

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:



Emory Primary Email Address:

- Emory University (@emory.edu)
- Emory Healthcare (@emoryhealthcare.org)

Sign in

This system is intended for authorized users only, and unauthorized use is strictly prohibited. By proceeding, you are acknowledging your agreement to these [terms and conditions](#).

[Password Maintenance](#) [Office 365 Help](#)

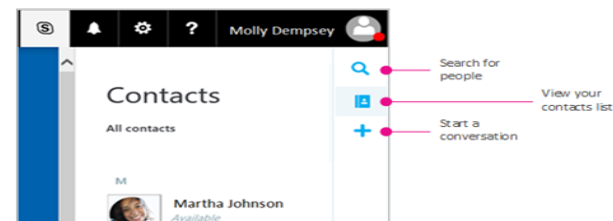
University Service Desk — 404-727-7777
EHCIS Service Desk — 404-778-4357 (8-HELP)

How do I start Skype for Business in Office 365/OWA?


On the navigation bar, click the **Skype for Business** icon




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 do I see all of my Contacts?


1. Click the address book icon ().
2. Choose a contact from the list or search for someone else.

How start I Start a Conversation?

1. Click the plus sign ().

3. In the conversation window, type your message.
2. To add other people to the conversion, click the **add people** icon ().
3. You can also start a conversation from the Outlook contact card of the person by clicking the **IM** icon ().

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 () on the Office 365 navigation bar.

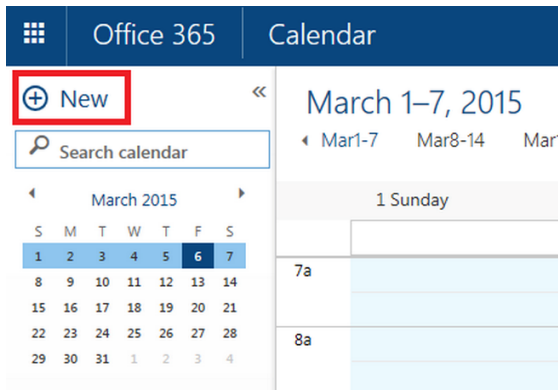


How do I Leave a Conversation?

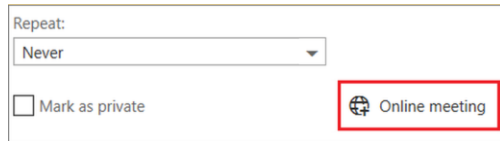
1. Right-click the person's image in the sidebar, and choose **Close conversation**.
2. You will be asked to confirm that you want to leave the conversation and remove it from the sidebar. Click either **Close** or **Cancel**.

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



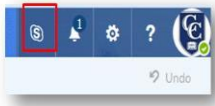
3. Add your desired recipients and any additional information
4. Click the **Online Meeting** button to add details to your meeting invitation.



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.