Skype for Business - Online: Quick Guide

Skype for Business Online offers some of the basic features via web interface that the Skype for Business desktop client offers. Using the online version of Skype makes it easy to stay connected with colleagues without the need of downloading the desktop client.

Note: Some features are only available through the Skype for Business desktop client, including creating/managing contact groups, sending attachments, receiving contact invites, and desktop sharing. For additional information on using these features with the Skype for Business desktop client, please refer to the *Skype for Business: Quick Guide* available at https://uits.kennesaw.edu/cdoc.

Accessing Skype for Business Online

To access *Skype for Business Online*:

1. Navigate to ksumail.kennesaw.edu.
2. Log in to your KSUmail account using your **KSU email address** and **password** (See Figure 1).
3. Click **Sign In**. You will be signed in to your KSUmail account (See Figure 1).

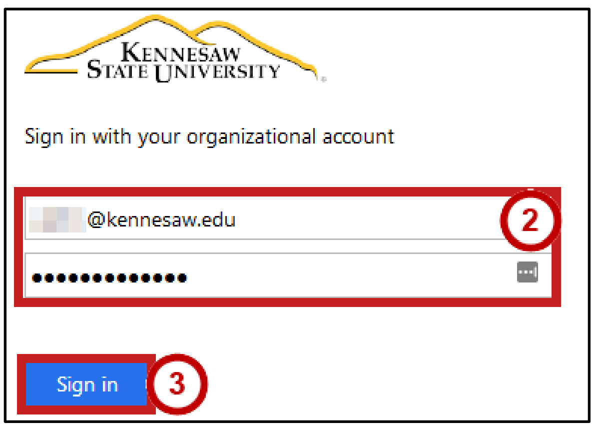

Figure 1 - Sign-in

4. In the upper-left of your browser, click the **Skype for Business** icon*.*

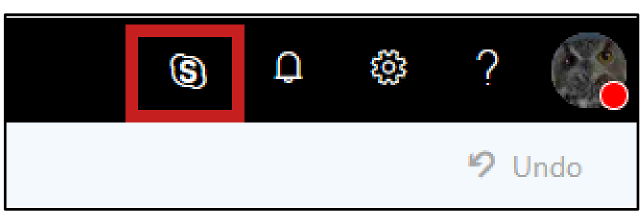

Figure 2 - Skype for Business – Online

5. *Skype for Business Online* will open and display a list of your contacts in alphabetical order.

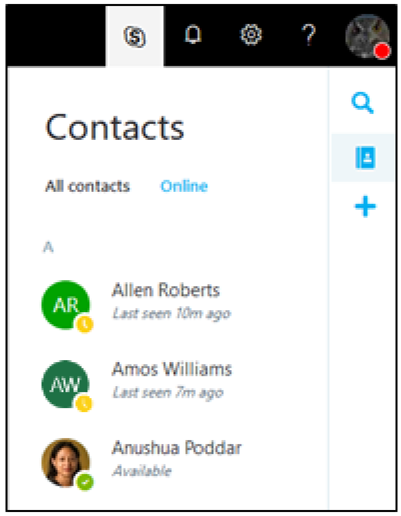

Figure 3 – Contacts

Note: Any contacts that you had added to your contact list from the desktop version of *Skype for Business* will also appear under your list of contacts in *Skype for Business Online*.

Searching for Contacts in Skype

To search for contacts at KSU:

1. Click the **magnifying glass** to open the search field.

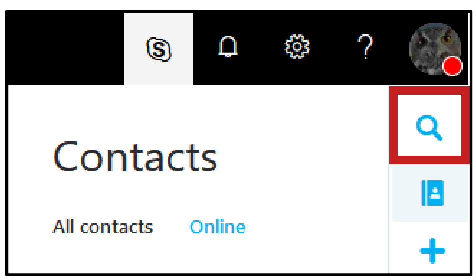

Figure 4 - Magnifying Glass

2. The search field will open. Begin typing the **name** of the contact you wish to find (See Figure 5).
3. As you type, the search engine will show your results. Click the **contact's name** to establish a chat session (See Figure 5).

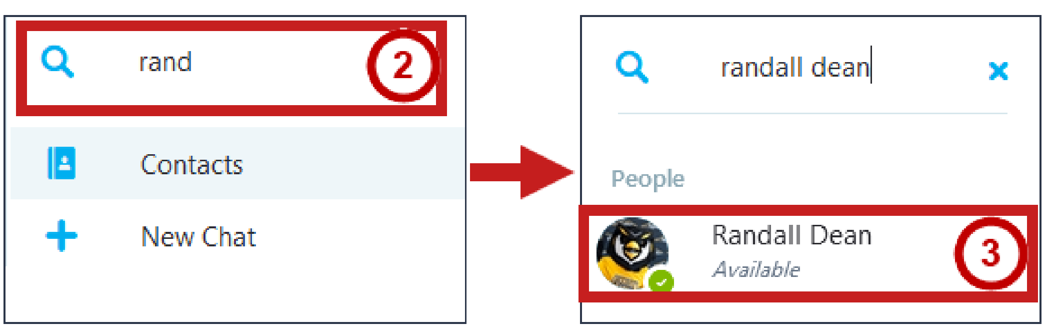

Figure 5 - Search for Contacts

Establishing a Chat Session

To begin a chat session with one of your contacts:

1. Click the **contact** within your contact list.

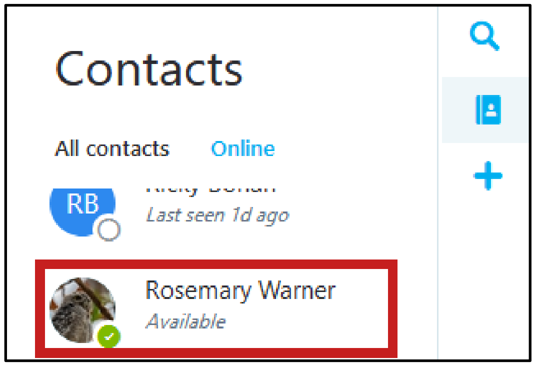

Figure 6 - Double-click Contact

2. The contact will be added to your list of active chats. Begin **typing your message** to the participant in the *bottom text field*.

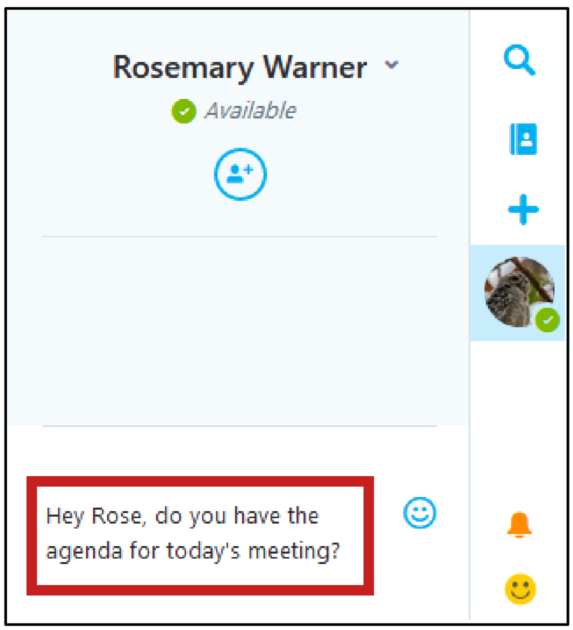

Figure 7 - Chat with Participant

3. Press **Enter** send your message. The message will be sent to the participant.

4. When a participant is typing a message, a *notification* that they are typing will appear. Once the message is sent, the message will appear in the chat window.

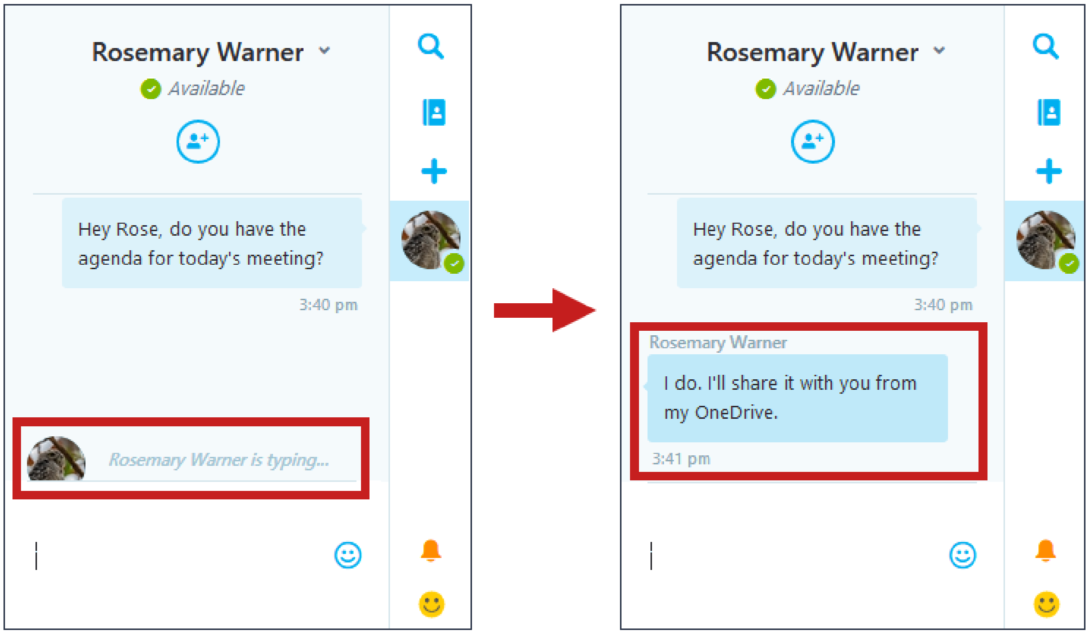

Figure 8 - Participant Sending a Message

Closing a Conversation

Once you have finished a conversation, you can close it to remove it from your chat list:

1. Right-click the **contact's picture** in the chat list (See Figure 9).
2. From the drop-down, select **Close conversation** (See Figure 9).

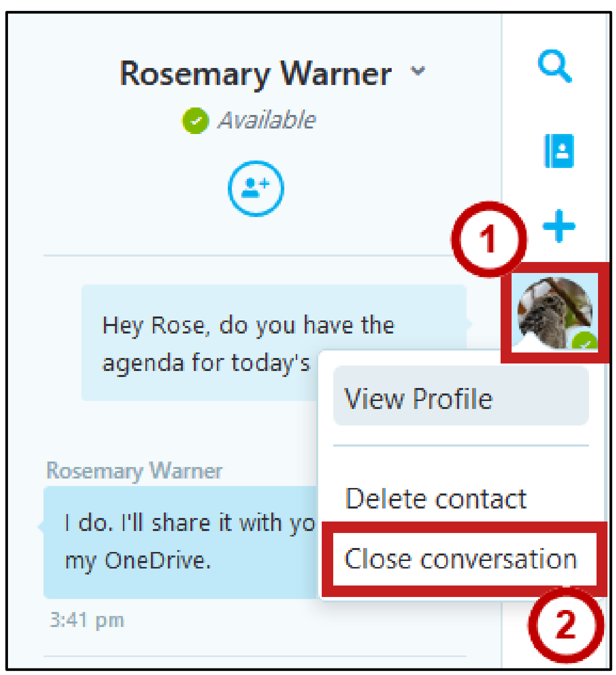

Figure 9 - Close Conversation

3. The conversation will be closed.

Initiating Group Conversations

To initiate a conversation with multiple people at once:

1. After establishing a chat session with a participant, click the **add people** icon at the top of the chat window.

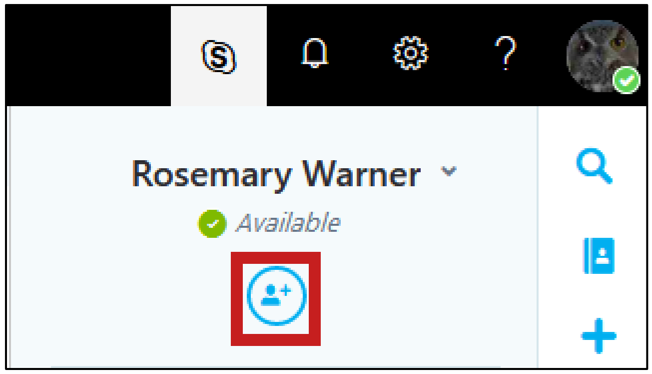

Figure 10 - Add People to Conversation

2. Your list of contacts will appear. To select someone from your list of contacts, click the **name(s)** of the people you want to add from your contact list (See Figure 11).

3. To add someone who is not in your contact list, type their **name** in the *Add another contact* field (See Figure 11).

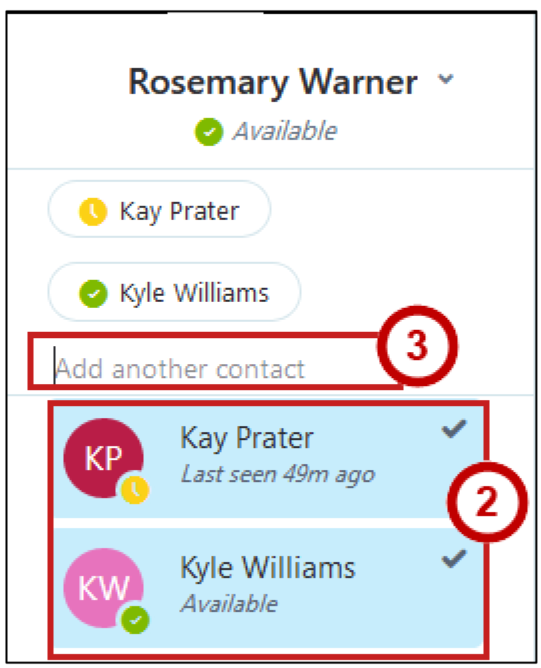

Figure 11 - Selecting Contacts for a Group Conversation

4. Skype will search for the contact and display the search results. Click the **person's name** to add them to the conversation (See Figure 12).

5. When finished adding people to your conversation, click the **checkmark** to apply (See Figure 12).

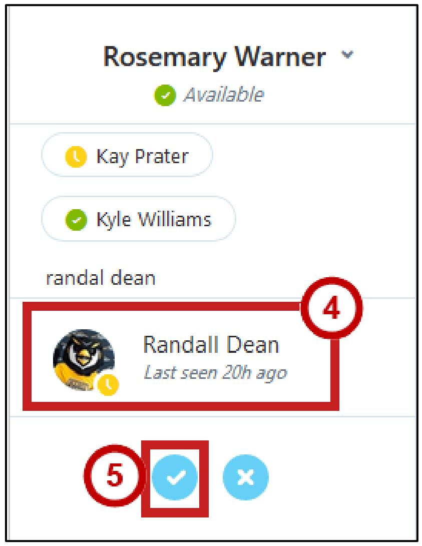

Figure 12 - Search for Contacts not in your List

6. The *chat window* will open and add your selected contact(s) as a/an participant(s).

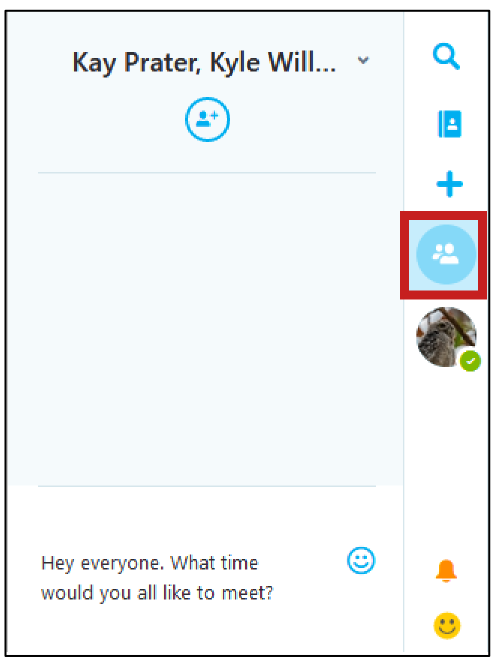

Figure 13 - Contacts Added to Chat

Manually Setting Your Availability

Skype for Business Online will set your availability according to your status according to your calendar in *Microsoft Outlook*. You can also manually set your availability so other users can see your status:

1. In the upper-right, click on your **profile picture** (Available is currently displayed).

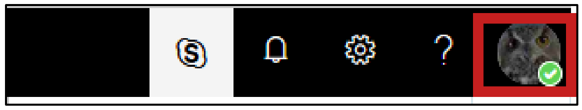

Figure 14 - Click Profile Picture

2. The *My Accounts* pane will open. Click the **availability drop-down** (See Figure 15).
3. A list of availability statuses will appear. Click a **status** to update the current availability (See Figure 15).

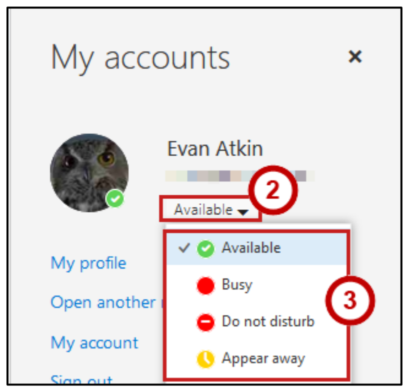

Figure 15 - Set Status

4. Your status will be set and visible to other users.

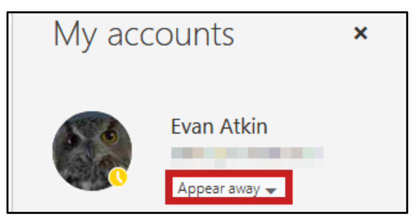

Figure 16 - Current Status

Note: There are four statuses that can be selected from the drop-down. When your status is set to *Do Not Disturb*, others will not be able to send you messages.

	Status	Others see
	Available	
	Busy	
	Do Not Disturb	
	Appear Away	

Figure 17 - List of Statuses