Objectives

• Setup audio and video
• Make a call using Skype for Business
• Manage your contacts and set your presence
• Send an instant message to colleagues
• Create a meeting using Skype for Business and invite others
• Use Skype for Business to share and collaborate on projects
Select Skype from your Start menu

Click here to set up your Audio Device
Audio setup and making calls

Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer’s mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.
Set up your video device

You need a camera to share video of yourself, but you don’t need one to see someone else’s video.

- From the main screen, click "Tools" then "Video Device Settings."
- If you see you, you’re set! If not, make adjustments. Click "Camera Settings."
Start a call

1. Hover on a contact’s pic until the quick menu appears.
2. Click the **Phone** button.

Start a conference call

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.
2. Right-click any of the selected names, then click **Start a Conference Call**.
3. Click **Skype Call**.
Use audio call controls

During a call, point to the buttons to do the following:

- To put the call on hold, click the **Hold** button.
- To mute your audio, click the **Mic** button in the conversation window.
- If call transferring is available for your account, click the **Transfer** button, and select the number you want.
- To hang up, click the **Phone** button in the conversation window.
Choose your view

1. In the conversation window, click the **Pop out video gallery** arrow.

2. Click the **Pick a layout** button and choose a view:
   - **Gallery View** to show all the participants’ video streams.
   - **Speaker View** to show only the presenter’s.
   - **Content View** to show only the meeting content.
   - **Compact View** to show pics of the participants in a compact window.

3. Click **Full Screen View** for a large view of the video streams.
4. Click **Pop in the video gallery** to show the gallery in the conversation window again.
Start a video call

1. Tap a contact’s picture.

2. Tap the **Video** button.
   A message pops up on the other person’s screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

**TIP** During an IM or Skype for Business audio call, click the **Video** button to make it a video call.
Contacts, presence, and IM

Find someone

Connect with people in your organization, or with friends who have a Skype account.

1. Type a name in the Search box. As soon as you do, the tabs below the Search field change from this:

   | Find someone or dial a number | Search
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>GROUPS</td>
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</table>

   to this:

   | Fred | Search
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>MY CONTACTS</td>
</tr>
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</table>

2. If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype user name.

Add a contact

Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.
2. Click Add to Contact List.
3. Pick a group to add your new contact to.
<table>
<thead>
<tr>
<th>Presence Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available *</td>
<td>Online and available</td>
</tr>
<tr>
<td>Be Right Back **</td>
<td>Away from your computer briefly</td>
</tr>
<tr>
<td>Away *, **</td>
<td>Logged on, but have been away from computer for a period of time.</td>
</tr>
<tr>
<td>Off Work **</td>
<td>Not working or not available</td>
</tr>
<tr>
<td>Busy *, **</td>
<td>Hard at work and shouldn’t be interrupted</td>
</tr>
<tr>
<td>In a call *</td>
<td>In a Skype for Business call (two-party call)</td>
</tr>
<tr>
<td>In a meeting *</td>
<td>In a meeting (using Skype for Business or Outlook)</td>
</tr>
<tr>
<td>In a conference call *</td>
<td>In a Skype for Business conference call (Skype meeting with audio)</td>
</tr>
<tr>
<td>Do Not Disturb **</td>
<td>Do not want to be disturbed. You will see IMs, but only if you’re both in the same Workgroup.</td>
</tr>
<tr>
<td>Presenting *</td>
<td>Giving a presentation</td>
</tr>
<tr>
<td>Out of the office</td>
<td>Set to OOF in your Outlook calendar</td>
</tr>
<tr>
<td>Offline *</td>
<td>Not signed in</td>
</tr>
<tr>
<td>Unknown</td>
<td>Presence can’t be detected</td>
</tr>
</tbody>
</table>

* Set automatically for you based on your keyboard activity or Outlook calendar.

** You can set your presence to this anytime you want.
Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

1. In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the Ctrl key and click each contact name.

2. Click the IM button.

3. Type your message and press the Enter key on your keyboard.

Need to add someone to the IM?

From the main Skype for Business window, drag a contact pic onto the IM window.
Schedule a Skype for Business meeting

(This is an Outlook task.)

1. Open your Outlook Calendar, click the Home tab, and click New Skype Meeting. (If you are in Skype for Business (Lync) mode, this button still says New Skype meeting.)

2. Complete the meeting request just like you normally would.

Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.
Share your desktop or a program

Need to show everyone what you’re talking about?

1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop...
   or...
   Click **Present Programs** and double-click the program you want to share.
3. Double-click the program you want to share.
4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.
5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.
FAQ
from faculty and staff

1. Can faculty and staff use Skype? Yes.
2. What do faculty and staff need to know to start using Skype? If you are on your work computer start menu, Skype. If you are on another device you need to install Skype from the Office 365 Portal and then use.
3. Can faculty and staff send a Skype instant message to someone who is not a faculty or staff member? Yes. The person you want to Skype with must have a Skype or Microsoft account.
4. Can I create a Skype meeting in Outlook? Yes. Open the calendar and click on the New Skype Meeting tool from the toolbar.
5. Can I invite someone who is not a faculty or staff member to a Skype meeting? Yes. You need to know their email address.
6. How do I join a Skype meeting? Open the meeting invite in your mailbox and click on link “Join Skype Meeting”.
Additional Information

Visit Center for Information Technology Services (CITS) website for more info about Skype and training sessions they offer

http://www.umaryland.edu/office365/skype-for-business/

You can also schedule a private training for your group with Learning Technologies or CITS Enterprise Training

https://cf.umaryland.edu/cits_training/