

# Skype for Business Client (Windows) - Quick Reference Guide

## What is Skype for Business?

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

## Logging in to Skype for Business Client

1. Type your netID@emory.edu as your sign-in address.
2. Type your corresponding password and click on **Save my password**.
3. If you want to sign in as "Available" then just click on **Sign in**. Otherwise, change your available type first then click on **Sign In**.

Skype for Business

Sign in

Change

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

Learn More

Password:

Save my password

Sign in as:

Available ▾

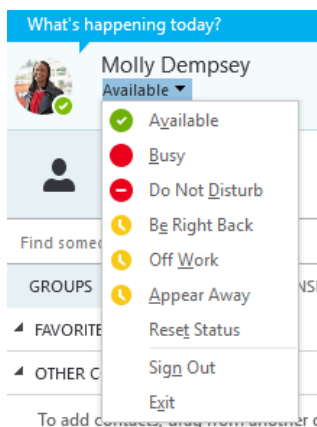
Sign In

## How do I add a Contact who is in my Organization?

1. In the search box, type the person's name, IM address, or phone number. (As you type, the view automatically changes to My Contacts, which lets you search your organization's address book.)
2. Right-click the person's picture > **Add to Contacts List** > choose the contact group.

## How do I change my Presence Status?

- Click the **status menu drop-down arrow** below your name on the Skype for Business main window, and then click the status you want to show other people.



- To revert from the status you set and have Skype for Business automatically update your status, click the status menu and then click **Reset Status**.

## How do I start an IM?

1. To find the person you want to send an instant message to, do one of the following:
  - Hover over their picture in the Contacts list, and click the **IM** button.
  - Double-click anywhere on their contact listing.
  - Right-click their listing, and select **Send an IM**.

**Note:** If a Skype user is not in your Contacts list, you will need to add them as a contact. The Skype user will then have to accept your request before you can send them an IM.

2. Type your message at the bottom of the conversation window.
3. Press **Enter** on your keyboard to send the message.

## How do I send an IM to several people at once?

Press and hold the **Shift** key for multiple adjacent contacts or the **Ctrl** key for multiple nonadjacent contacts while you

click the listing for each person. Then, right-click and select **Send an IM**, type your message at the bottom of the conversation window, and press **Enter**.

## How do I send an IM to a Group?

Right-click the group name in your Contacts list, click **Send an IM**, type your message, and then press **Enter**.

## How do I respond to an incoming IM?

When someone starts a new IM conversation with you, an alert pops up on your screen. Do one of the following:

- To see the message, click anywhere on the toast notification.
- To write back, type in the text input area, and then press **Enter** on your keyboard.
- To reject the message, click **Ignore**. The message goes to your Outlook inbox, if you use Outlook.

## How do I start a Conference Call?

Make sure your contacts are available by checking their present status first. Then follow the steps below to invite them to the conference call.

1. In the Skype for Business main window, in your Contacts list, hold down the **Ctrl** key and click the names of your contacts to select them for your meeting.
2. Right-click the selection, and click **Start a Conference Call**.
3. Click **Skype Call**.

Your contacts then receive a notification and can accept or decline your request for the conference call.


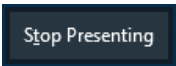
## How do I add more people to a Conference Call?

If you need to add more people to your conference call, you can drag their names into the meeting from your Contacts list. Or add them by using the people menu:


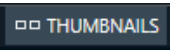
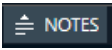

1. In the conversation window, in the Participants pane, click **Invite More People**.
2. Select someone from the list, and then click **OK**.

Skype for Business calls the person for you and adds them to the meeting.

### How do I share my screen with someone on a Conference Call or group IM?

- In the conversation window, point  , and click one of the following:
  - Present Desktop** to show the entire content of your desktop.
  - Present Programs**, and then double-click the program you want.
- A **Currently Presenting** toolbar appears at the top of the screen and you'll be notified that you're sharing. When you're done, click **Stop Presenting** on the toolbar. 

### How do I share PowerPoint Presentations during my Conference Call or group IM?


- In the conversation window, point to .
- Click on **Present > Present PowerPoint Files**, and upload the file.
- To move the slides, click  at the bottom of the screen and click the slide you want to show, or use the arrows at the bottom of the meeting room.
- Do any of the following:
  - To see your presenter notes, click .
  - To use annotations, click the  button on the upper-right side of the slide to open the toolbar, and use highlights, stamps, laser pointer, and so on.

### How do I send a File to someone in Skype for Business?

Use the **file transfer** option to send files. Just drag the file from your computer, and drop it onto the conversation window. Skype for Business notifies the recipients that a file is being sent, and they can accept or decline. If the

transfer is accepted, the file starts downloading on each recipient's computer.

### What are the Different Type of Presence Status?

If your presence is	It means you are
 <b>Available</b>	Online and available to contact.
 <b>Be Right Back</b>	Stepping away from the computer for a few moments.
 <b>Away/Appear Away</b>	Logged on but your computer has been idle, or you've been away from your computer for a specified (set by you) period of time.
 <b>Off Work</b>	Not working and not available to be contacted.
 <b>Busy</b>	Busy and don't want to be interrupted.
 <b>In a call</b>	In a Skype for Business call (a two-way audio call) and don't want to be disturbed.
 <b>In a meeting</b>	In a meeting and don't want to be disturbed.
 <b>In a conference call</b>	In a Skype for Business conference call (a Skype for Business meeting with audio) and don't want to be disturbed.
 <b>Do Not Disturb</b>	Don't want to be disturbed and will see conversation notifications only if sent by someone in your workgroup.
 <b>Presenting</b>	Giving a presentation and can't be disturbed.
 <b>Out of Office</b>	You are out of the office.
 <b>Out of the office (automatic reply is on)</b>	You have set the automatic reply feature in Outlook.
 <b>Offline</b>	Not signed in. You'll appear as Offline to people whom you've blocked from seeing your presence.
 <b>Unknown</b>	Your presence can't be detected.