

# Introducing Skype for Business

## Before you get started...

You may already have Skype for Business installed on your Windows computer. Do a quick check to see—following the instructions for your operating system.

**Windows 7:** Click **Start**, then Microsoft Office 2013 or Microsoft Office 2016. Then click **All Programs** and look for Skype for Business 2016.

**Windows 10 or Windows 8:** Click **Start**, then type “Skype for Business 2016”.

If you found it, you’re ready to go. If not, you’ll need to [Install Skype for Business](#). This link also tells you how to install Skype for Business on other platforms and on your mobile devices.

## Now, log into Skype for Business

- Enter your Office 365 user ID and password, then click **Sign in**. (Click the **Save my password** checkbox if you want Skype for Business to save your password so you don’t have to enter it next time--unless you change it.)

Skype for Business

Sign in 

Sign-in address:

[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:

If you don't know your user ID or password, contact your organization's technical support.

Skype for Business has three main windows. Let's take a look.

**This is the main window.** It's where your contacts are listed--so it functions as the hub of all of your Skype for Business activities.

Have something to say—like “On vacay tomorrow, catch me with questions today” or “Our Sales Team rocks!”? What you type here will appear in your contact listing for others to see.

Set your presence indicator in the Available dropdown if, say, you’re working on a project and don’t want to be disturbed.

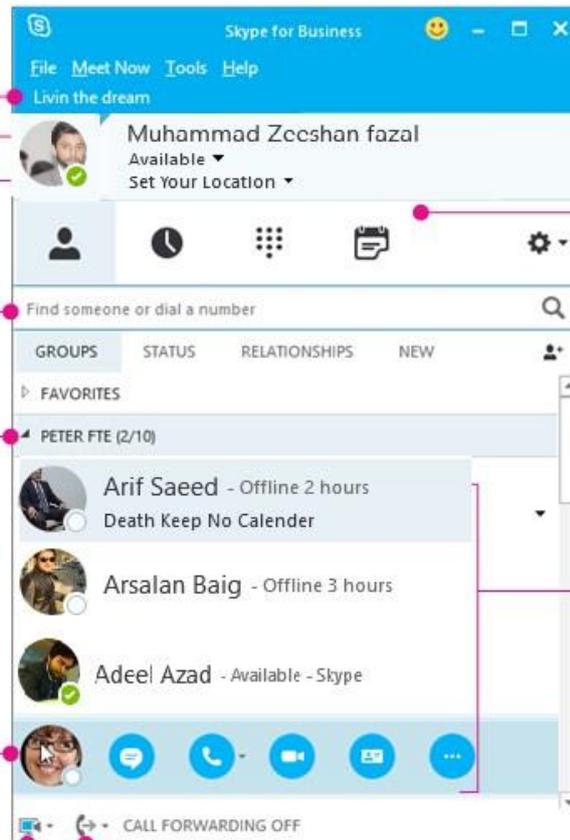
Search bar—this is where you search for people inside your organization or within the vast Skype directory. You can also search for group names here.

This is a user-created group

Hover over a contact’s pic to access the quick menu.

Devices quick menu

Call quick menu



Tabs for seeing contacts, conversations, the dial pad, and your meetings

This is the settings menu

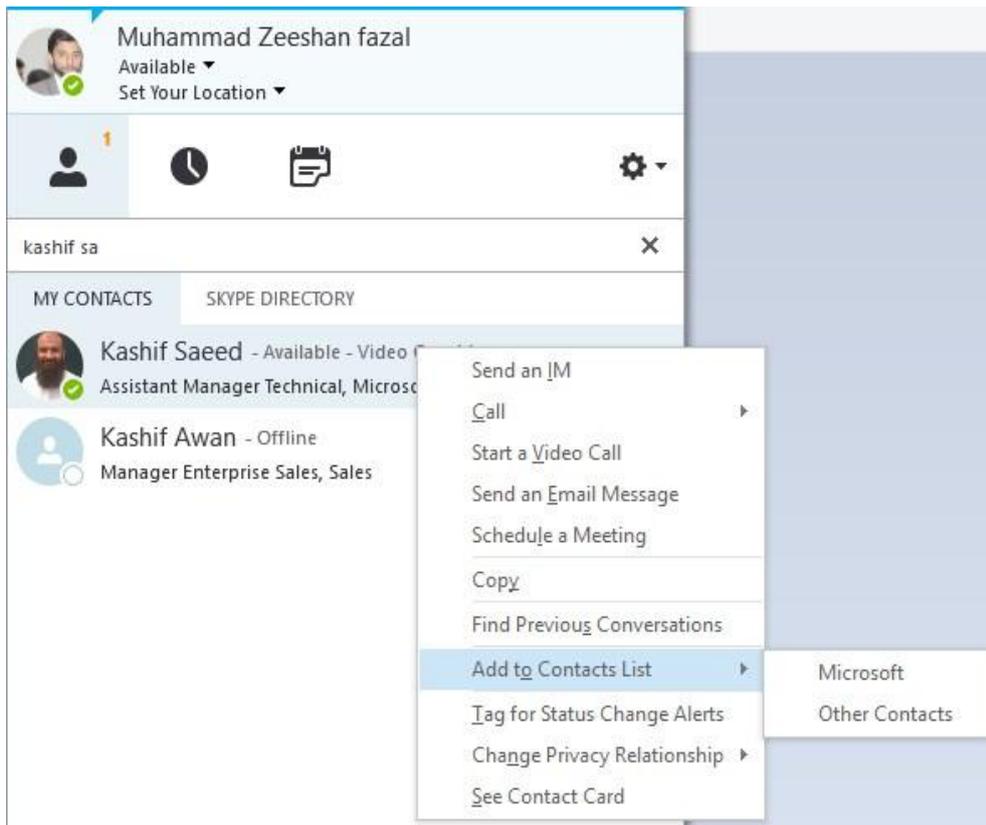
These are all your groups and contacts



If you click the IM button , you'll get the conversation window.

**TIP** You can also just double-click a contact's picture to open the conversation window and start an IM.

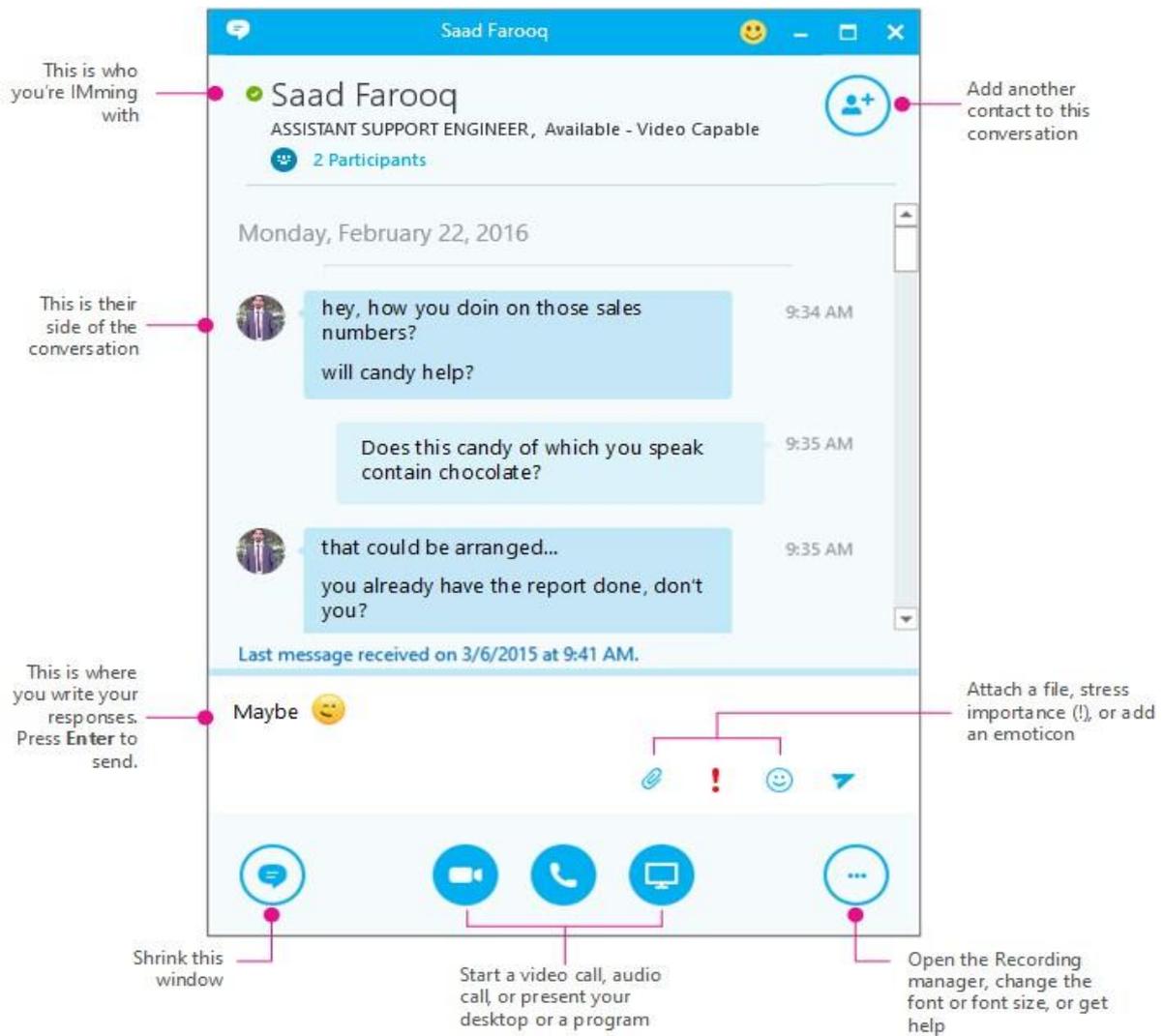
### Search Person within Organization & how to add in Group:



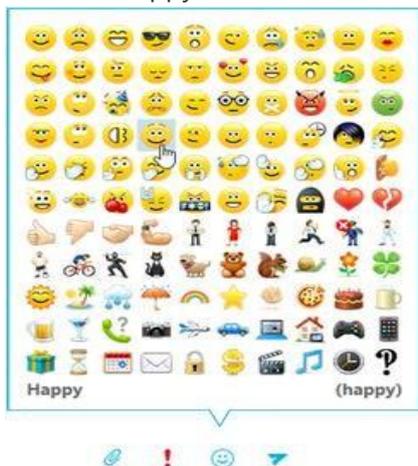
**Search Person outside from Organization & how to add in Group:**



**This is the conversation (IM) window.**



Click the happy face to add emoticons to your IM.



**And this is the meeting window**

Here's who's in the meeting, and whether or not they are muted, IMming, or presenting.

Need to pull in more people?

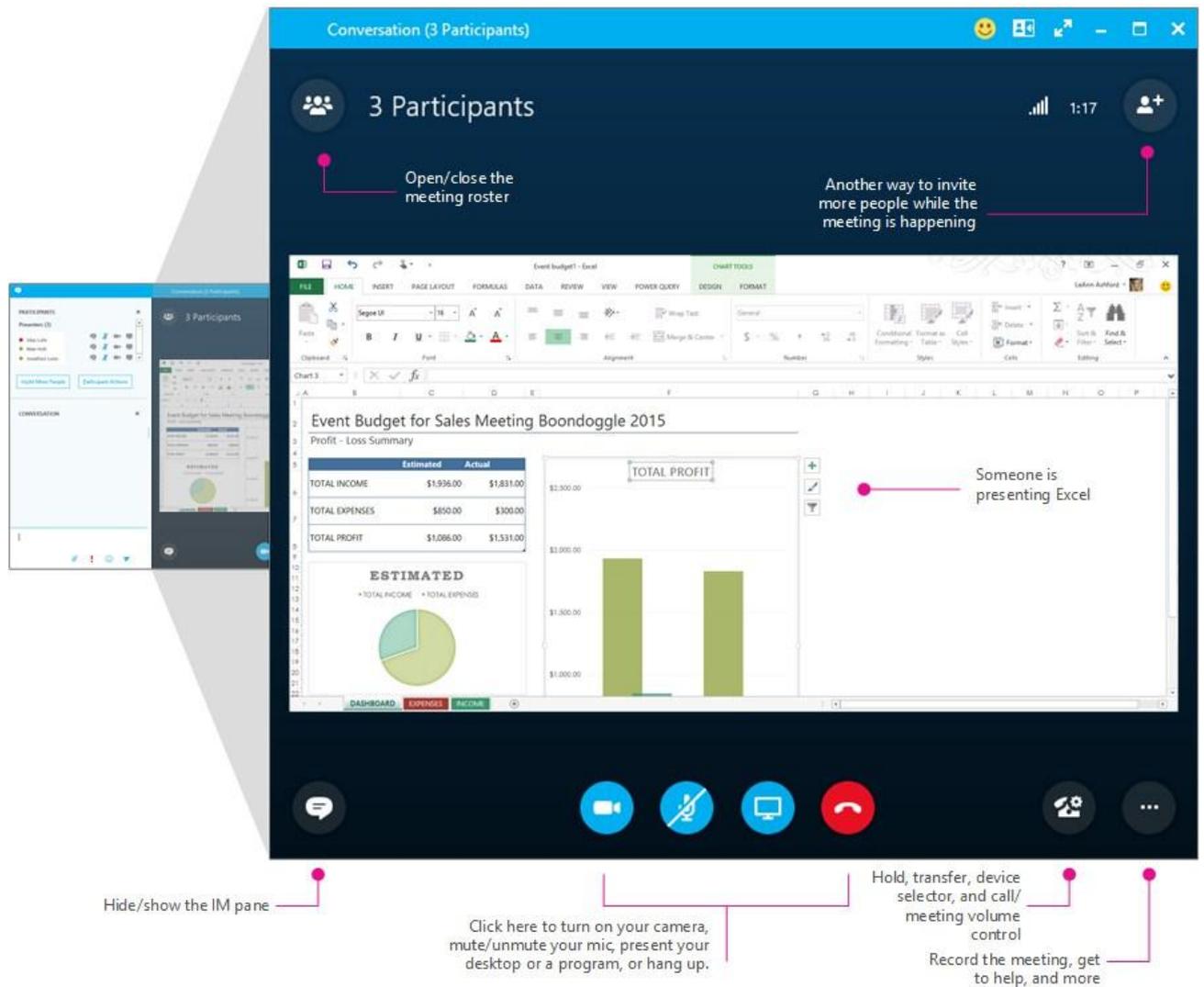
If you're leading the meeting, go here for audience-wide control—mute them, turn off IM, and more.

People in the meeting can IM here

This is where you write your responses. Press **Enter** to send.

The screenshot shows the Microsoft Teams meeting interface. At the top is a blue header with a speech bubble icon. Below it is the 'PARTICIPANTS' panel, which has a close button (X) in the top right. Under the title 'PARTICIPANTS', there is a sub-section 'Presenters (3)'. It lists three participants: Silas Lohr (with a red dot), Mae Holt (with a green dot), and Jonathon Lunn (with a green dot). To the right of each name are icons for chat, mute, video off, and screen share. Below the list are two buttons: 'Invite More People' and 'Participant Actions'. Below the participants panel is the 'CONVERSATION' panel, also with a close button (X). The conversation area is currently empty. At the bottom of the screen is a text input field with a vertical cursor, and below it are icons for attachments, a warning sign, emojis, and a send arrow.

This screenshot shows a smaller view of a Microsoft Teams meeting window. The title bar says 'Conversation (3 Participants)'. The main content area displays a presentation slide titled 'Event Budget for Sales Meeting Roomlogge (2015)'. The slide includes a table with columns for 'Category', 'Budget', and 'Actual', and a bar chart below it. The bar chart has two bars, one green and one blue. At the bottom of the meeting window is a control bar with icons for mute, video off, chat, and a red 'X' icon.



### Find your boss or a co-worker

1. In the Search bar, located just below the quick icons for Contacts, Conversations, Phone, and Calendar, type his or her name. With the first letter that you type, the tabs below change to My Contacts and Skype Directory.
2. Keep the **My Contacts** tab selected to find people in your company's directory.  
(If you want to find someone who's not in your company, click the Skype Directory tab to search for them there—among the millions of Skype Consumer users.)

### Now, add your boss/co-worker as a contact

1. Hover over their picture in the search results.
2. Choose **Add to Contacts List**, then click the group you want to add them to—like **Favourites**, or a group that you previously created, like Accounting Team.

Repeat these steps with the people you work with the most.

## How to I get back to my Favourites or another group?

- Click the little triangle to the left of a group to expand or collapse it. If you have a lot of groups, you may want to keep the groups you connect with less often collapsed--for easier access to the groups you connect with more often.



## Check a contact's presence and IM them

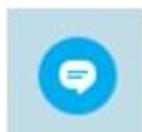
Is it time for a coffee break? (Correct answer: Yes!) **Check**

**to see if your coffee break buddy is free.**

1. In the main Skype for Business window, scroll through your list of contacts and locate your coffee buddy. (If they aren't in your contacts list yet, click the previous button on this page to go back to the last module, add a contact.)
2. Take a look at their round profile picture. If there's a green dot in the lower right of their picture, then they are most likely at their computer and quite possibly free to join you for coffee.

**IM them to ask if they'd like to take a coffee break.**

1. Hover over their picture to access the quick menu.



2. Click the IM button.
3. In the IM window, type "Hey, have time for some coffee?"

NOTE Don't drink coffee? Substitute a beverage of your choice.

# Common presence indicators

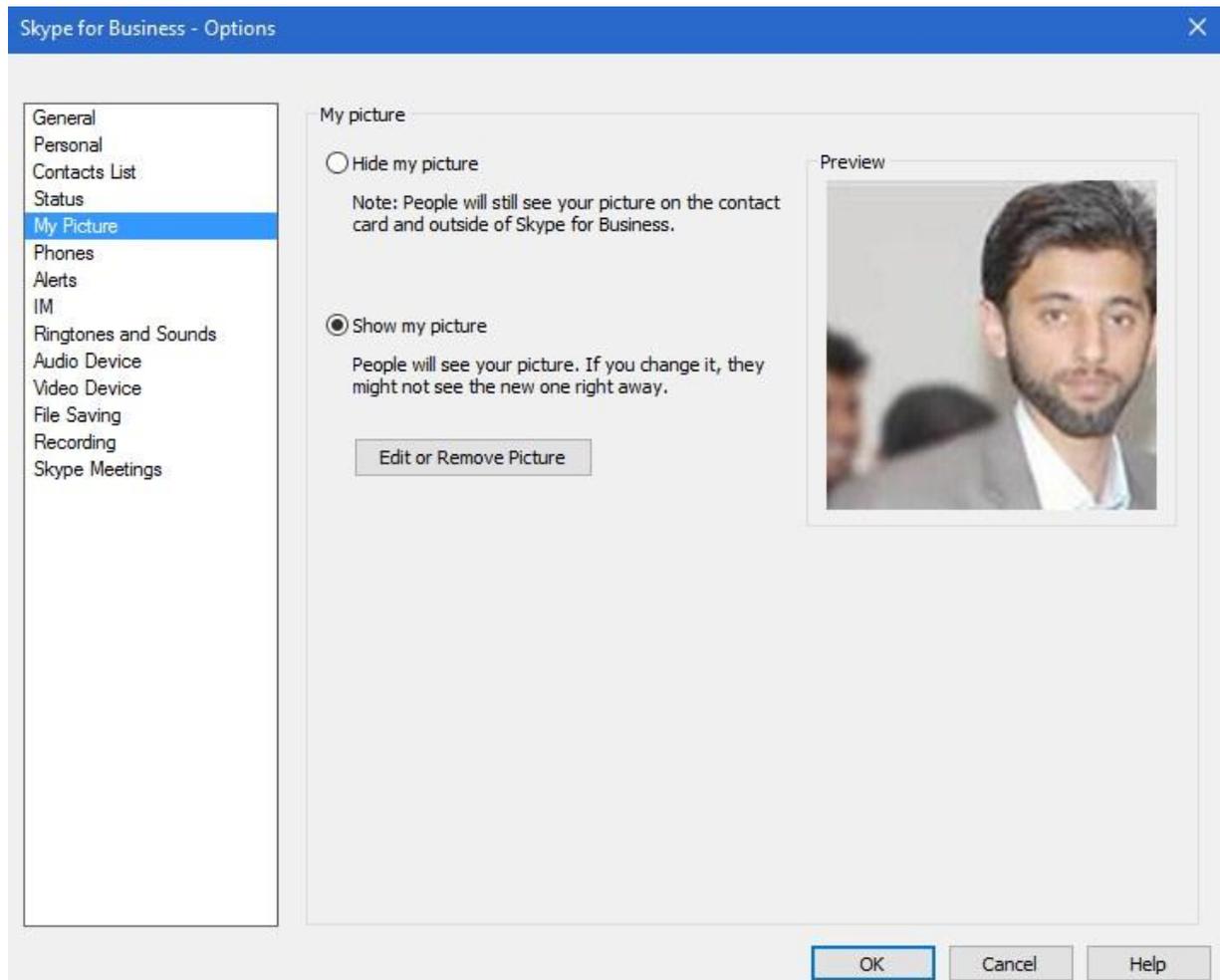
There are lots of possible presence indicators. Here are some of the ones you'll probably see the most:

-  Available
-  Be right back, Away, Off work
-  Busy, In a call, In a meeting, In a conference call
-  Do not disturb, Presenting
-  Offline
-  Unknown
-  Out of the office, Automatic replies are on

## Change your picture

Your Skype for Business picture is the same as your Office 365 profile picture. Want to change it? Here's how.

1. In the Skype for Business main window, click your picture, or if you haven't ever set up your picture, click the generic avatar that appears where your picture would be.
2. In My Picture options, under my picture, click **Edit or Remove Picture** to open your Office 365 About me page.



3. Sign in to Office 365 with your work or school account.

4. Click the Choose Photo icon,  and browse to the picture you want to use. Any size and resolution is fine.
5. Click the file, and then click **Save**.