

QUICK START GUIDE: SKYPE FOR BUSINESS

Skype for Business is a new tool that is part of Office 365. It provides you with a professional online meeting tool (with audio and video call capabilities) and collaboration features (integrated with other office applications). It is available with your professional email account (firstname.lastname@unitar.org).

Which Skype should I use?



Skype for Business is for connecting with a co-worker or business associate.

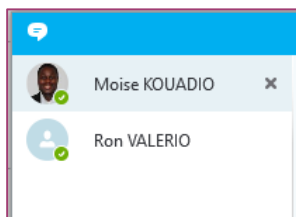


Skype is for connecting with your family or chatting with friends


Switch between conversations

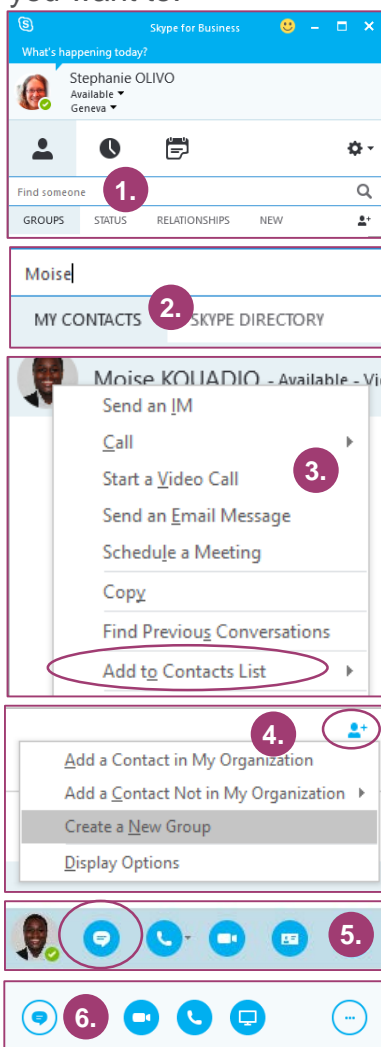
If you have several conversations or meetings going on at the same time, Skype for Business displays them all in one place, so you can toggle between them.

Click a tab on the left to see an IM conversation



Getting Started

Skype for Business launches automatically when you start your computer. Log in with your @unitar.org email address. If you don't see Skype for Business, you can look for it from the search button on your bottom toolbar:  Your presence is automatically set based on your outlook calendar but you can change it temporarily if you want to.



Add a contact

1. Type a name in the search box. As soon as you do, the tabs below the search fields will change
2. If the person is in UNITAR, stay on MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab.
3. Right-click the name in the search results and click to Add to contact list.
4. **Create a group**
Click the Add a Contact button and select Create a New Group. You can type your new group name.
5. **Send an instant message (IM)**
In your Contacts list, hover on the contact you want to IM and click the IM button. Type your message and press Enter.
6. **Call, video and presentation**



Add video



Add audio



Share your desktop, or a program

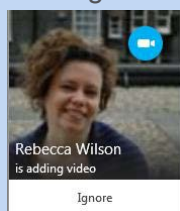


More options

Accepting calls

When someone tries to contact you a pop-up alert will appear in the bottom-right of your screen. A white/blue icon on the alert will indicate what type of call it is (audio/video):

- To accept the call, click on the picture
- To ignore the call, click on ignore

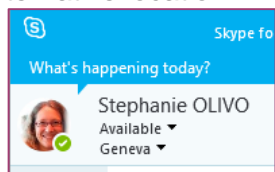


Setting Status, Availability and Location

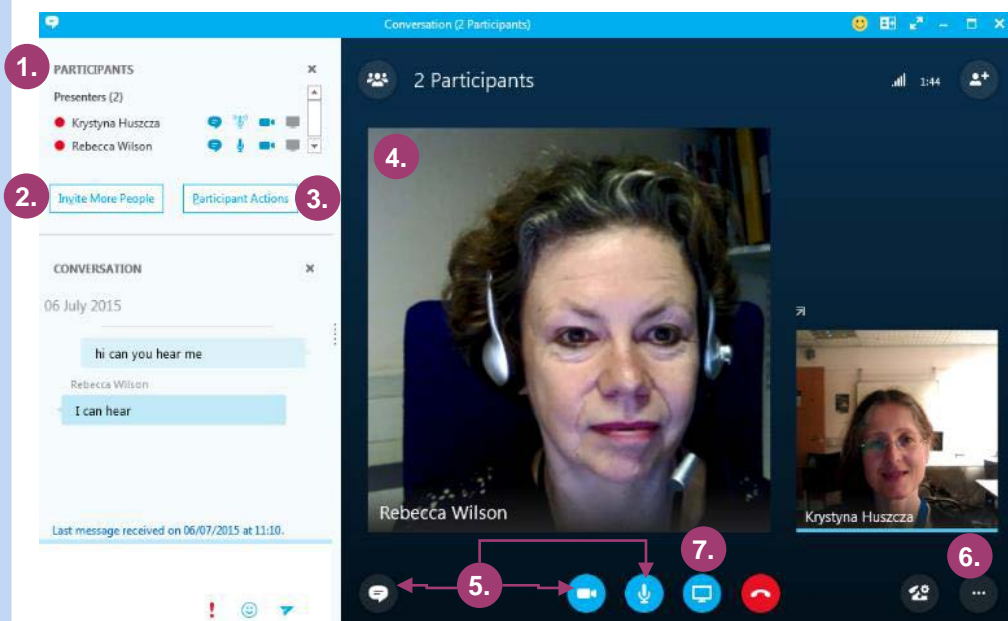
Status: Type in any note or information you wish to share in the status box. People will see your status against your name in their contacts list.

Availability: By default the availability is linked to your outlook calendar. You can select an alternative availability from the drop down menu.

Location: You can click on the existing location text and type an alternative location.

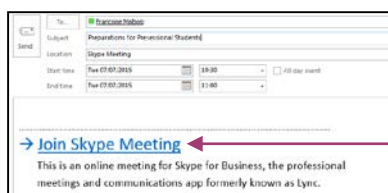
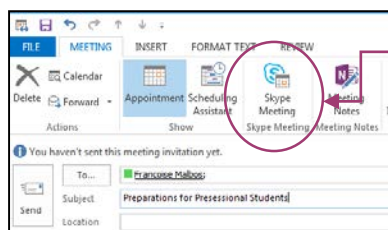


Organizing or joining a Skype for Business meeting



Audio/Video calling

1. Participants List: You can have up to **250** participants.
2. Invite more people to join at any time
3. Participant Actions: E.g. mute audience, hide names, everyone an attendee
4. Participant video: if more than one person is in the meeting it will be the current speaker's photo which will come up to the top
5. Switch on and off: Instant Messaging, video, audio
6. More options: E.g. start recording, manage recordings, end meeting.
7. Present: this icon lets you select what to present. You can share your desktop, any program you have open or a PowerPoint presentation. You can even open a whiteboard or run a poll or Q&A session.



Scheduling a Skype for Business Meeting

Open Outlook and create a new meeting the normal way. Enter all email addresses and click the Skype Meeting.

Notice a **Join Skype Meeting** link has been inserted in the message area. Enter any further text in the message area and send.

People join the meeting by clicking the Join Skype Meeting link in the email.