

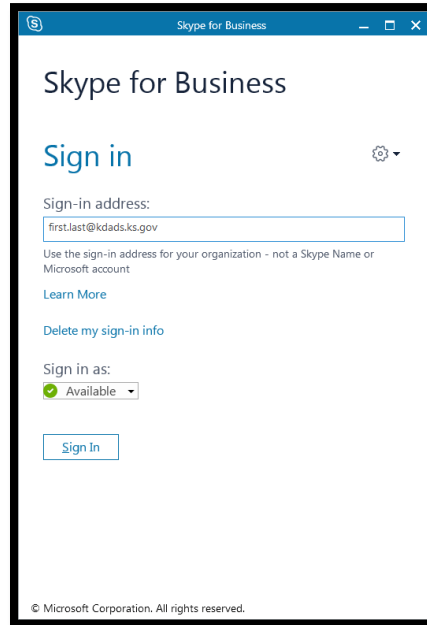
SKYPE FOR BUSINESS INSTRUCTIONS

Overview

- Skype for Business lets you quickly connect with employees across KDADS.
- Skype allows you to see when someone is available, in a meeting, busy, or off-line.
- In the main window; find contacts, make voice or video calls, or just hover over the person you want to connect with.
- Then select IM, call, video chat, or schedule a meeting to start a conversation.
- Once you're in a chat, you can pull in other people and add audio.
- You can also share your screen and have others take control to help.
- Skype for Business works with Outlook calendar to show your availability status.

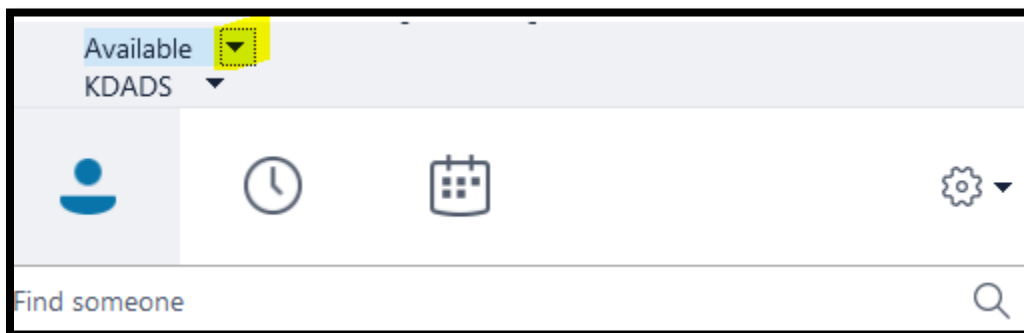
Skype Login

When you bring up Skype for the first time it may require you to enter your Windows login ID. This will be the same user ID that you use to log into your PC. Press Enter or click on the Sign In button



Skype Status

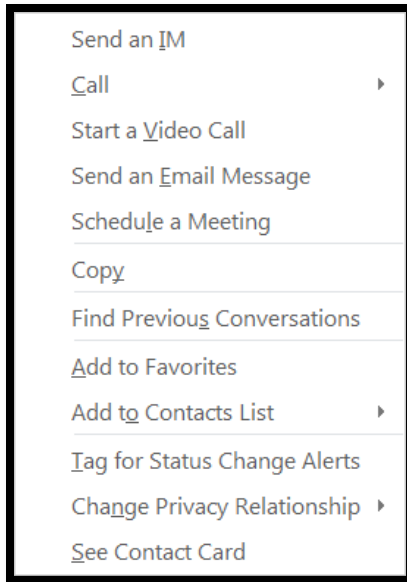
Upon signing into Skype, it will show your status as *Available*. Skype will change your status to *In a meeting*, based upon what it sees in your Outlook calendar. If you want to manually change your status, click on the drop-down arrow next to the status, directly below your name in the Skype window.



Person Search

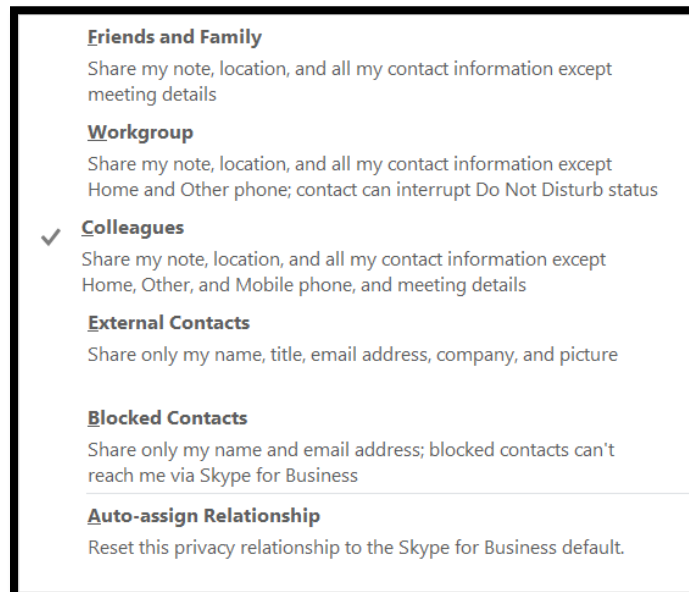
From the search function (Find someone), you can type in a name and have it search for that person. Once it shows the person that you are wanting to communicate with, you can double-click on that person to start a conversation.

Person Options



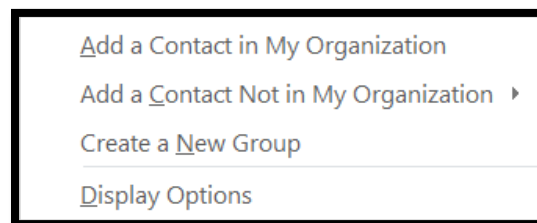
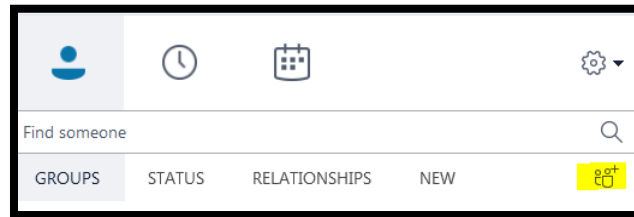
If you right-click on a person you will get these options:

- Send an Instant Message – starts a conversation, which is the same as double-clicking on the person
- Call – this will start a call through Skype, which requires a headset with a microphone be connected to your PC
- Start a Video Call – which requires a headset with a microphone be connected to your PC
- Send an Email Message – brings up a new email window with the address populated
- Schedule a Meeting – brings up new meeting window for scheduling a meeting
- Copy – this will copy the email address of that person for pasting
- Find Previous Conversations – will bring up all Skype conversations, as they have been saved within Outlook
- Add to Favorites – will add this person within a Favorites group, which appears at the top of your listings
- Add to Contacts List – allows you to select with Contacts group to add user to
- Tag for Status Change Alerts – will alert you to when the person is back online, goes offline, etc.
- Change Privacy Relationship – allows you to assign a level of privacy to an individual
- See Contact Card – shows email, phone # and location



Group Creation

To create a new group to help organize your contacts, click on the highlighted button and choose Create a New Group. The group name will now be in modify mode, so you start typing the group name to name it.

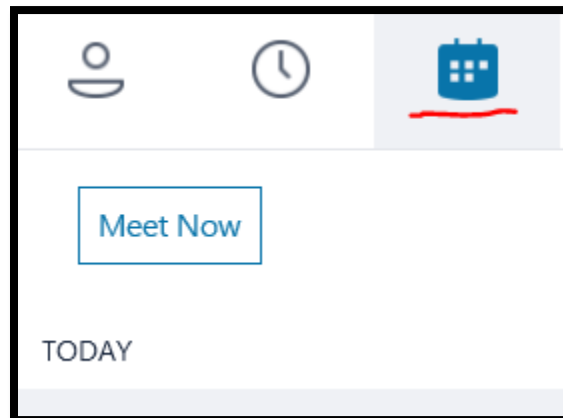


If you right-click on an existing group name you will get the options to Rename, Delete or Create a new Group.

Skype Meetings

After opening Skype from the Meetings icon, you will see any meetings that you have scheduled on your Outlook calendar.

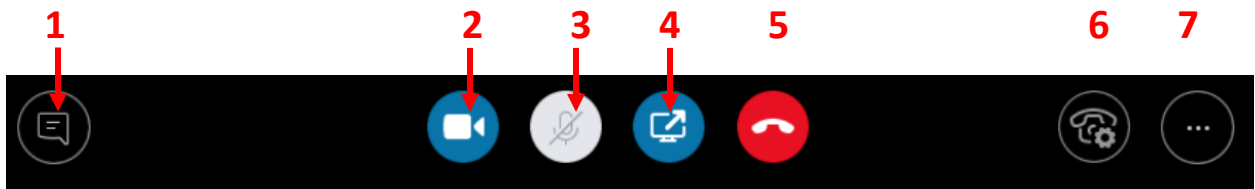
- You can select one of these Outlook meetings from within Skype, but participants must each join on their own



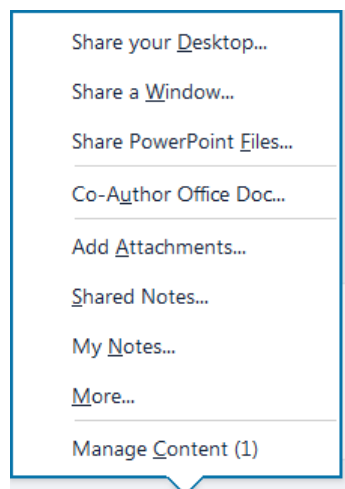
Meeting Options

Click on the Meet Now button to have Skype start a meeting window

- From the upper right of the screen, you can invite participants or you can start a connection directly with a person.
- If you have a camera or microphone, then those options will also be available.
 - If you have a camera, but no microphone, you can hold a video conference and use the phone for the audio portion.

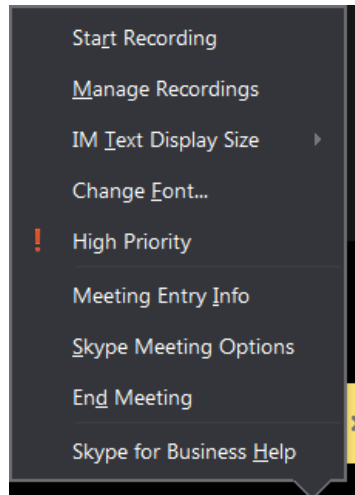


1. **Instant Messenger (IM):** Anything you type after starting IM will be viewable by everyone connected to you via Skype.
2. **Video:** Is for sharing the meeting presenter/attendee, although you must have a camera attached to use this feature.
3. **Microphone:** For supplying sound from the attendees. You must have a microphone installed on the PC to use this feature.
4. **Share Content:** This gives you the option to share your desktop, a window, or a specific application, as seen in the picture below.



5. **Audio:** The phone icon is for disconnecting the Audio. You will get an option to rejoin the call after you have disconnected.

6. **Call Controls:** Allows putting audio on hold, transferring or switching audio devices.
7. **Additional Options:** Listing of the options is displayed below.



- If you are the person that started the Skype meeting, then you will get a button to Invite More People and Participant Actions.
 - Invite More People gives you the option to add someone from your Skype contacts, a KDADS employee or a phone number. When using the phone number, it must be typed as the full number with dashes.
 - The Participant Actions allow the presenter to have more control over the meeting.