Skype for Business (Office 365/OWA) - Quick Reference Guide

What is Skype for Business?
Skype for Business is a communications platform that lets you connect with Emory University Students, Staff.

Do I have to Login to Office 365/OWA first before I start Skype for Business?
If you are going to use Skype for Business via Office 365/OWA than you will need to go to email.emory.edu and enter your login credentials:

How do I start Skype for Business in Office 365/OWA?
On the navigation bar, click the Skype for Business icon (S).

Choose the Skype for Business task you want to do...

How do I search for people to contact?
1. Click the magnifying glass (🔍).
2. In the search box, type the name of who you want to contact.
3. Select the person from the contacts list.
4. To add the person to your contacts list, click Add To Contacts.

How can I view my Existing Conversations?
1. Look in the sidebar (below the task symbols) to see if you have active conversations. New messages in these conversations will show an orange badge.
2. When someone initiates a new conversation with you, you'll be notified by a blue badge on the Skype for Business icon (S) on the Office 365 navigation bar.

How do I Leave a Conversation?
1. Right-click the person’s image in the sidebar, and choose Close conversation.
2. You will be asked to confirm that you want to leave the conversation and remove it from the sidebar. Click either Close or Cancel.

How do I Schedule a Skype Meeting using Office 365/OWA?
1. Select the Calendar view in the Office 365/OWA Outlook app.
2. Click on New to create a new meeting invitation
3. Add your desired recipients and any additional information.

4. Click the **Online Meeting** button to add details to your meeting invitation.

5. Add any call-in details to the footer of your meeting invitation under “Join Online”.

6. Click Send.

**How do I IM someone in Office 365/OWA?**

1. In the upper right hand corner of O365/OWA look for the Skype for Business icon.

2. Click on the “plus” symbol to view a list of your Skype for Business contacts:

3. Double-click on the contact’s name to open up a chat window with that person.

4. You may begin by typing your message into the bottom of the chat box.

5. Press Enter to send the message.