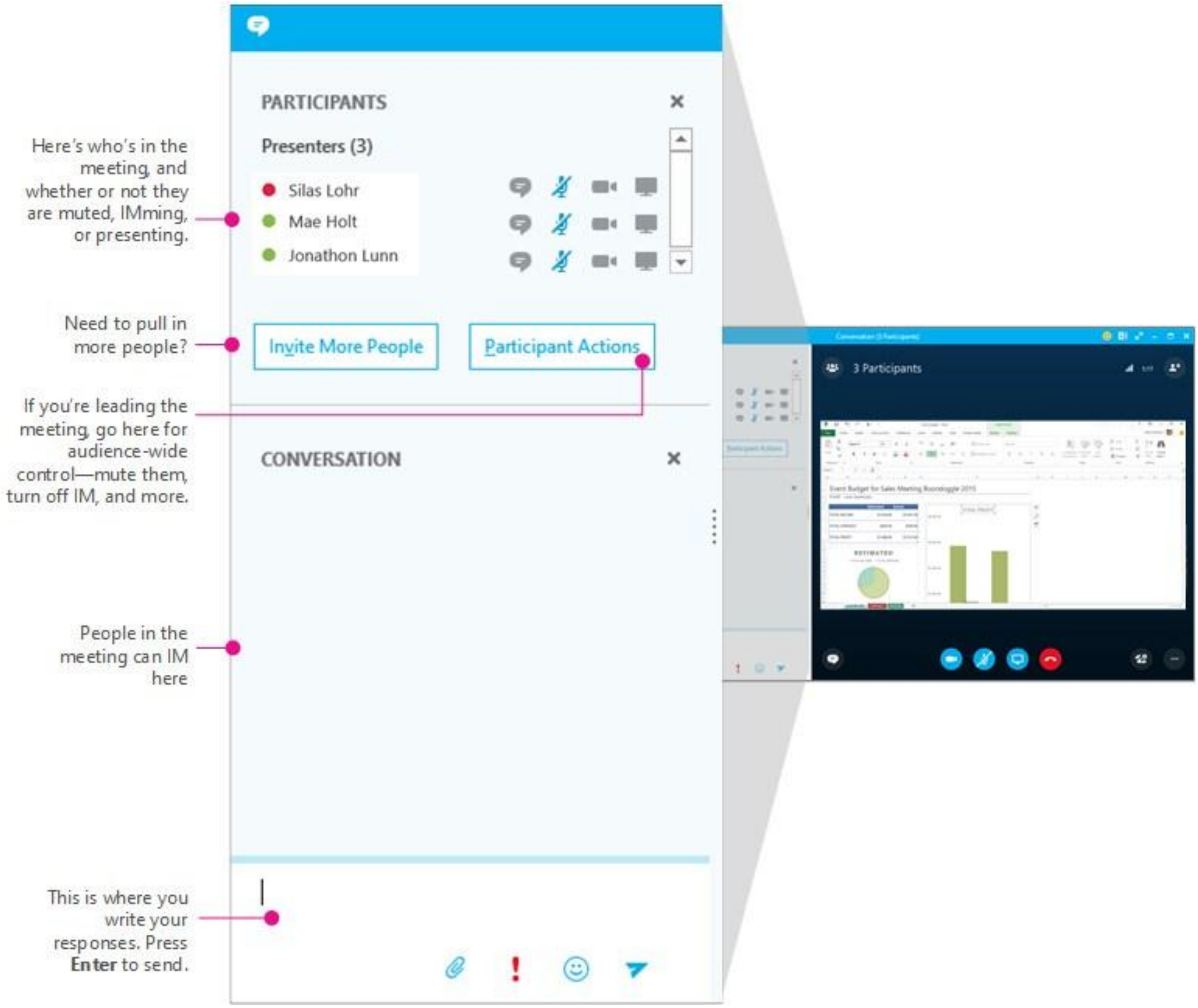
This is the conversation (IM) window.

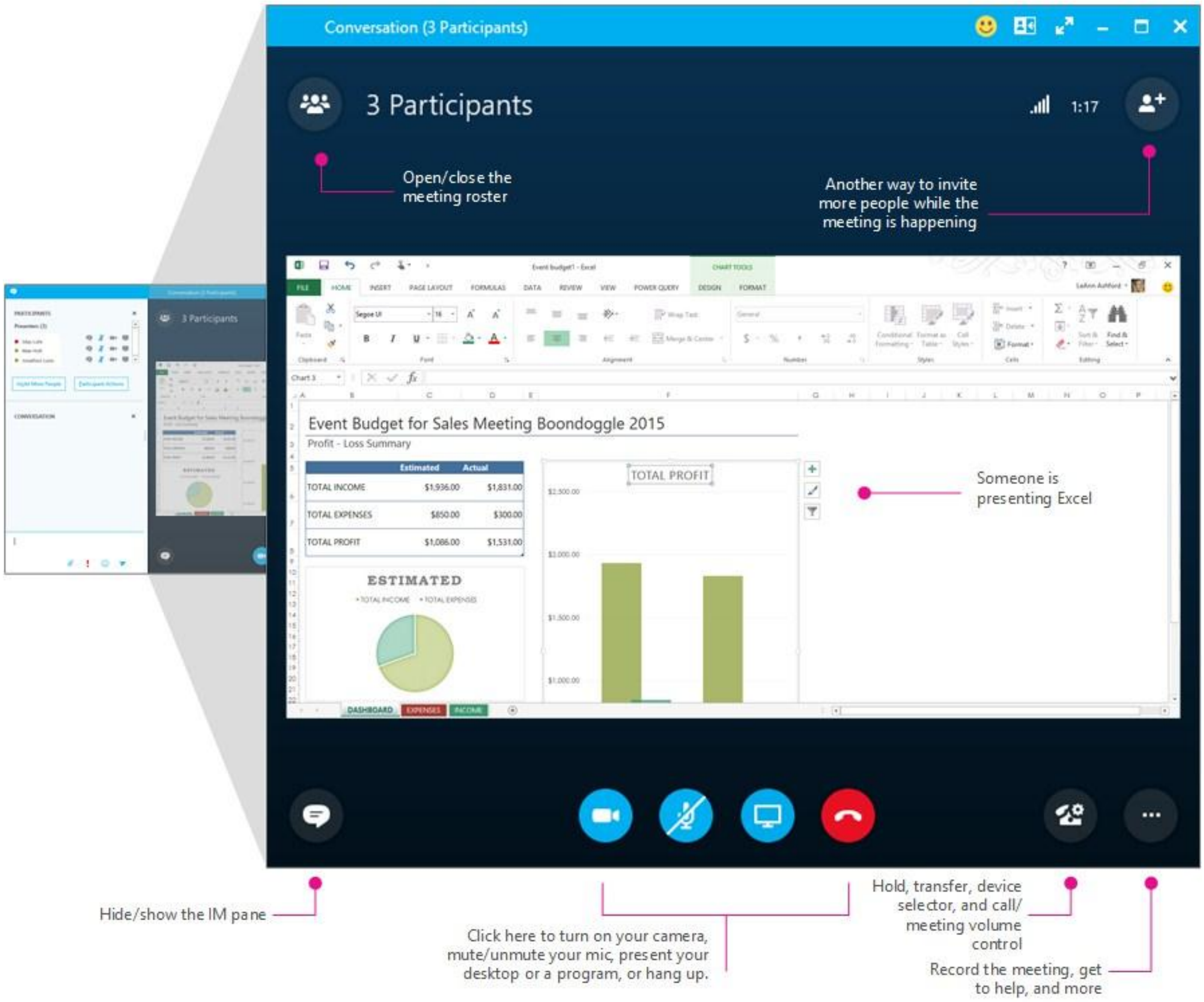
1885 SMI UNIVERSITY



Click the happy face to add emoticons to your IM.

And this is the meeting window


Here's who's in the meeting, and whether or not they are muted, IMming, or presenting.
Need to pull in more people?
If you're leading the meeting, go here for audience-wide control—mute them, turn off IM, and more.
People in the meeting can IM here
This is where you write your responses. Press **Enter** to send.
PARTICIPANTS
Presenters (3)
Silas Lohr
Mae Holt
Jonathon Lunn
Invite More People
Participant Actions
CONVERSATION
3 Participants



Find your boss or a co-worker

1. In the Search bar, located just below the quick icons for Contacts, Conversations, Phone, and Calendar, type his or her name. With the first letter that you type, the tabs below change to My Contacts and Skype Directory.
2. Keep the **My Contacts** tab selected to find people in your company's directory.

   (If you want to find someone who's not in your company, click the Skype Directory tab to search for them there—among the millions of Skype Consumer users.)

Now, add your boss/co-worker as a contact

1. Hover over their picture in the search results.
2. Choose **Add to Contacts List**, then click the group you want to add them to—like **Favourites**, or a group that you previously created, like Accounting Team.

   Repeat these steps with the people you work with the most.

How to I get back to my Favourites or another group?

- Click the little triangle to the left of a group to expand or collapse it. If you have a lot of groups, you may want to keep the groups you connect with less often collapsed--for easier access to the groups you connect with more often.

Check a contact's presence and IM them

Is it time for a coffee break? (Correct answer: Yes!) **Check**

to see if your coffee break buddy is free.

1. In the main Skype for Business window, scroll through your list of contacts and locate your coffee buddy. (If they aren't in your contacts list yet, click the previous button on this page to go back to the last module, add a contact.)
2. Take a look at their round profile picture. If there's a green dot in the lower right of their picture, then they are most likely at their computer and quite possibly free to join you for coffee.

IM them to ask if they'd like to take a coffee break.

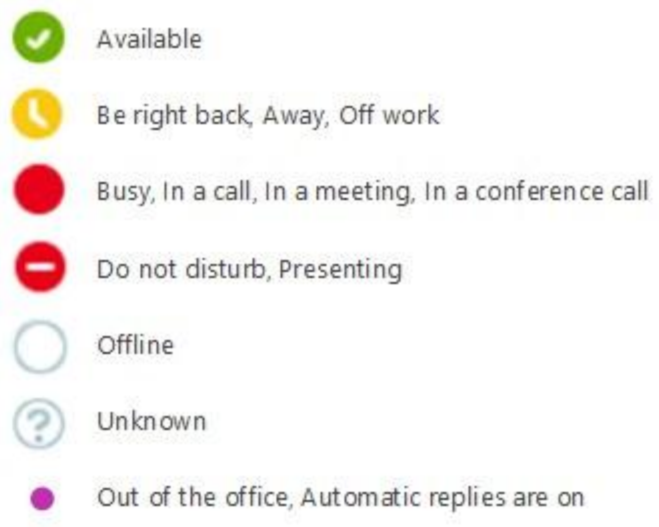
1. Hover over their picture to access the quick menu.
2. Click the IM button. 
3. In the IM window, type "Hey, have time for some coffee?"

NOTE Don't drink coffee? Substitute a beverage of your choice.

1885 SMI UNIVERSITY

Common presence indicators

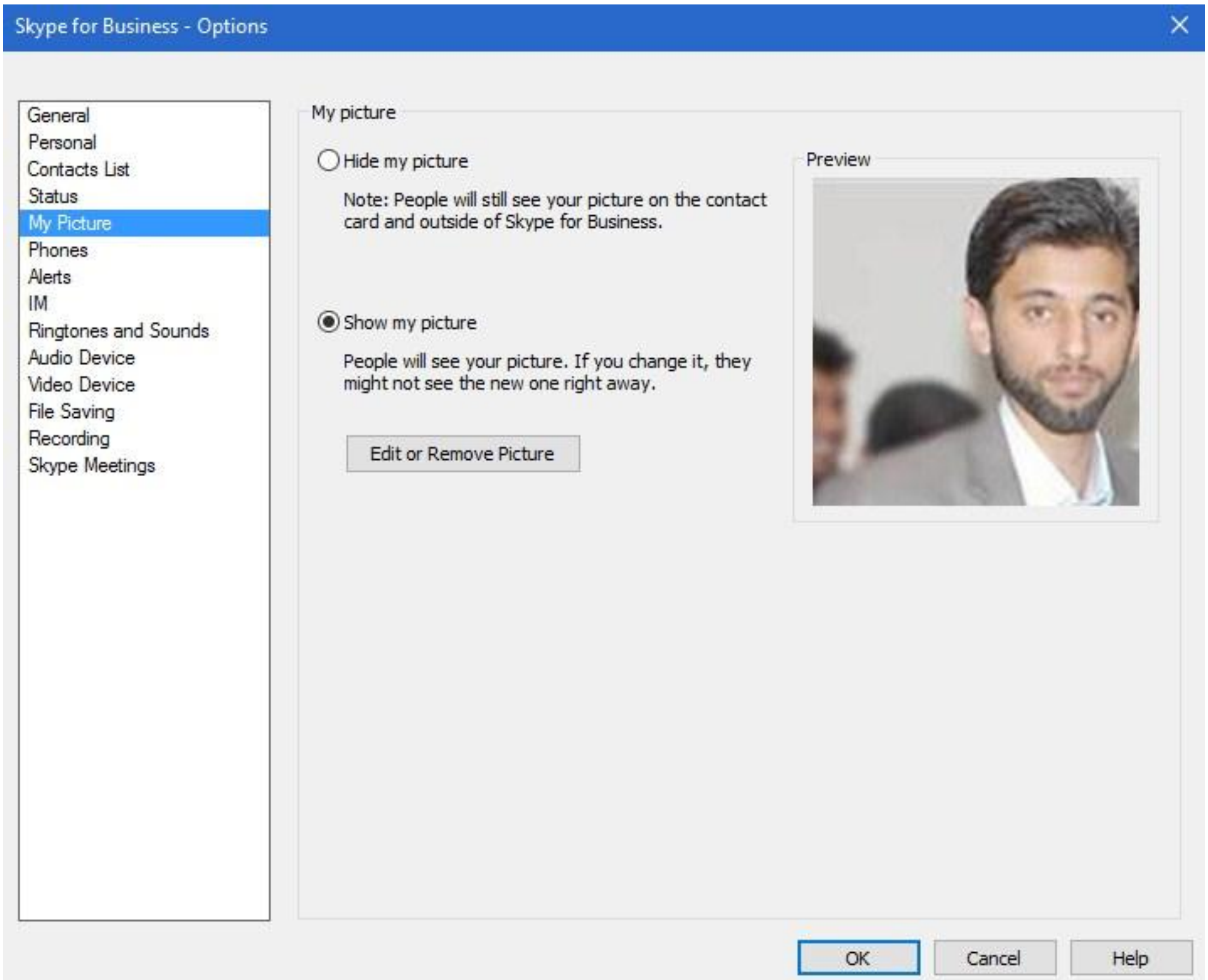
There are lots of possible presence indicators. Here are some of the ones you'll probably see the most:



Change your picture

Your Skype for Business picture is the same as your Office 365 profile picture. Want to change it? Here's how.

1. In the Skype for Business main window, click your picture, or if you haven’t ever set up your picture, click the generic avatar that appears where your picture would be.
2. In My Picture options, under my picture, click **Edit or Remove Picture** to open your Office 365 About me page.



3. Sign in to Office 365 with your work or school account.
4. Click the Choose Photo icon,  and browse to the picture you want to use. Any size and resolution is fine.
5. Click the file, and then click **Save**.