

Quick Start: Skype for Business

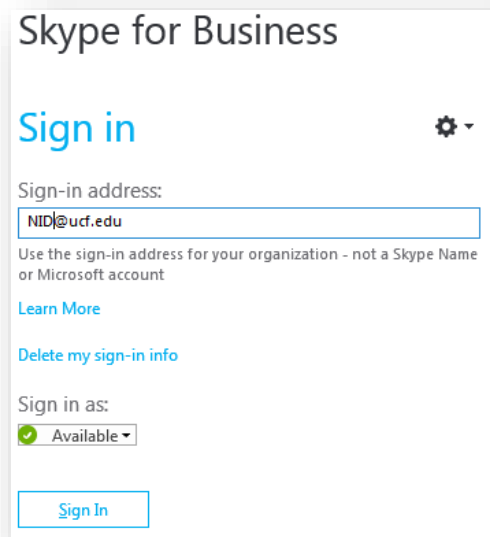
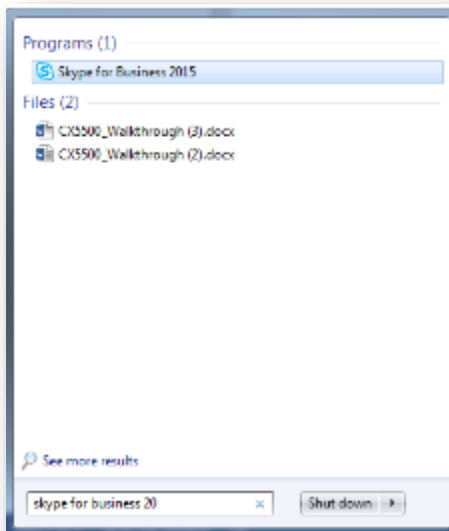
This document will describe the basics for communicating in Skype for Business. It will explain how to use Skype so you can easily interact and collaborate with others at your workplace. To find out what operating systems are supported please click the following link: <https://technet.microsoft.com/en-us/library/gg412781.aspx>

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Login to Skype for Business

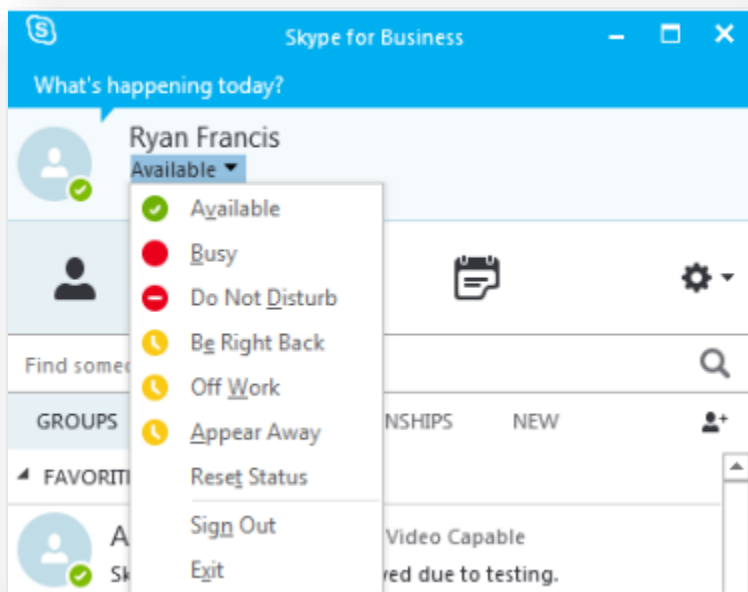
Login to Skype for Business. Click **Start** and search **Skype for Business 2015**.



Sign In and Get Started

If you're already logged on to your organization's network, sign in by starting Skype for Business.

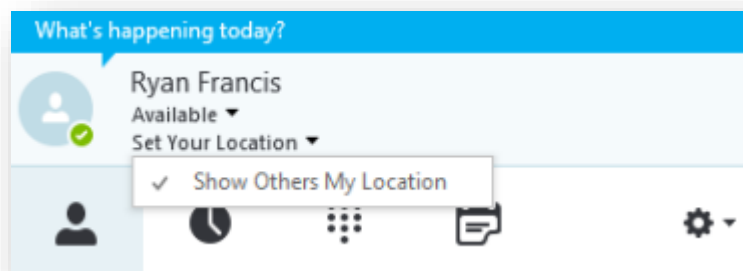
1. If you see your name and presence status when you open Skype, then you are already signed in.
2. Click the availability menu under your name, and then either click your presence status, or click **Reset Status** to let Skype set it automatically, based on your activity and Microsoft Outlook Calendar.



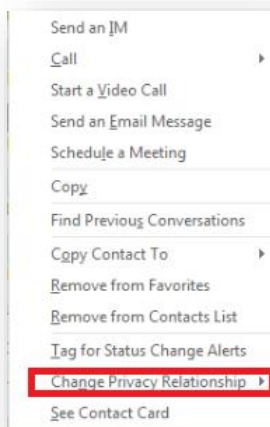
Personalize Your Contact Information

You can personalize your location, phone numbers, and presence information. For example, you can add your mobile phone number and make it available only to close contacts.

1. To set a location to let people know where you are today, click the arrow next to **Set Your Location** or your current location, and then in the location menu, click **Show Others My Location**.



2. To add a phone number to your contact card, click the **Options** cog (not the dropdown arrow next to the cog), and then click **Phones**.
3. Click the button for the phone number that you want to add (such as **Work Phone** or **Mobile Phone**).
4. In the **Phone Number** dialog box, type the number, and then click **OK**.
5. Select the **Include in my contact card** check box, and then click **OK**.
6. To change privacy relationships for the people you want to see your personal phone numbers, right-click the contact's name in your Contacts list, click **Change Privacy Relationship**, and then click **Friends and Family**.

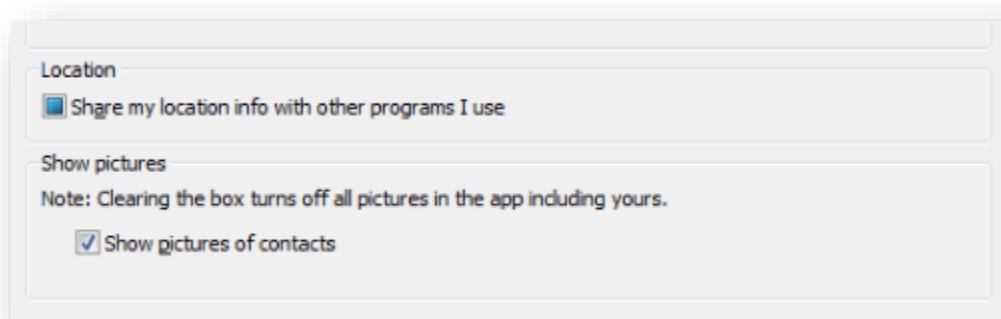


Change Your Picture Settings

You can decide whether you want to see your contacts' pictures. You can also change your own picture or choose not to show one.

HIDE YOUR CONTACTS' PICTURES

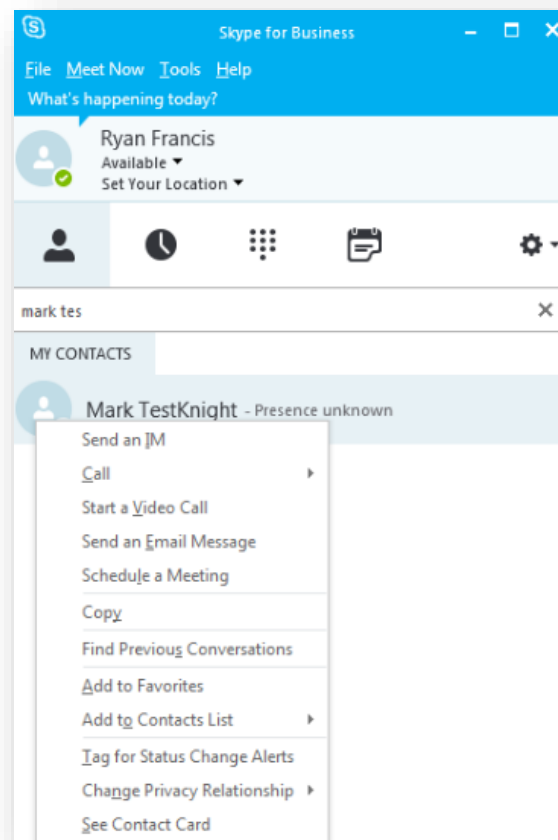
1. In the Skype main window, click the **Options** cog.
2. Click **Personal**.
3. Under **Show pictures**, clear the **Show photos of contacts** check box to hide other people's pictures, and then click **OK**.



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. In the Skype main window, type the person's name or email address in the search field.
2. In the search results, right-click the person.
3. (Optional) If you'll be contacting the person often, click **Add to Favorites**.
4. Add them to a group by clicking **Add to Contacts List**, and then clicking the group name, or if you haven't created groups yet, click **Add to New Group**, and give the group a name. You can add more contacts to this group later.



Get in Touch by IM

There are several 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:

- Double-click the contact.
- Point to a person's picture. When the contact card opens, click the IM button.
- Point to a group in your Contacts list and when the group contact card appears click the IM button to send a message to the whole group.



To invite additional people into an IM conversation:

In the Skype main window, drag a contact name from the Contacts List, and drop it onto the conversation window or click the **People Options** button, and then click **Invite More People**.

