



SKYPE FOR BUSINESS 2016

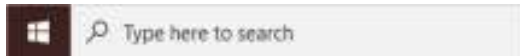
USER MANUAL

Contents

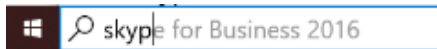
How to activate skype on your computer.....	3
Microsoft Outlook	4
How to schedule a meeting invitation through Skype for Business.....	4
How to connect for a Skype meeting – Microphone Only	5
Skype Conversations between ARC employees.....	7
How to communicate through the Text Box	7
How to communicate through Video	8
How to communicate through a skype call.....	9
Other Functionality	10

How to activate skype on your computer

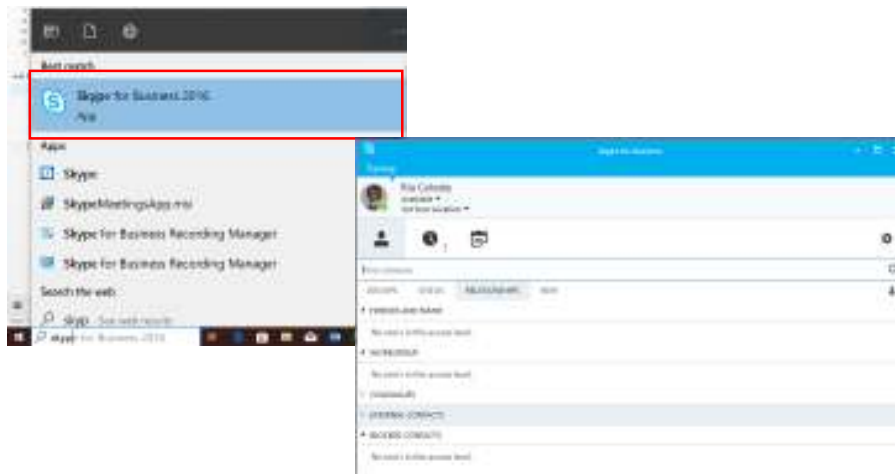
1. Go to the **search** function at the bottom of your computer desktop.



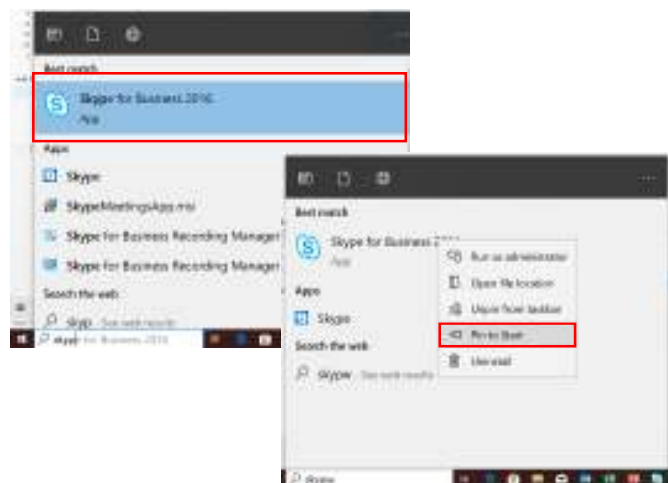
2. Type Skype for business in the search field



3. Click on the **Skype for business application** link to open.



Tip: Right Click on Application in the list and pin it to your computer taskbar. This will mount the skype icon at the bottom of your desktop on the task bar



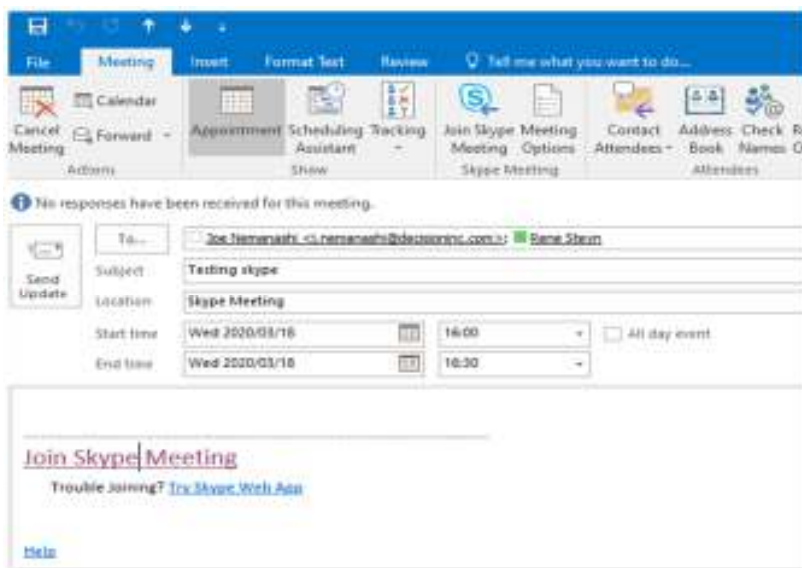
Microsoft Outlook

How to schedule a meeting invitation through Skype for Business

1. Open your **Outlook Calendar**
2. In the **Home** tab click on the **New Skype Meeting** button



3. Invite all the attendees in the **To** field
4. Fill in the **Subject** of the meeting
5. Schedule the **Start** and **End** times



6. Type a message regarding the meeting if needed



7. Click the Send Update button to send the invitation.

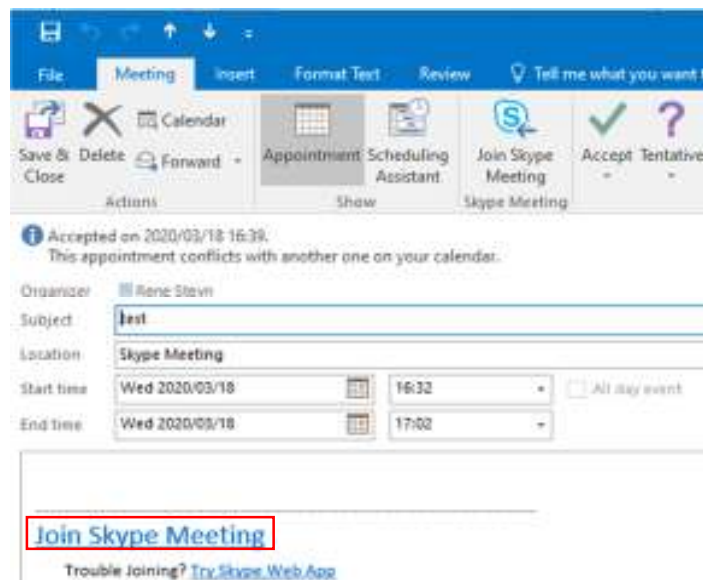


How to connect for a Skype meeting – Microphone Only

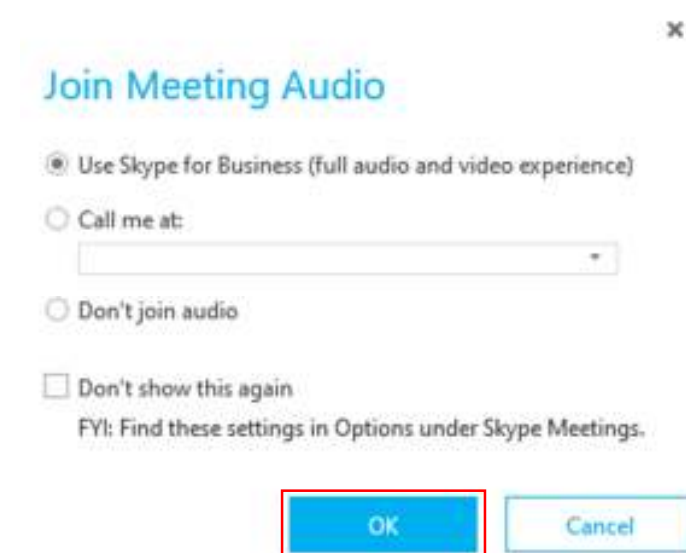
1. Open your **Outlook Calendar**
2. **Double** click on the meeting invite to open it



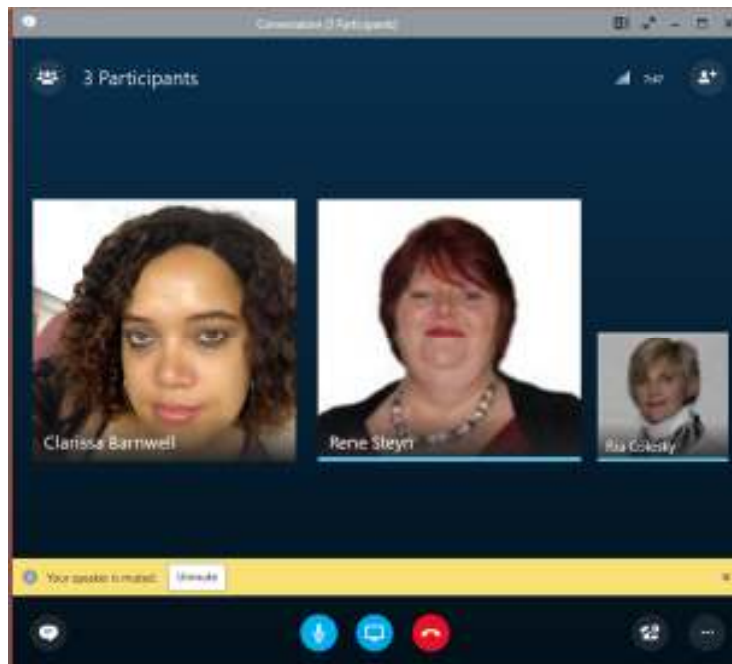
3. Click on the **Join Skype Meeting** link in the message box



4. Click on **OK**. The conversation will open.



5. The joined participants will all show in the **Conversation** box.



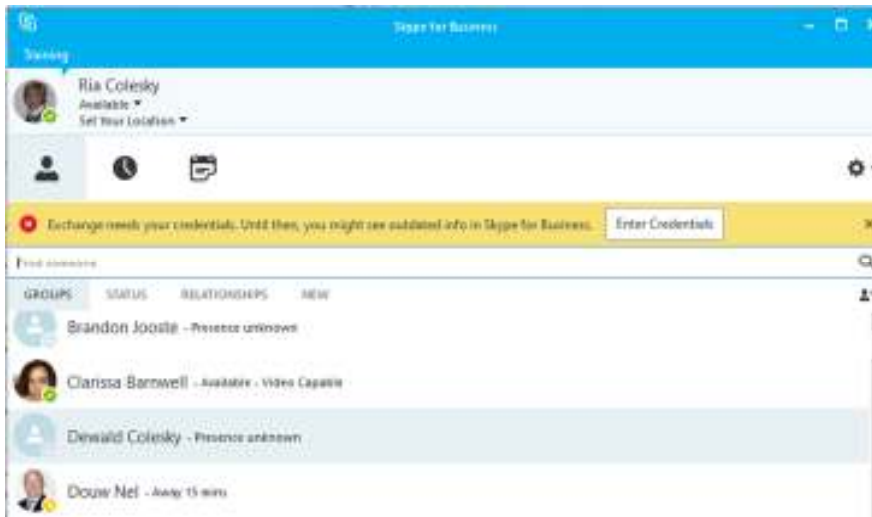
Skype Conversations between ARC employees

How to communicate through the Text Box

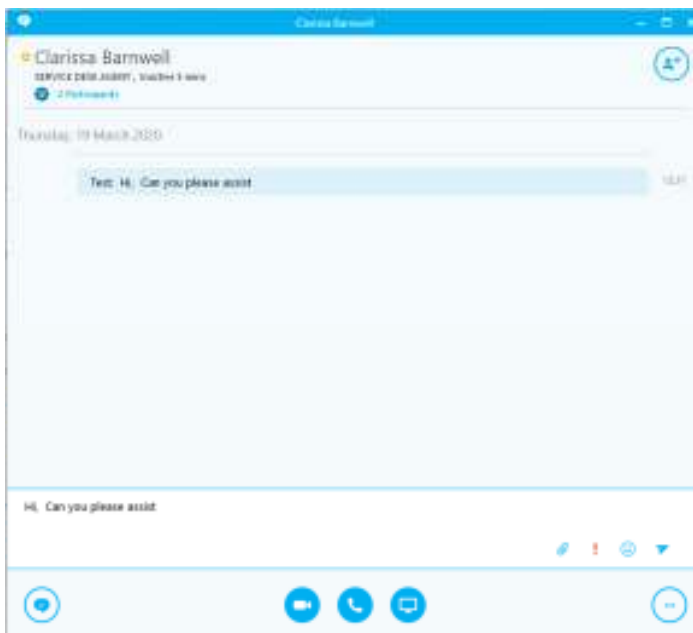
1. Search for Skype for Business or open the skype Icon on the taskbar



2. Search for the ARC employee in the **Find Someone** field



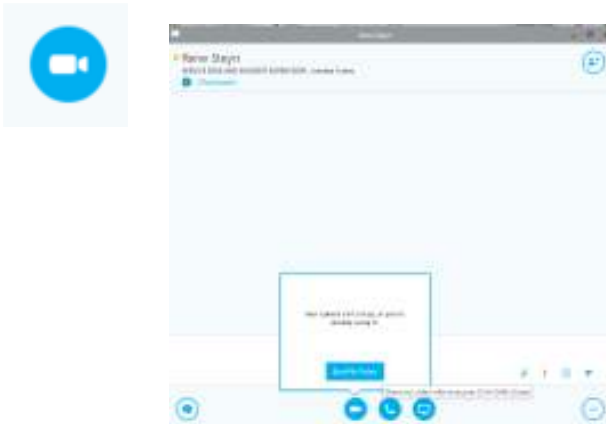
3. Select the relevant person and **double** click on the name. The conversation box will open and you can start typing and communicate to the other person. Press **enter** to send the message



How to communicate through Video

This functionality is limited to 2 people and you must have a camera in your computer.

1. Click on the **Video** icon to activate



2. Click on **start my video**



3. The video will connect and the conversation can begin

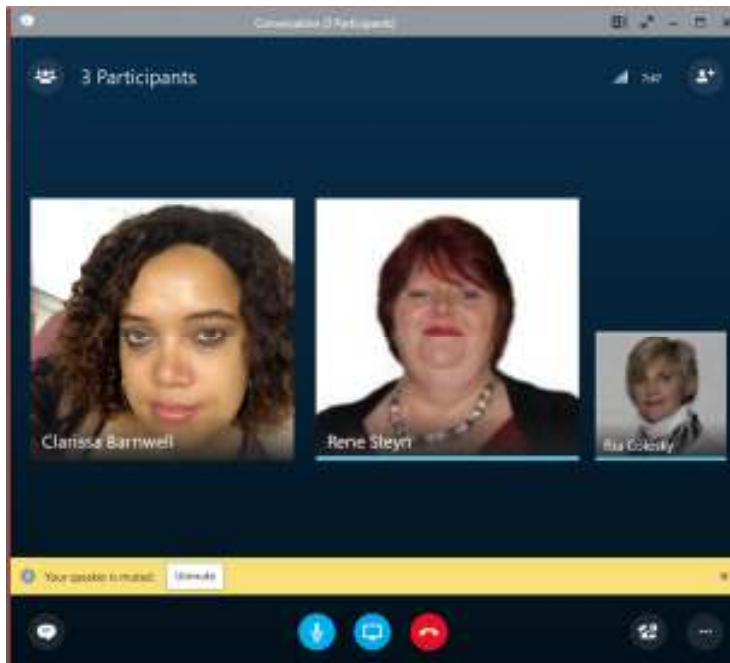
4. Click on the **red** phone to end the conversation

How to communicate through a skype call

1. Click on the **Skype Call** icon to activate



2. The other person will accept the call
3. The joined participants will all show in the **Conversation** box.



5. Click on the **red** phone to end the conversation

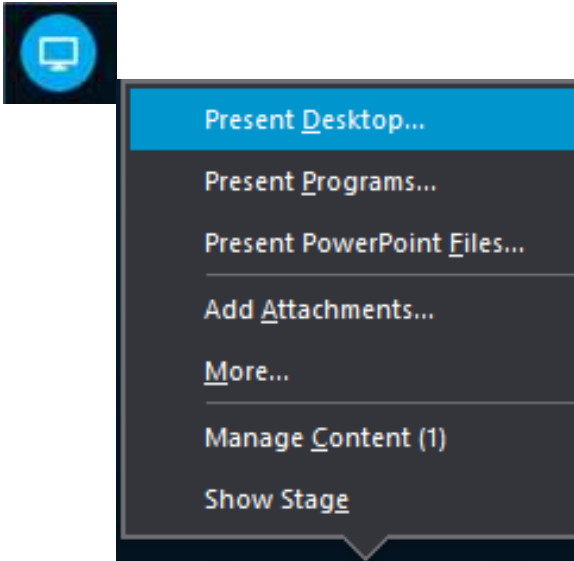
Other Functionality

Skype for business has the following functionalities:

1. Mute or unmute the conversation



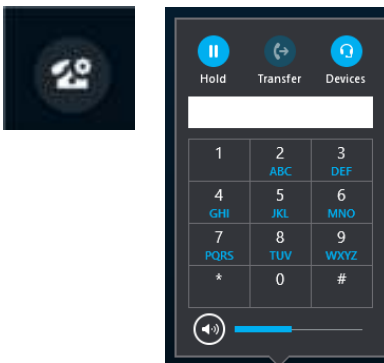
2. Share your screen

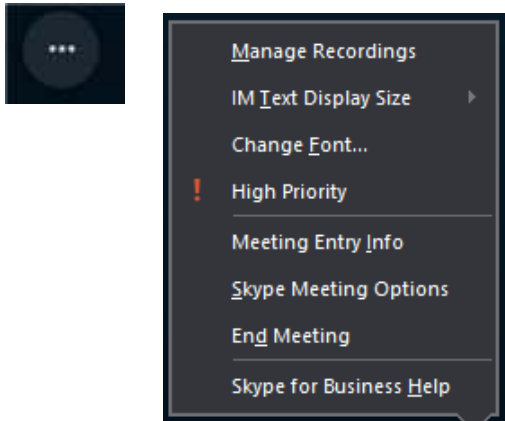


3. End the call



4. More settings





5. IM Text Messages

