Skype for Business: Quick Start Guide (using a Windows PC)

What is Skype for Business?

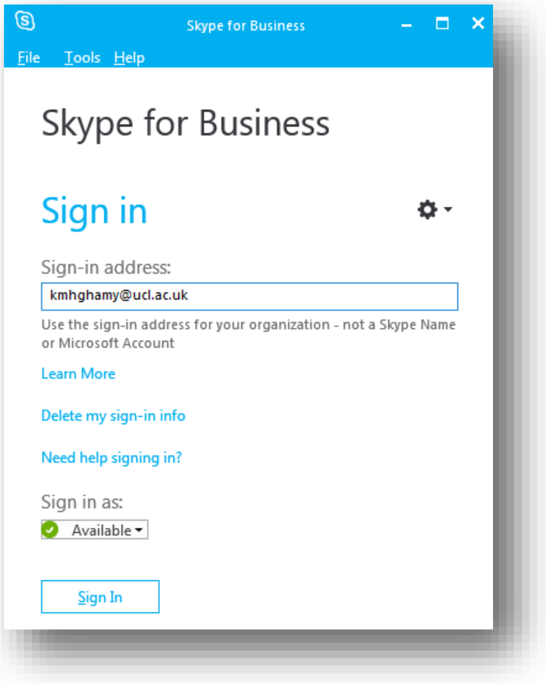
Skype for Business provides quick and simple ways of communicating and collaborating through a single, easy to use interface. You can ‘txt’ with Instant Messaging and ‘chat’ using audio/video and web conferencing. You can work together in real time, work from any location using any device and communicate with people in or out of College. You can share your desktop, transfer files, work with a virtual whiteboard, record your chat and online meetings and monitor your contacts’ availability. Skype for Business gives you a much richer experience than Skype.

Signing In To Skype for Business

Skype for Business is usually set up to start automatically whenever you log in to your computer/laptop. Once you have logged in for the first time you will not need to sign in again until you change your password.

The Skype for Business ‘Sign in’ screen is shown opposite:

NOTE: use your usual college login details



Sign-in address: kmhghamy@ucl.ac.uk

Use the sign-in address for your organization - not a Skype Name or Microsoft Account

Sign in as: Available

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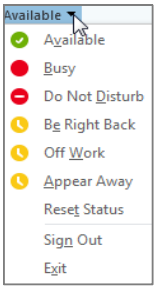
Skype for Business

(After contacts have been added to the contacts list)

Presence Indicator:
Your presence indicator is linked to your Outlook calendar by default but you can select an alternative status to display from the ***Availability*** drop down arrow


Available
Available
Busy
Do Not Disturb
Be Right Back
Off Work
Appear Away
Reset Status
Sign Out
Exit

Horizontal navigation buttons:
See below left:

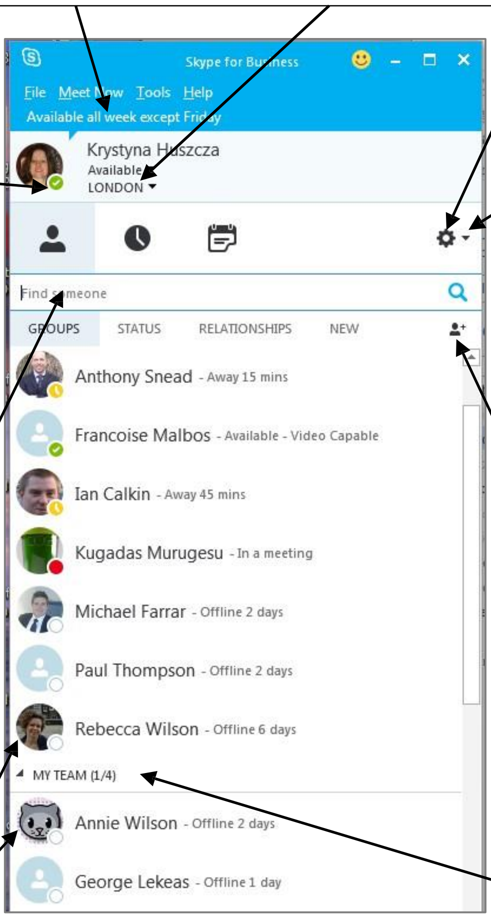
Display Options:
See below right:

Search box:
Type the name or email of the person you are searching for.

- Double click to start a conversation / meeting
- Right click and select either ***Add to Favorites*** or ***Add to Contacts List***

Contacts

Status note / Location:
Text typed in the upper box will be displayed with your Presence Indicator in other people's contact list. Click and type to update. Also click and type to update location.


Skype for Business
File
Meet Now
Tools
Help
Available all week except Friday
Krystyna Huszcza
Available
LONDON
Find someone
GROUPS
STATUS
RELATIONSHIPS
NEW
Anthony Snead - Away 15 mins
Francoise Malbos - Available - Video Capable
Ian Calkin - Away 45 mins
Kugadas Murugesu - In a meeting
Michael Farrar - Offline 2 days
Paul Thompson - Offline 2 days
Rebecca Wilson - Offline 6 days
MY TEAM (1/4)
Annie Wilson - Offline 2 days
George Lekeas - Offline 1 day

Options icon:
Takes you to a list of options where you can change the setting for: your Skype for Business account, contacts list, status, alerts, audio and video devices, file saving and meetings.

Show menu icon:
Provides you with various options such as signing out, exiting, viewing any received files, accessing the recordings manager, getting help or switching on the menu bar.

Add a Contact icon:
Click this icon to display a drop down menu which includes options to:

- Add a contact for someone not in your organization
- Create new Groups for organizing your contacts into.

Group name

Horizontal navigation buttons:
to change what is displayed in the pane

Contacts

Conversations
(Log of IM and video calls)

Meetings
(Displays your Outlook calendar appointments)

NB. icons may vary

Display options:

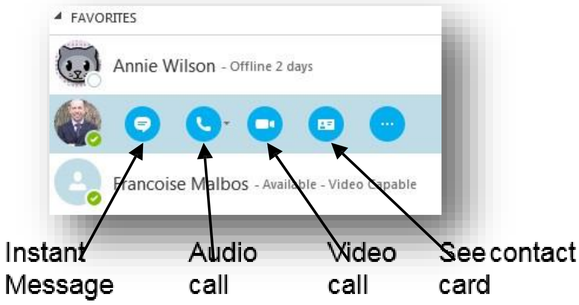
GROUPS
STATUS
RELATIONSHIPS
NEW

Click *GROUPS*, *STATUS* or *RELATIONSHIPS* to change the view of your Contacts.

Click *NEW* to see who's added you as a contact – you can add them to your Contacts list too.

- To move a contact to another group click and drag it over a group name.
- To change the relationship with a Contact right click it, select *Change Privacy Relationship* and select from the list.

Contacting People Ad Hoc

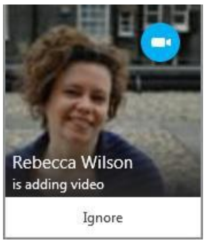

FAVORITES
Annie Wilson - Offline 2 days
Francoise Malbos - Available - Video Capable
Instant Message
Audio call
Video call
See contact card

1. Hover your mouse over the contact you wish to connect to (either in the contacts list or search results list). This displays the ***Quick Bar***.
2. Click on the appropriate icon. See opposite:

TIPS:

- To contact multiple people select more than one contact in the list (hold down CTRL and click on each of the additional contacts) then start the IM or meeting.
- A quick way to begin Instant Messaging is to double click on a Contact photo
- To receive an alert when the availability (presence indicator) of a particular contact changes: right click the contact and select **Tag for Status Change Alerts**

Accepting Calls


Rebecca Wilson
is adding video
Ignore

When someone tries to contact you a pop up alert will appear in the bottom right of your screen. A white/blue icon on the alert will indicate what type of call it is.

- To accept the call - click on the picture
- To ignore the call - click on Ignore

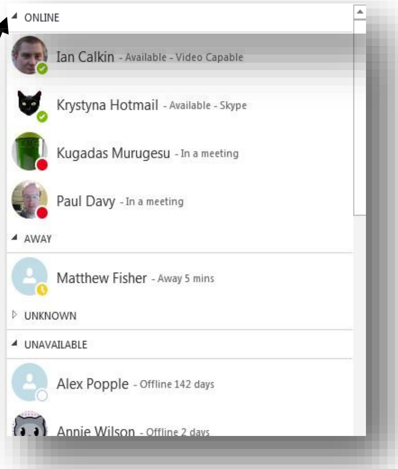
Creating a Contacts List

1. Type the person’s name or email address into the ***Search*** box,
2. Right click the name of the contact in the results list
3. Select either ***Add to Favourites*** or ***Add to Contacts List***

TIP:

- Set up Contacts for your closest colleagues as soon as you can. This allows you to see everyone’s availability very easily and helps you to decide who to contact at any given time.

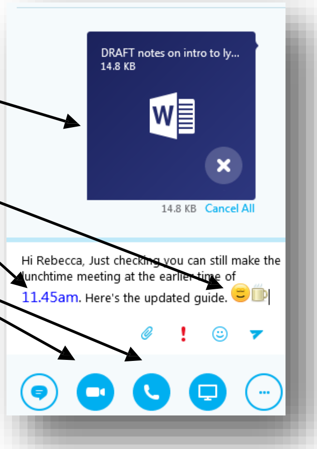
  The figure opposite shows you the ***STATUS*** view of the Contact List – contacts are grouped by their Presence Indicators, ie. contacts are grouped by availability.


ONLINE
Ian Calkin - Available - Video Capable
Krystyna Hotmail - Available - Skype
Kugadas Murugesu - In a meeting
Paul Davy - In a meeting
AWAY
Matthew Fisher - Away 5 mins
UNKNOWN
UNAVAILABLE
Alex Popple - Offline 142 days
Annie Wilson - Offline 2 days

- To create a group go via the **Add to Contact List** button
- To create a contact from outside the college go via the **Add to Contact List** button

Instant Messaging/Chat

- You can transfer files by dragging them into the message area
- You can format text (font, font size, font colour) and add emotive icons
- You can upgrade the IM session to an audio or video call
- Press the ENTER on the keyboard to send the message


DRAFT notes on intro to ly...
14.8 KB
14.8 KB
Cancel All

Hi Rebecca, Just checking you can still make the lunchtime meeting at the earlier time of 11.45am. Here's the updated guide.

Audio/Video Calling:

Summary of commands when in an audio/video call or online meeting.

Participants list:
You can have up to 250 participants

Participant Actions:
E.g. mute audience, hide names, everyone an attendee

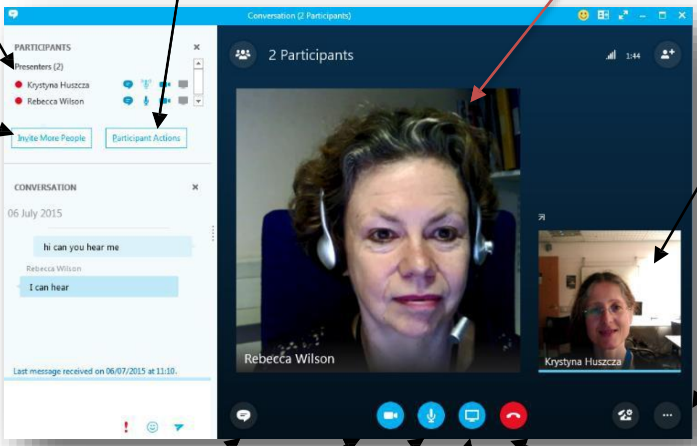
Participant video:
If more than one person is in the meeting it will be the current speakers' photo which will come up to the top.

Invite more people:
To join at any time

Instant Messaging:
Useful if you have many participants

Your video

More Options
E.g. start recording, manage recordings, IM text display size, change font (for IM text), end meeting


Conversation (2 Participants)
PARTICIPANTS
Presenters (2)
Krystyna Huszcza
Rebecca Wilson
Invite More People
Participant Actions
CONVERSATION
06 July 2015
2 Participants
Rebecca Wilson
Krystyna Huszcza

hi can you hear me

Rebecca Wilson

I can hear

Last message received on 06/07/2015 at 11:10.

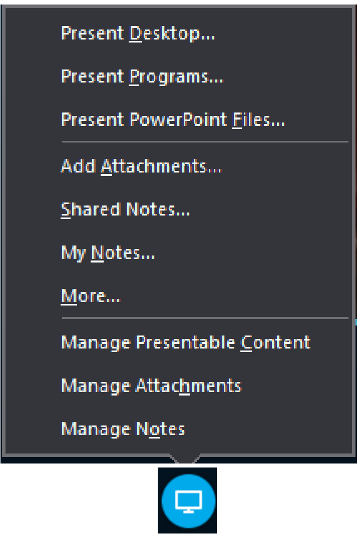
Switch on and off: Instant messaging, video, audio

Hang up (Control+Enter)

Present:

This icon allows you to select what to present. You can:

- Share your desktop, any program you have open or a PowerPoint presentation.
- Open a white board - here you can upload pictures, then ask participants to annotate the board.
- Run a poll
- Add Attachments
- The **Manage Presentable Content** option will allow you to manage all your open presentable content windows. You can select which window to present, stop presenting or remove.
- You can save any of the open presentable windows as an image file. Do this using the **Manage Presentable Content** option, then More, then Save As.

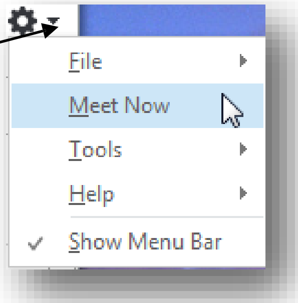

Present Desktop...
Present Programs...
Present PowerPoint Files...
Add Attachments...
Shared Notes...
My Notes...
More...
Manage Presentable Content
Manage Attachments
Manage Notes

Starting a ‘Meet Now’ Meeting

The Meet Now option will allow you to prepare the meeting, such as get all the presentation windows ready, before you invite people to join in with the meeting.

To start a Meet Now meeting:

1. Click on the **Show Menu** icon on the Skype for Business client
2. Select **Meet Now**

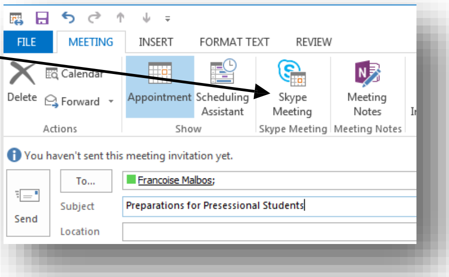

File
Meet Now
Tools
Help
✓ Show Menu Bar

You can now prepare all White boards, PowerPoint presentations, the sharing of files etc. before you invite more people to join (use the **Invite More People** button)

Schedule a Skype for Business Meeting

You can schedule a Skype for Business meeting in the same way that you schedule a calendar appointment in Outlook. You can invite people outside of college and if they do not have Skype for Business installed on their computer.

1. Open Outlook and create a new meeting in the normal way. Enter all email addresses.
2. Click on the **Skype Meeting** button

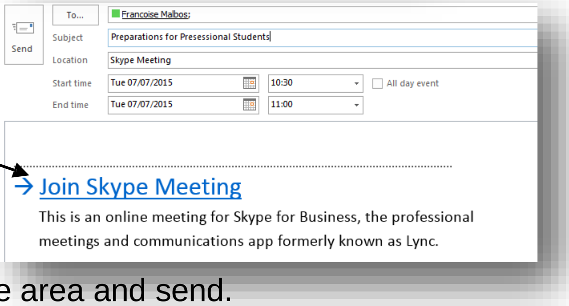

FILE
MEETING
INSERT
FORMAT TEXT
REVIEW
Delete
Calendar
Forward
Actions
Appointment
Scheduling Assistant
Show
Skype Meeting
Skype Meeting
Meeting Notes
Meeting Notes
Send
To...
Subject
Location

You haven't sent this meeting invitation yet.

To... Francoise Malbos;

Subject: Preparations for Presessional Students

Notice a **Join Skype Meeting** link has been inserted in the message area.


Send
To...
Subject
Location
Start time
End time

To... Francoise Malbos;

Subject: Preparations for Presessional Students

Location: Skype Meeting

Start time: Tue 07/07/2015 10:30 ☐ All day event

End time: Tue 07/07/2015 11:00

→ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

3. Enter any further text in the message area and send.

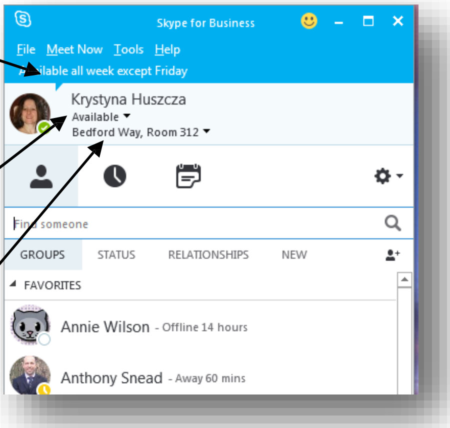
Joining a Meeting

People join the meeting by clicking the *Join Skype Meeting* link in the email.

If an attendee does not have Skype for Business installed on their computer or they do not have a Skype for Business account the computer will join the meeting using **Skype for Business Web App** (assuming there is internet access). Once the attendee clicks on the link they will need to follow the instructions in the browser window to join.

Setting Status, Availability and Location

Status: Type in any note or information you wish to share in the status box. People will see this information against your name in their contacts list.



Available all week except Friday

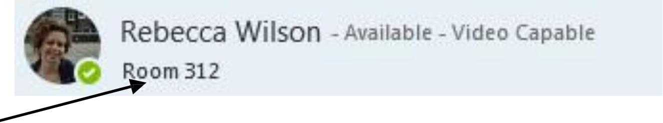
Krystyna Huszcza
Available
Bedford Way, Room 312

Skype for Business
File
Meet Now
Tools
Help
Find someone
GROUPS
STATUS
RELATIONSHIPS
NEW
FAVORITES
Annie Wilson - Offline 14 hours
Anthony Snead - Away 60 mins

Availability: By default the availability (presence indicator) is linked to your Outlook calendar. You can select an alternative availability status from the drop down menu

Location: **Please always enter or edit your location if you are at a new desk or location.** You can click on the existing location text and type an alternative location or select from the drop down list if it is a location you have previously entered.

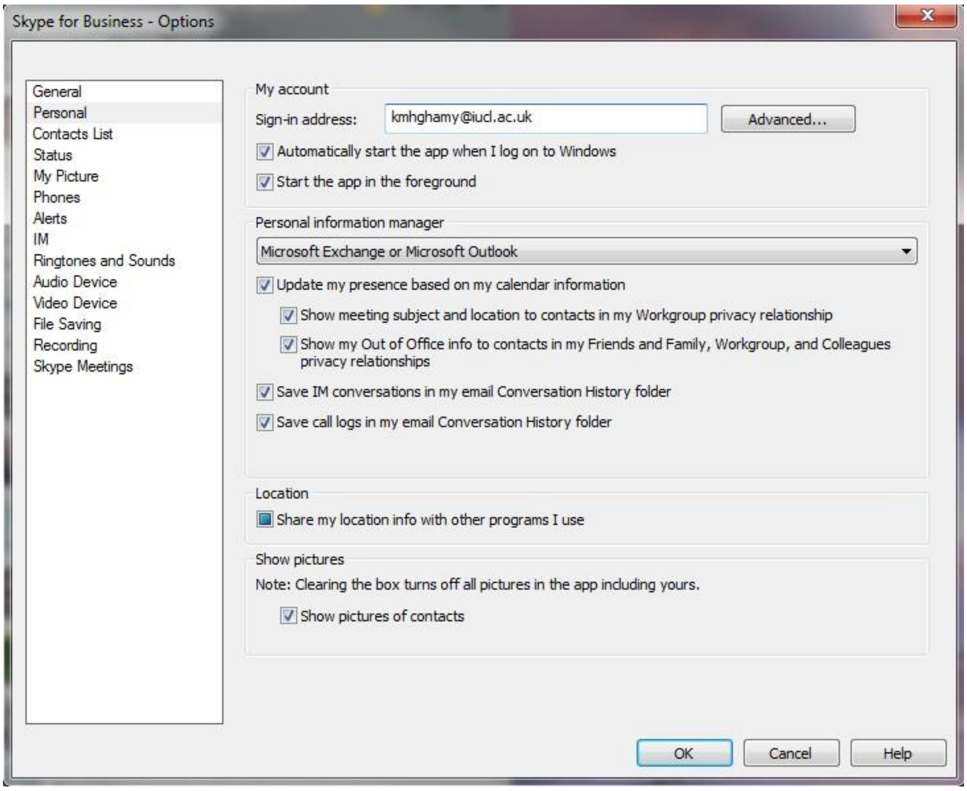
People will see the location information against your name in their contacts lists.



Rebecca Wilson - Available - Video Capable
Room 312

Some Useful Settings / Options

The Options icon ⚙ will give open a menu of options which you can use to personalize your Skype for Business experience.



Skype for Business - Options
General
Personal
Contacts List
Status
My Picture
Phones
Alerts
IM
Ringtones and Sounds
Audio Device
Video Device
File Saving
Recording
Skype Meetings
Advanced...
OK
Cancel
Help

My account

Sign-in address: kmhghamy@iucl.ac.uk

☑ Automatically start the app when I log on to Windows

☑ Start the app in the foreground

Personal information manager

Microsoft Exchange or Microsoft Outlook

☑ Update my presence based on my calendar information

- ☑ Show meeting subject and location to contacts in my Workgroup privacy relationship
- ☑ Show my Out of Office info to contacts in my Friends and Family, Workgroup, and Colleagues privacy relationships

☑ Save IM conversations in my email Conversation History folder

☑ Save call logs in my email Conversation History folder

Location

■ Share my location info with other programs I use

Show pictures

Note: Clearing the box turns off all pictures in the app including yours.

- ☑ Show pictures of contacts