

Quick Start: Skype for Business Mac Client

This document will describe the basics for communicating in Skype for Business using the Mac client. It will explain how to use Skype so you can easily interact and collaborate with others at your workplace.

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Known Issues

<https://support.office.com/en-us/article/Known-issues-Skype-for-Business-on-Mac-494ac5d5-50be-4aa7-8f5a-669c71c98c9a>

System Requirements

Mac OS X

Skype for Business Server 2015 or Lync Server 2013

OSX 10.11 (El Capitan) or OSX 10.12 (Sierra)

Outlook Mac build 15.27 (161010) required for Outlook integration

Visit System Requirements for Office page for full system requirements.



Download

<https://www.microsoft.com/en-us/download/details.aspx?id=54108>

Login to Skype for Business

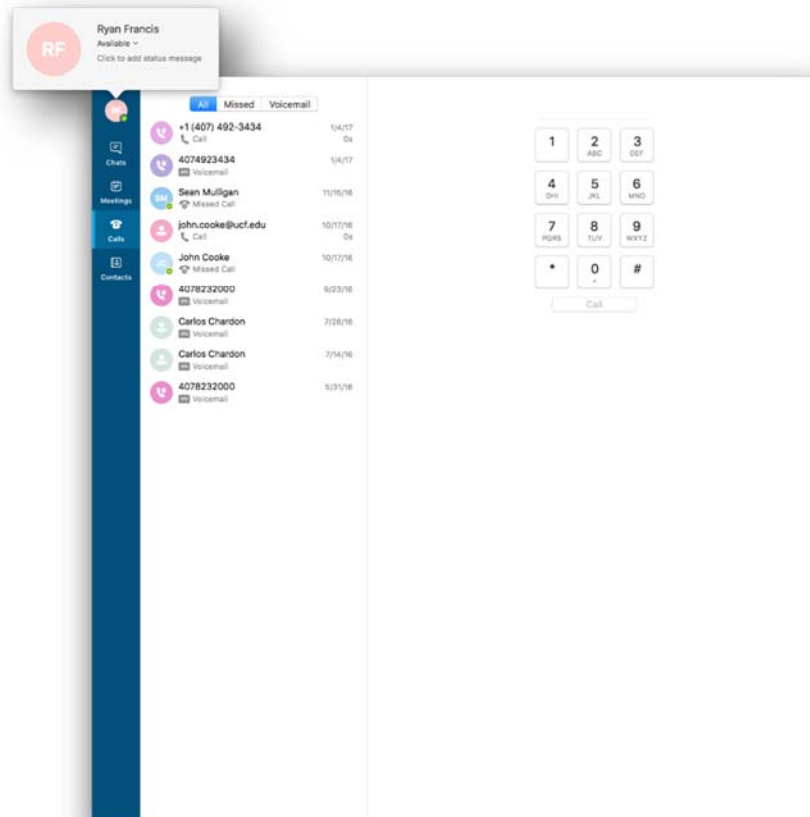
Once you have selected the Skype for Business app, the window below will appear. Next you will need to type in your NID@ucf.edu in to the first and last space, then your NID password goes in the middle box.



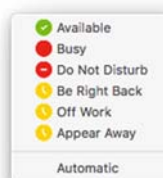
The screenshot shows the Skype for Business login interface. At the top, the Skype logo and "Skype for Business" text are displayed. Below this, there are two input fields. The first field contains "nid@ucf.edu". Below the first field, there is a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". The second field contains a password represented by ten dots. Below the password field, there is a checked checkbox labeled "Remember my password". Below the second field, there is another input field containing "nid@ucf.edu". Below this field, there is a note: "Skype for Business online users: username@domain.com" and "All other users: domain\username". At the bottom left, there are two buttons: "Delete Sign-In Info" and "Advanced Options". At the bottom right, there is a "Sign In" button. A link "Need help signing in?" is located at the bottom left of the form area.

Skype for Business Status

Once you've signed in, you'll see the following screen. From here you can access past conversations, see future/past meetings, make calls and view your contacts. Another feature worth mentioning is your status within Skype for Business. You have can your status set to automatic, which will change based on your meetings and activity, or you can manually change your status by clicking the circle in the top left of the window.



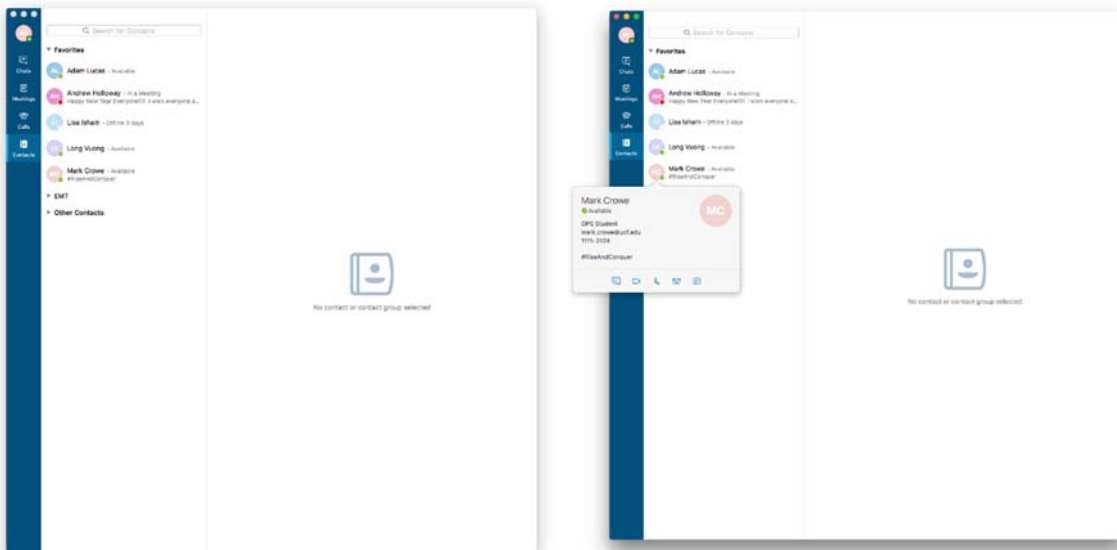
The options for your status are shown below:



Build Your Contacts List

Add people to your Contacts List if you'll be contacting them often or if you just want to keep track of them.

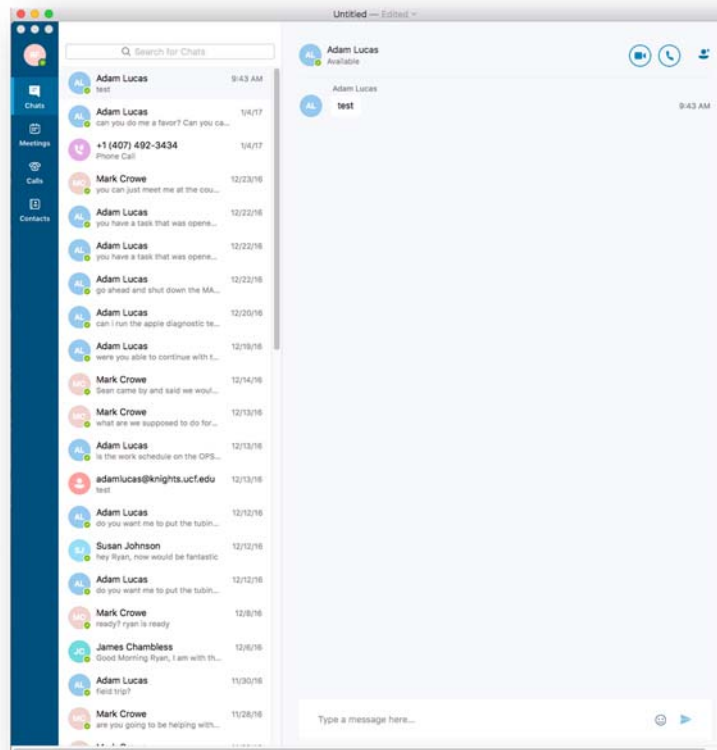
1. To build your list, click on the **Contact** tab on the left side of the window.
2. At the top of the window, use the search bar to find the person you're looking for. You can search by either the person's name or email address.
3. In the search results, right-click the person and scroll down to **Add Contact**.
4. (Optional) If you'll be contacting the person often, go down to **Groups** and go over to **Favorites**.



Get in Touch

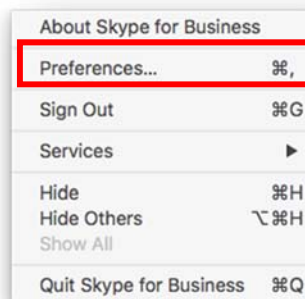
There are two ways to start an IM conversation with people or groups in your **Contacts List**. From your Contacts List or from search results, do any of the following:

1. Double-click the contact, this will take you straight in to an IM message.
2. Right click on the contact card, **Send Instant Message**. You can also start a call, video call, email or schedule meeting from this menu.

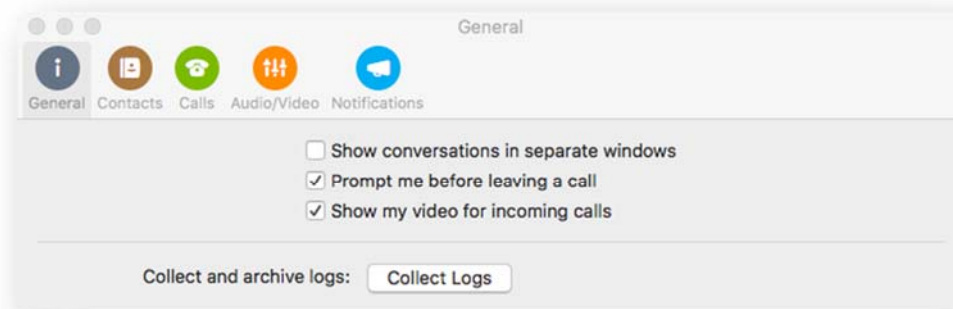


Changing Preferences

In order to change your preferences, you will need to first go to the top left of the screen and click **Skype for Business** on the gray bar. If it does not say Skype for Business, you will need to click the S4B window first. After doing this you should see the following drop down, click **Preferences**.



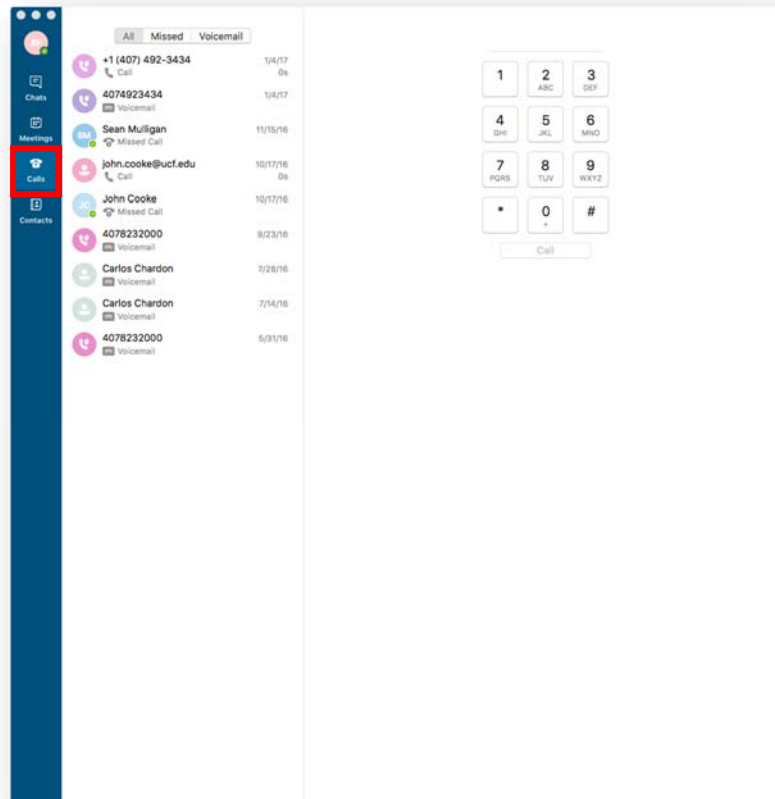
After, you will see the following window appear:



From here, you can set up call forwarding, change you microphone and video source as well as turn on and off certain notifications.

Placing a Call

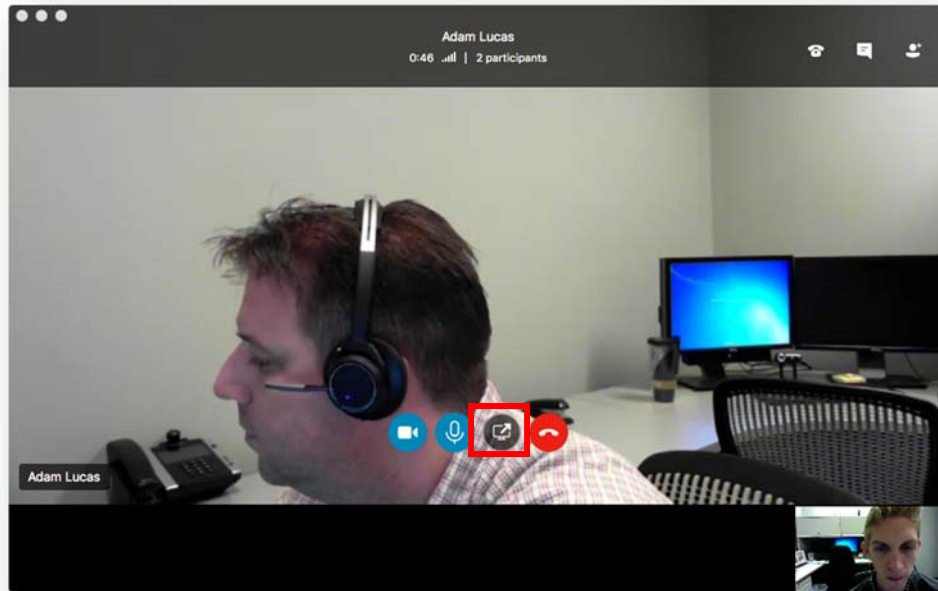
From within the Skype for Business application, you can place a call just like it is a regular desk phone. In order to do so, click on the **Calls** tab:



From this tab, you can use the dial pad, seen above, to make a call just like you would with a typical desk phone. You can also see your missed calls and voicemails in this tab.

Desktop Sharing from within a Video Call

Once you are in a meeting or video call, you can easily share your desktop to the other participants. In order to do so start the video call, once the participants are in the meeting, click the share your desktop button, which is next to the hang up button:



The other participants will be able to see everything on your screen, in order to stop look at the top of the screen, there you will find a tab that says stop sharing.