



UNIVERSITY of MARYLAND
SCHOOL OF NURSING



Skype for Business

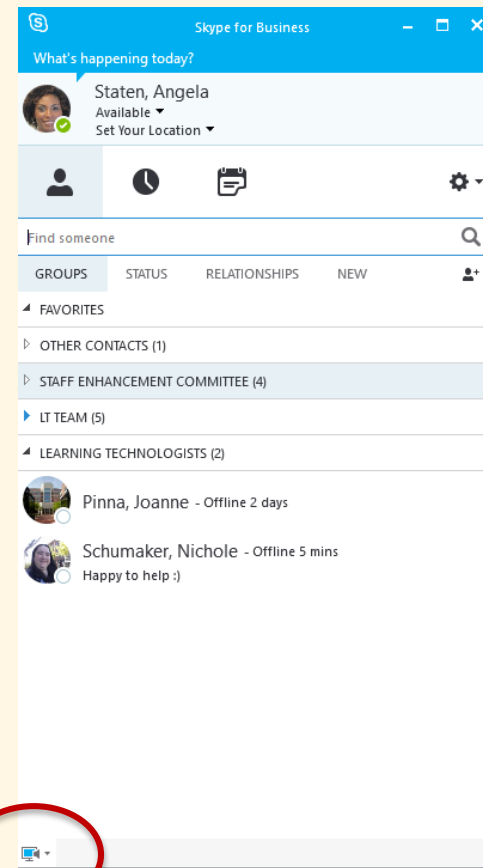
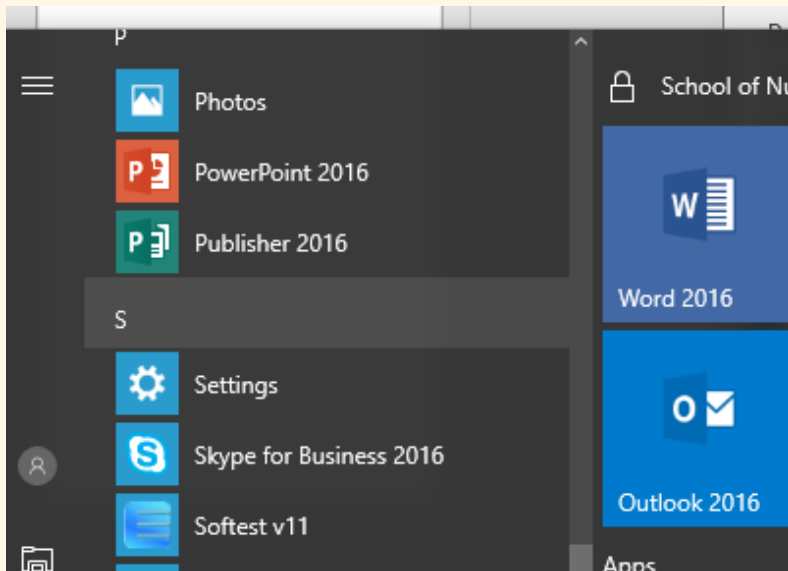


Objectives

- 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



Skype for Business

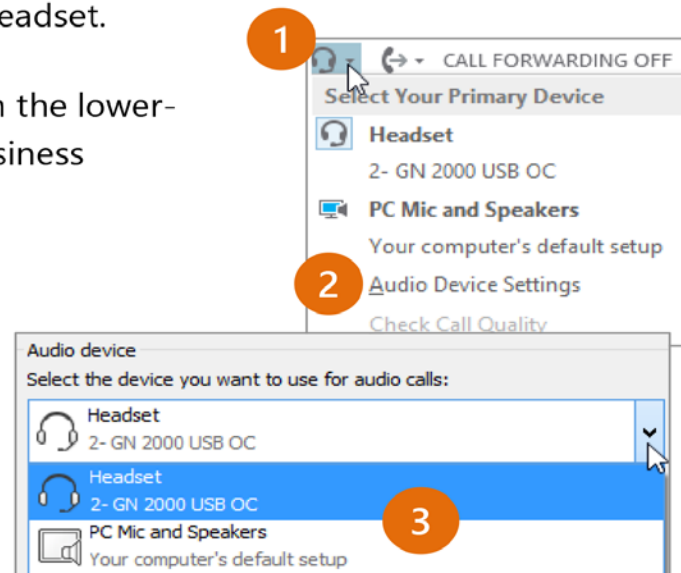
Quick Start Guide

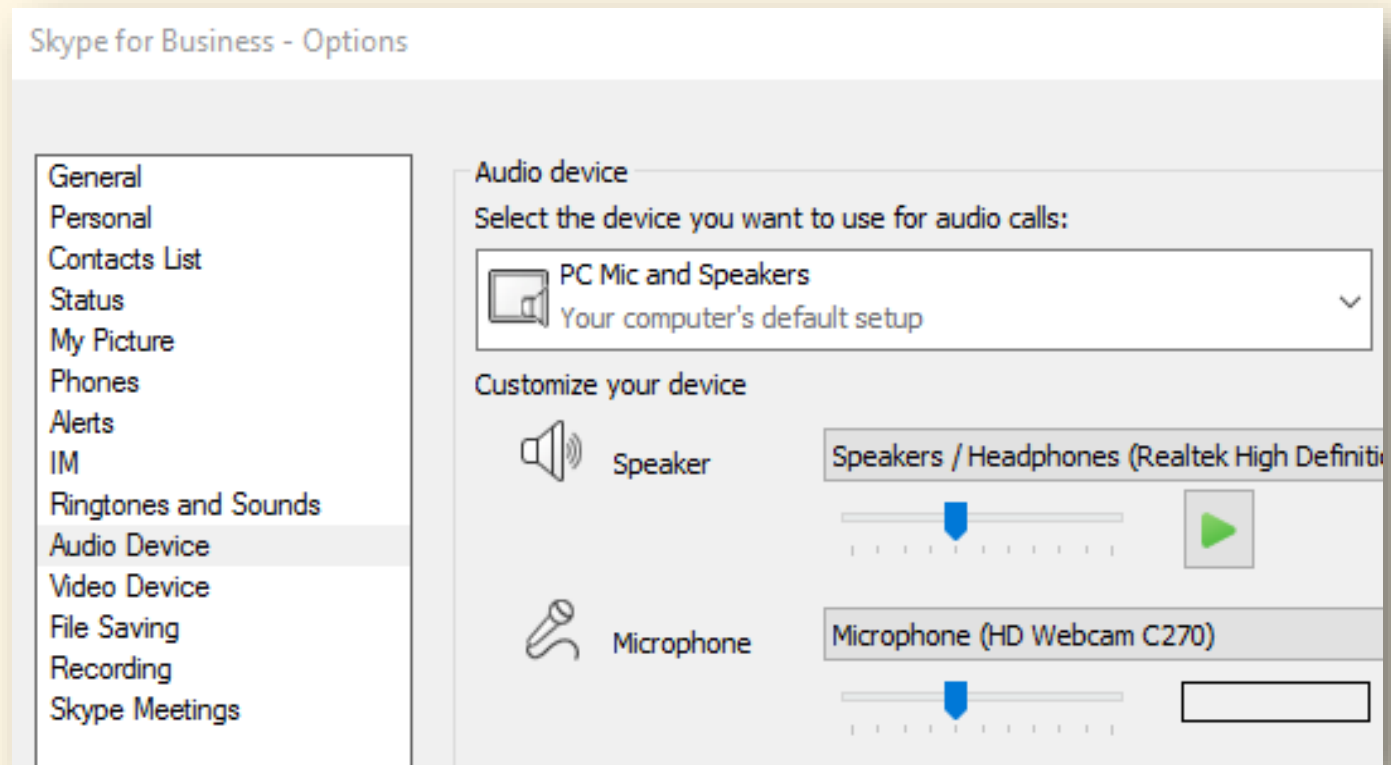
Audio setup and making calls

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.








Skype for Business

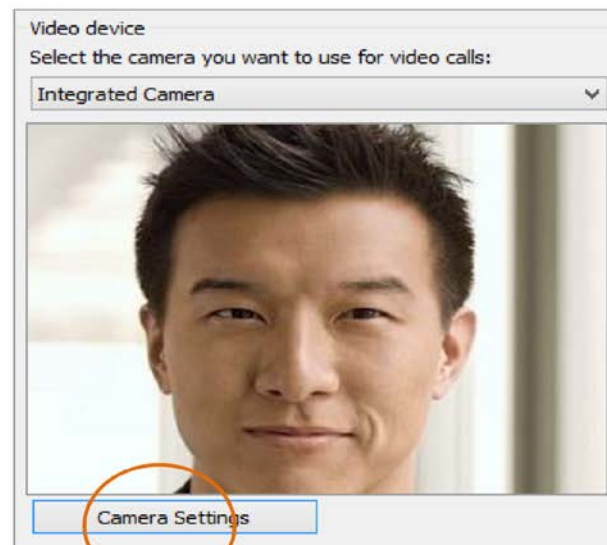
Quick Start Guide

Video

Set up your video device

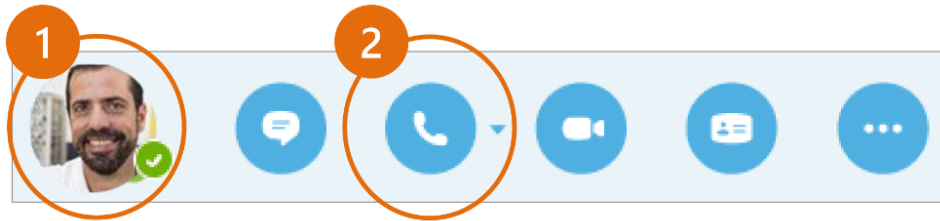
You need a camera to share video of yourself, but you don't need one to see someone else's video.

- From the main screen, click  **Tools** then **Video Device Settings**.
- If you see you, you're set! If not, make adjustments. Click **Camera Settings**.





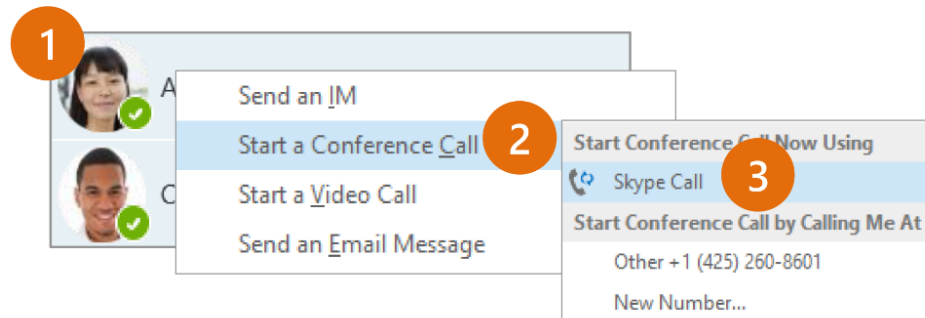
Start a call



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**.

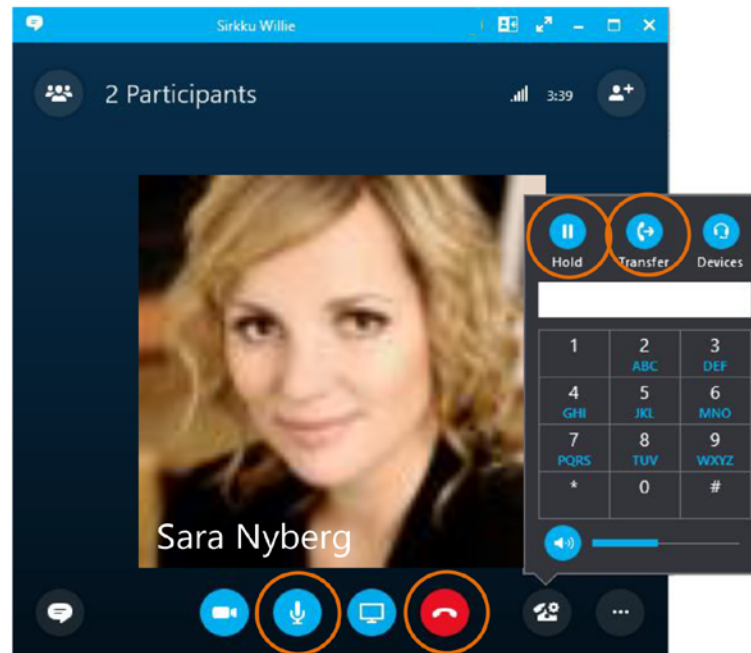




Use audio call controls

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

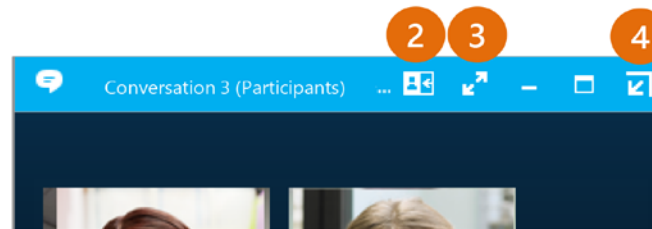
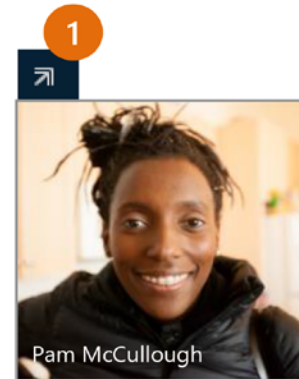
- To put the call on hold, click the **Hold** button.
- To mute your audio, click the **Mic** button in the conversation window.
- If call transferring is available for your account, click the **Transfer** button, and select the number you want.
- To hang up, click the **Phone** button in the conversation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



Skype for Business

Quick Start Guide

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:

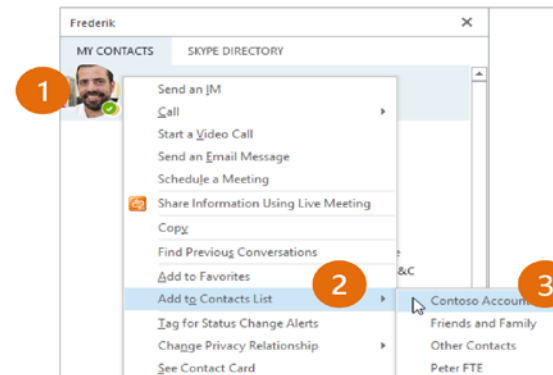


2. If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype user name.

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.





If your presence is:



Available *



Be Right Back **



Away *, **



Off Work **



Busy *, **



In a call *



In a meeting *



In a conference call *



Do Not Disturb **



Presenting *



Out of the office



Offline *



Unknown

It means you are:

Online and available

Away from your computer briefly

Logged on, but have been away from computer for a period of time.

Not working or not available

Hard at work and shouldn't be interrupted

In a Skype for Business call (two-party call)

In a meeting (using Skype for Business or Outlook)

In a Skype for Business conference call (Skype meeting with audio)

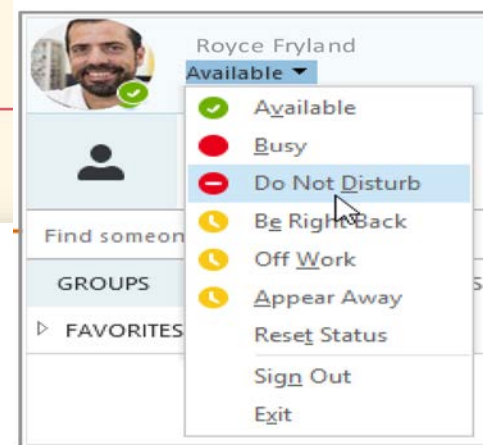
Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.

Giving a presentation

Set to OOF in your Outlook calendar

Not signed in

Presence can't be detected



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

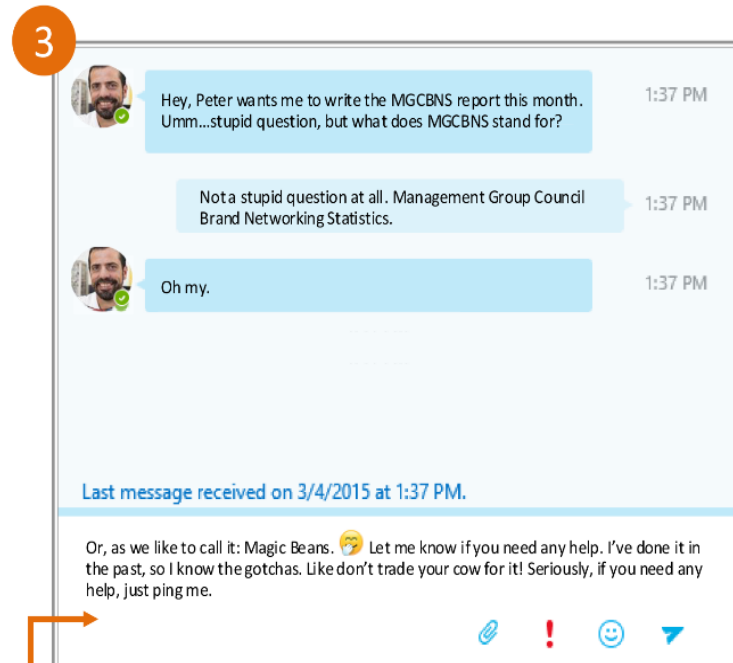
** You can set your presence to this anytime you want.



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.



Review Product Packaging Plan - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Appointment Scheduling Assistant

Join Skype Meeting Meeting Options Live Meeting Conference Call Meeting Notes Attendees

Show Skype Meeting Conferencing Meeting Notes

You haven't sent this meeting invitation yet.

From: sarany@contoso.com

To: Add your attendees

Subject: Review Product Packaging Plan

Location: Skype Meeting

Start time: Thu 3/19/2015 2:00 PM All day event

End time: Thu 3/19/2015 2:30 PM

Arianne will show us the prototypes and the customer feedback, and we'll discuss next steps.

→ Join Skype Meeting

Join by phone: 1-800-555-1234 (Redmond)
[Find a local number](#)

Conference ID: 191

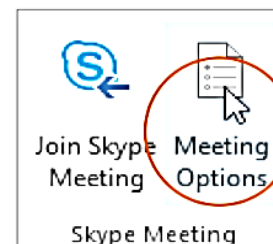
[Forget your dial-in PIN?](#) [Help](#)

Add your agenda or meeting info

This is added automatically. Attendees will click the Join Skype Meeting link to join the meeting.

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.

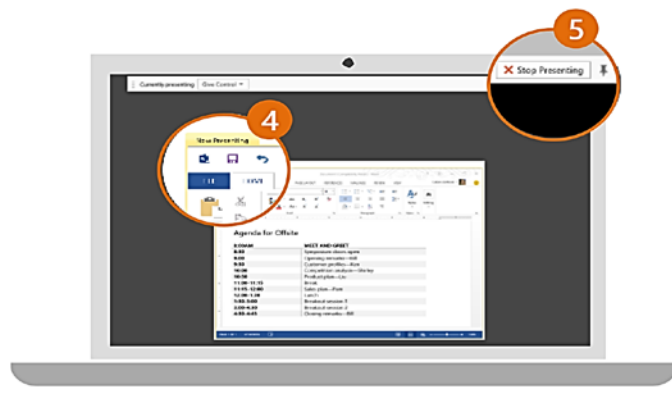
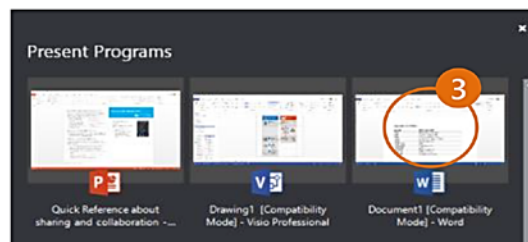
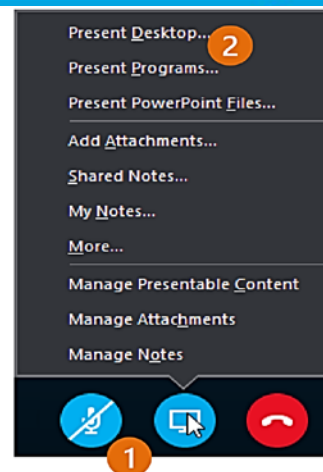




Share your desktop or a program

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/