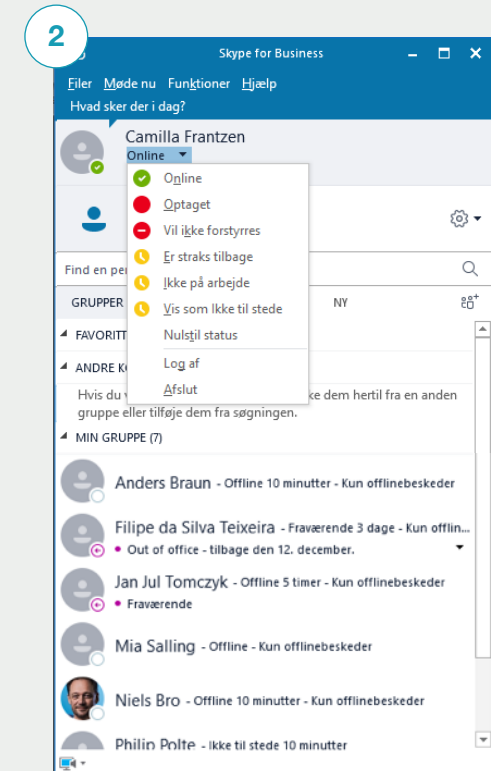S Skype for Business

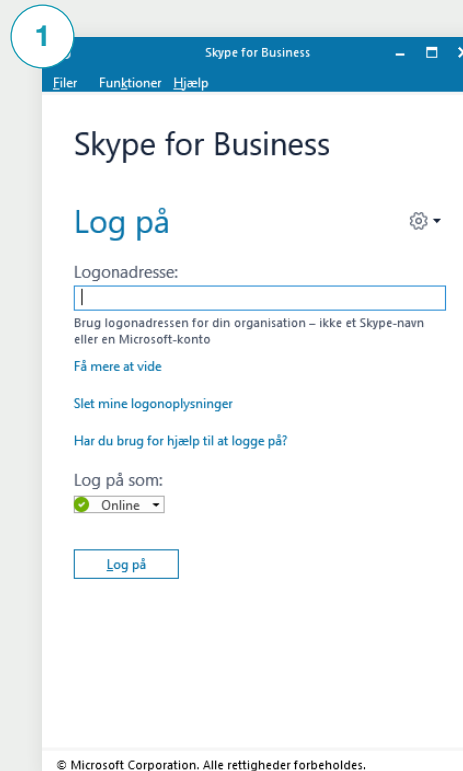# QUICKGUIDE
GET STARTED

3 **Business**
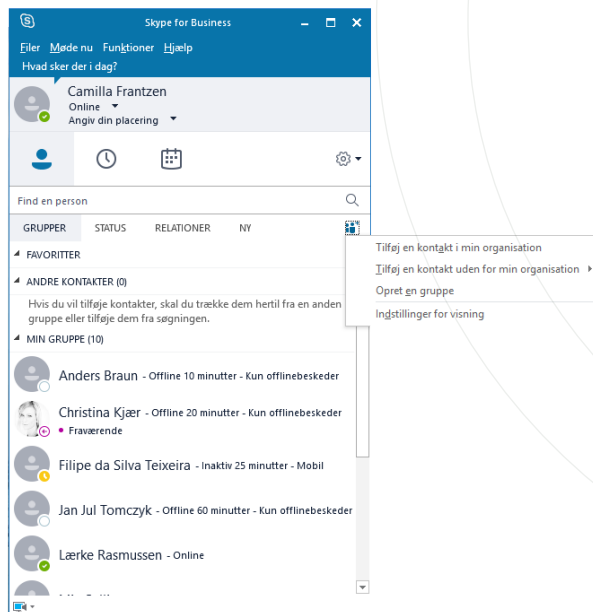Helt enkelt

SETUP
GUIDE

1. Log on using e-mail and code.
2. Click the arrow to change availability.

1

**2**

ADDING
CONTACTS
AND CREATING
GROUPES

If you want to add contacts or create a group, click the small person icon with a plus sign. Then choose whether you want to create a contact in the organisation, outside the organisation or a group.

If you want to add contacts or create a group, click the small person icon with a plus sign, and then "Create a group".
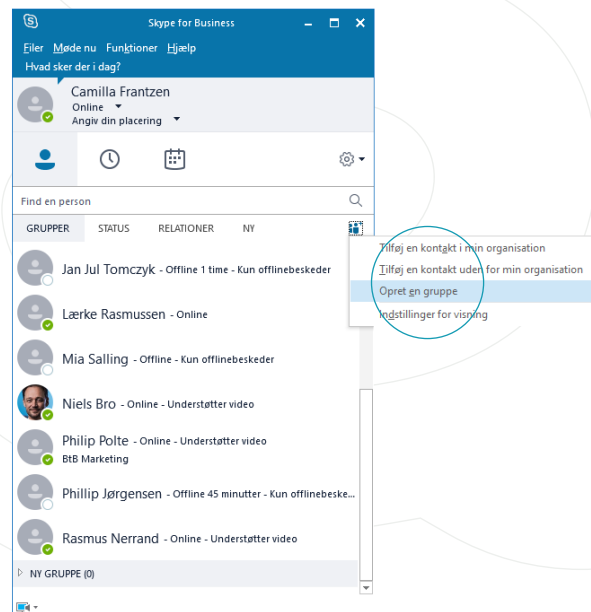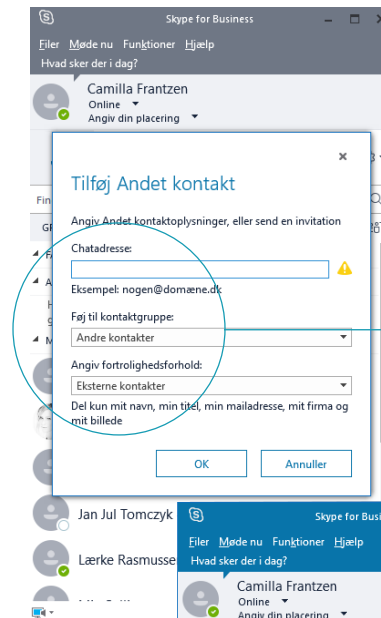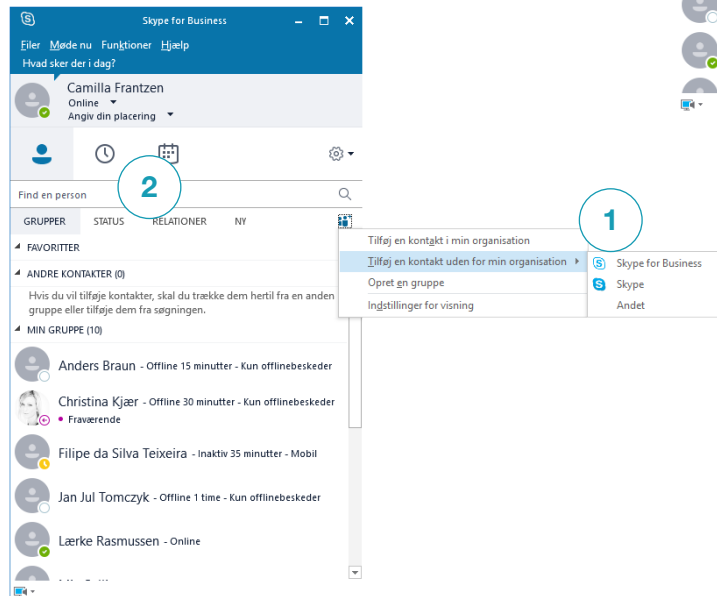
Then give the new group a name. You are now ready to add contacts.
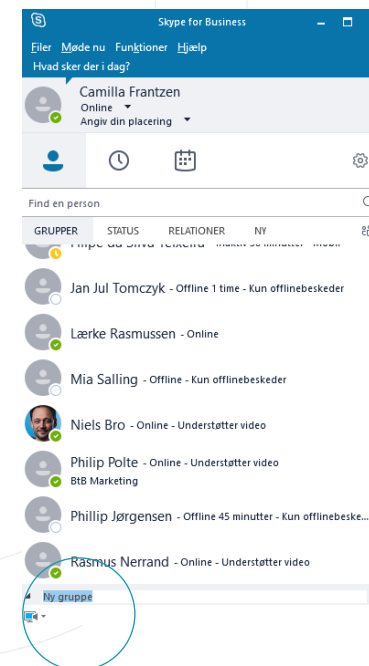
You can choose between two methods when adding contacts in Skype for Business:

1. Click the small person icon with a plus sign and choose whether the contact is from the organisation or not.

2. You may also search for Skype for Business users by typing the name directly in the search field.

If you choose to add contacts outside of your organisation, you will see this dialogue.

Enter the e-mail of the person you want to add, and select group and any confidentiality conditions.

You can also choose to move the cursor over the picture to the left, so the options appear as five icons. Select the last one with three dots. Right-click and choose either "Add to favourites" or "Add to list of contacts".
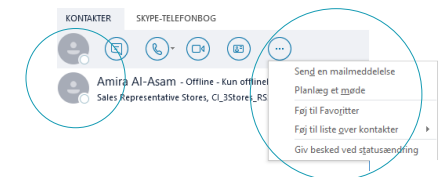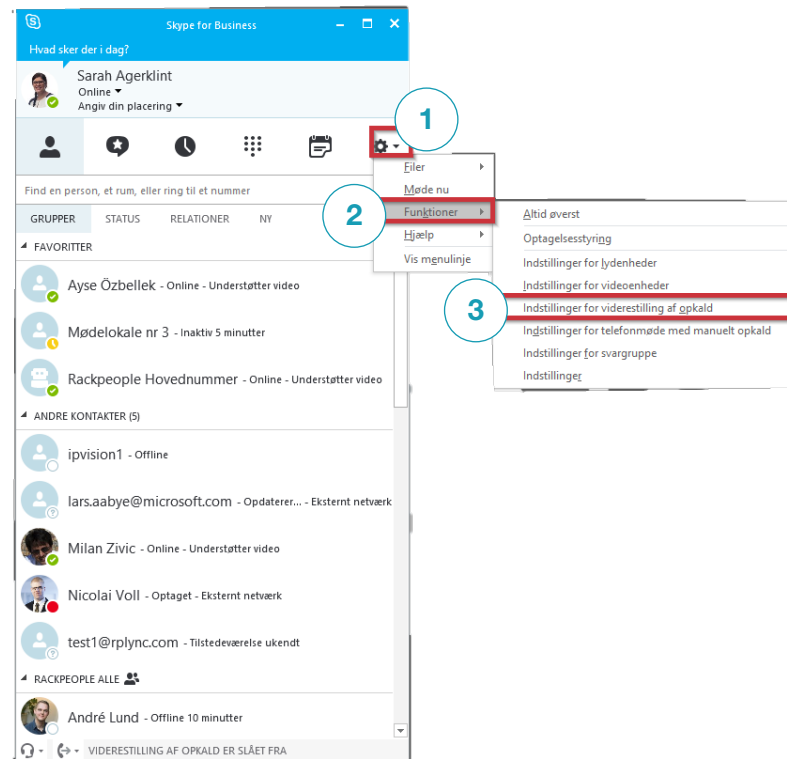
You can also choose to use the search field to find contacts. When you have found your contact, right-click on the user and then choose where to add your contact

CALL FORWARDING

**If you want to change call forwarding,
do the following:**

1. Click the arrow next to the gear.
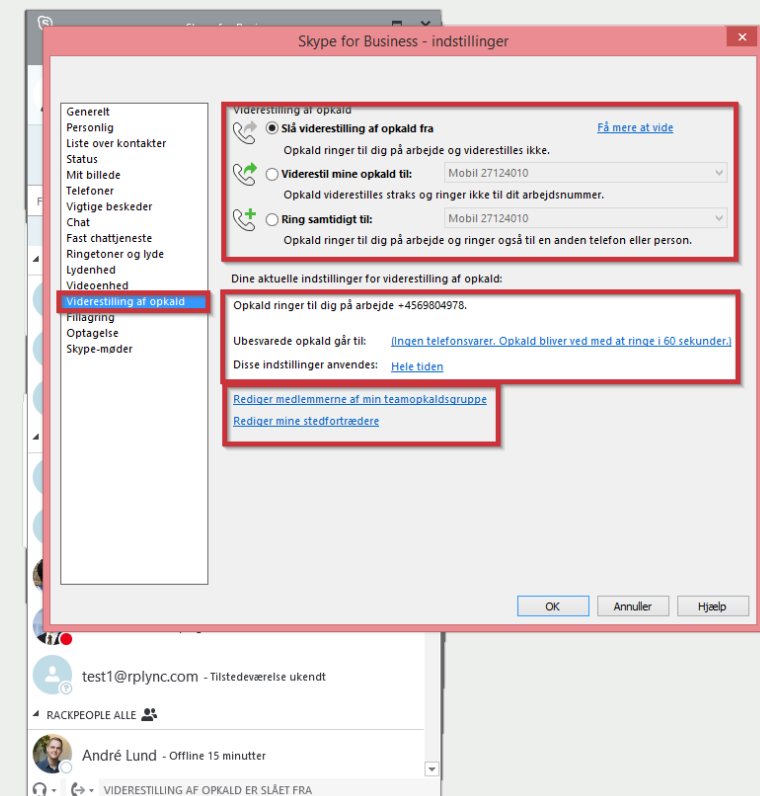2. Choose "Tools".
3. Setting for call forwarding.

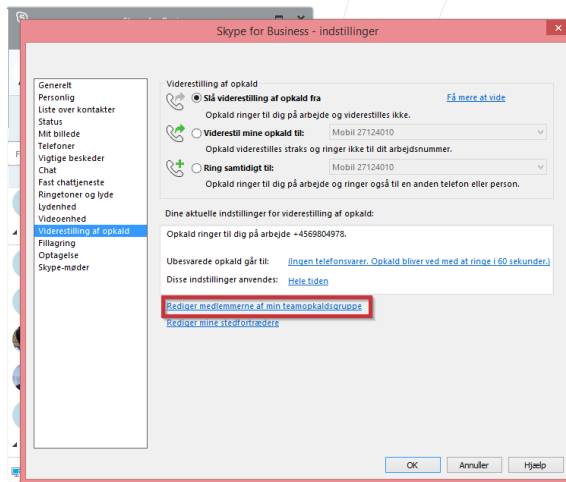**You have three options to choose from:**
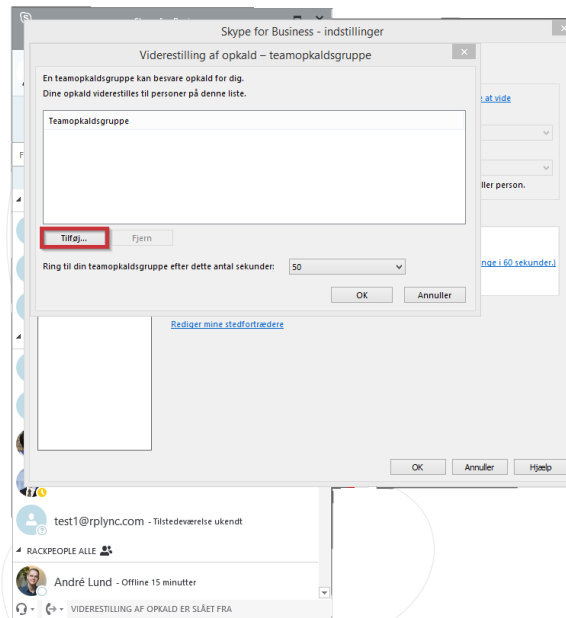
"Call forwarding off"
"Forward my calls to"
"Simultaneously call"
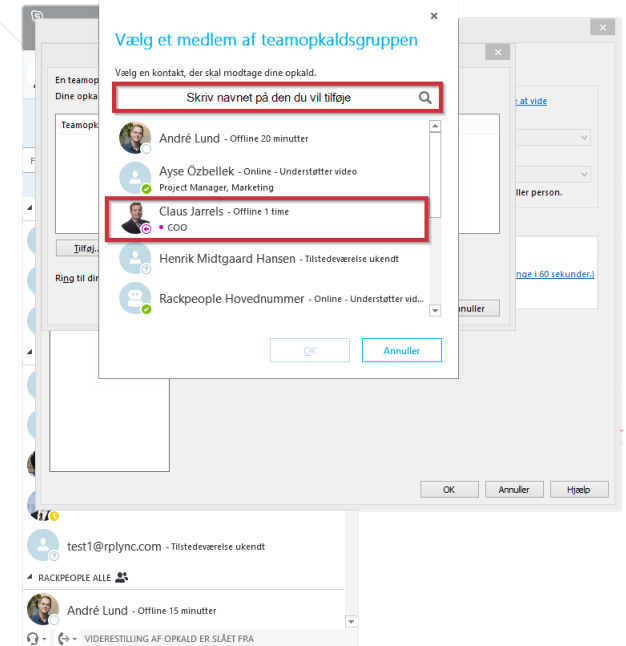You also have the option to choose a team-call group and/or a delegate.
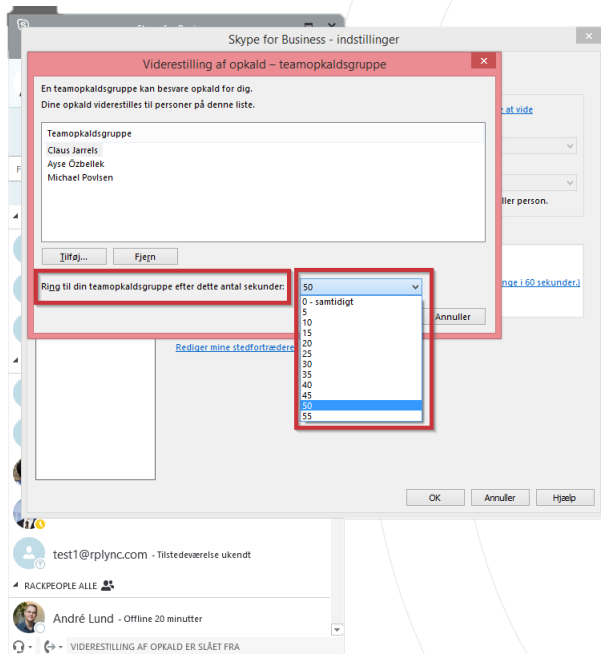
Choose "Edit my team-call group members".

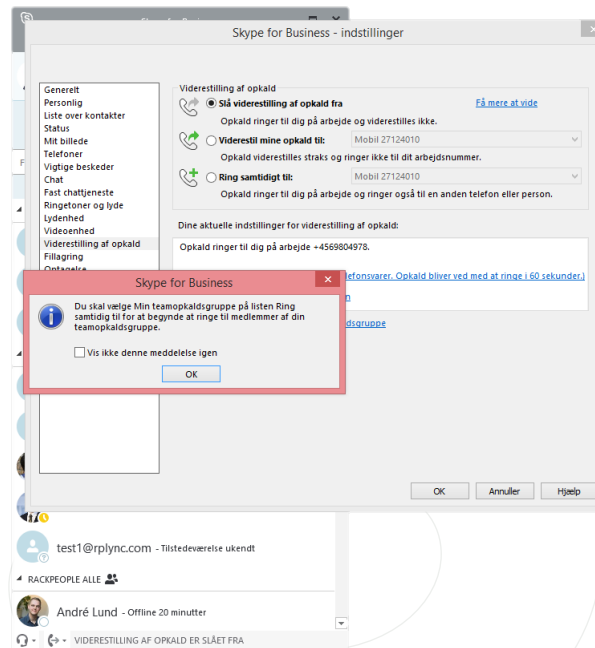Choose "Add" to add members of a team-call group.

Type the name of the person you want to add in the search field, or scroll down the list to find the contact.

Then double-click or click "OK" to add it to the list. Proceed until you have added everyone.
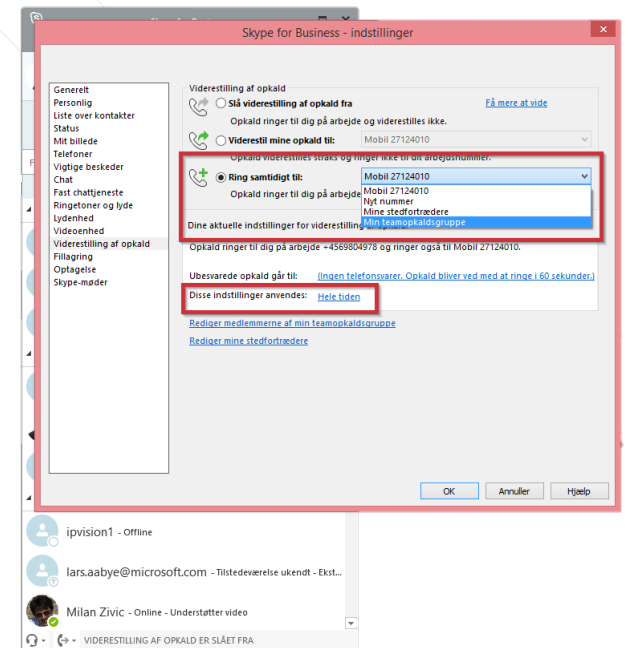
Here you choose how long a call must ring before it is forwarded to the others in the team-call group.

If you select "0", it will ring the others at the same time that it rings you.

When you have added all members of your team-call group and click "OK," you will see an alert to change your forwarding settings before it will work.

If a team-call group is to be used, choose "Simultaneously call" and then select the team-call group.

You can also choose whether the feature should always be on, or whether it should only be on during the work period configured in Outlook.
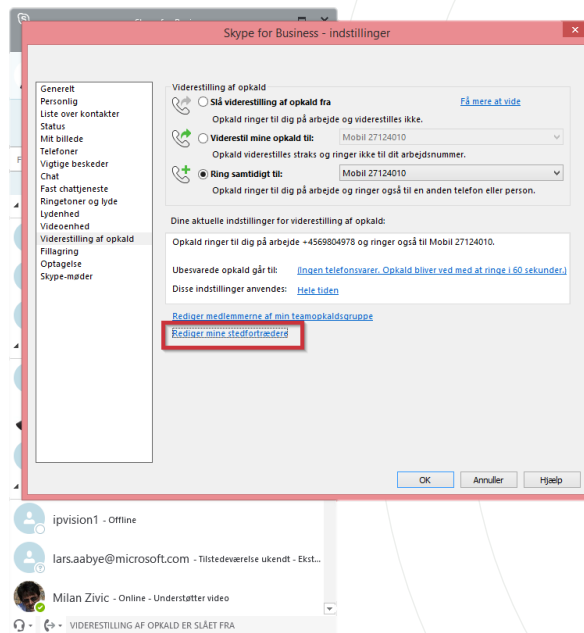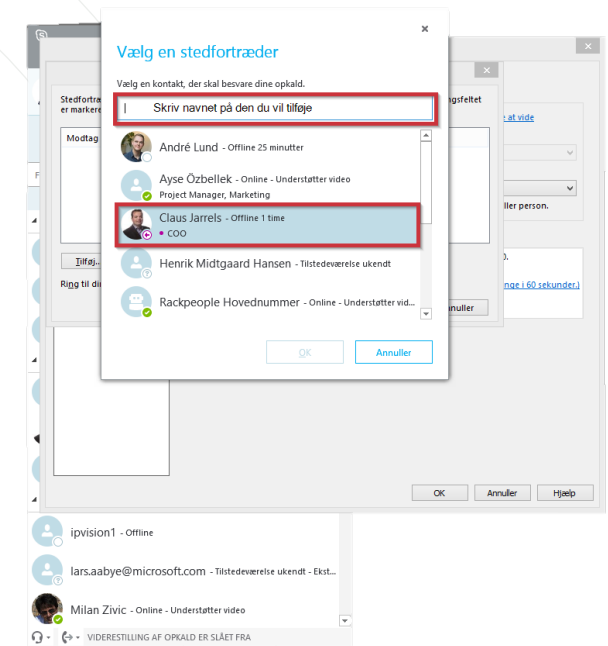
If a delegate is selected, it has more privileges and can, in addition to answering your calls, also make calls and book meetings on your behalf.

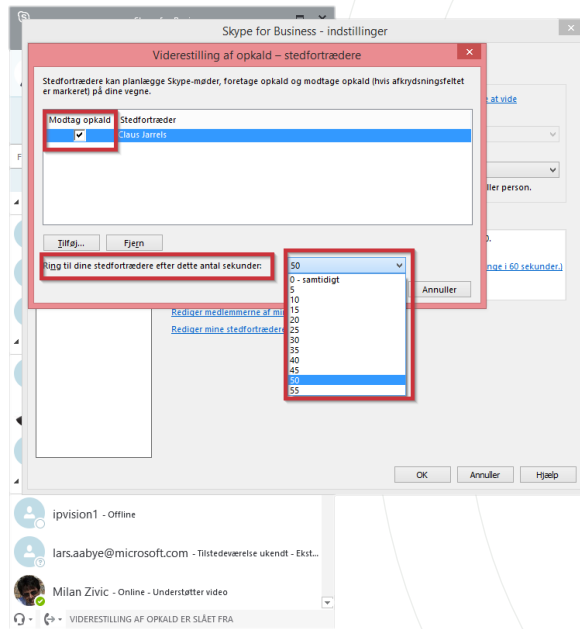To add a delegate, choose "Edit my delegate members".
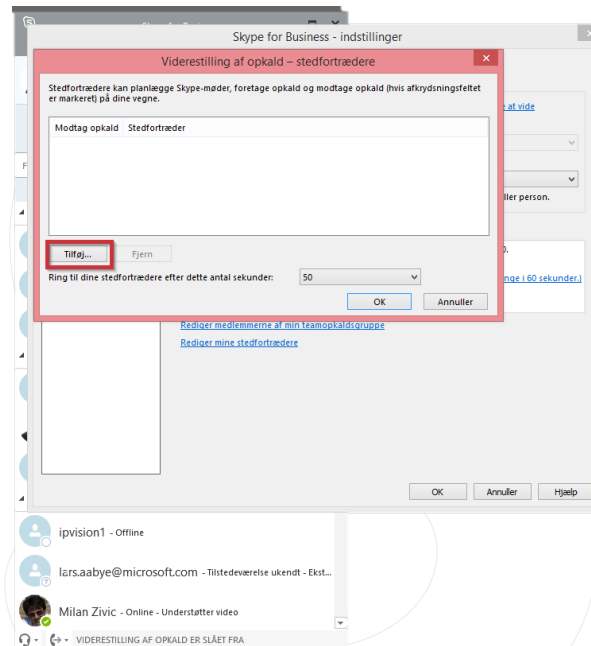
Click "Add" to add delegates.

Type the name of the person you want to add as a delegate in the search field, or scroll to find the person.
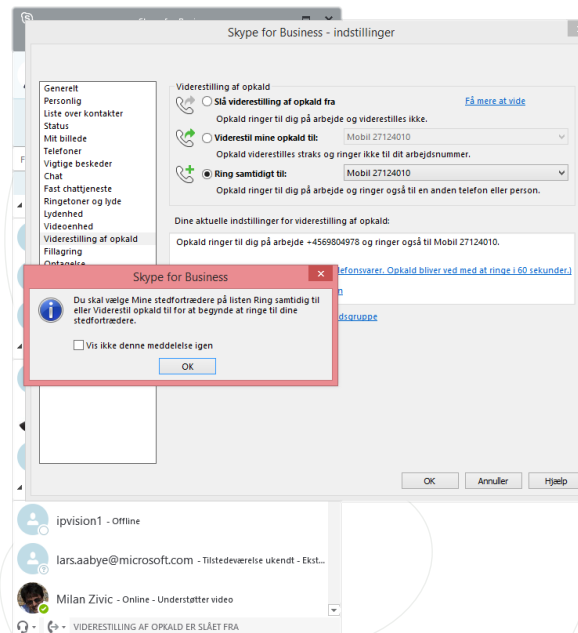
Double-click to add or click "OK". Proceed until you have added everyone.

If you have added more than one delegate, you can choose which ones receive calls by checking them.

You must then set how long a call must ring before it is forwarded to the delegate.

If you choose "0", it will ring the delegate and you simultaneously.

When you have configured your delegates, an alert will appear reminding you to change your settings and choose delegates as an option before it is turned on.
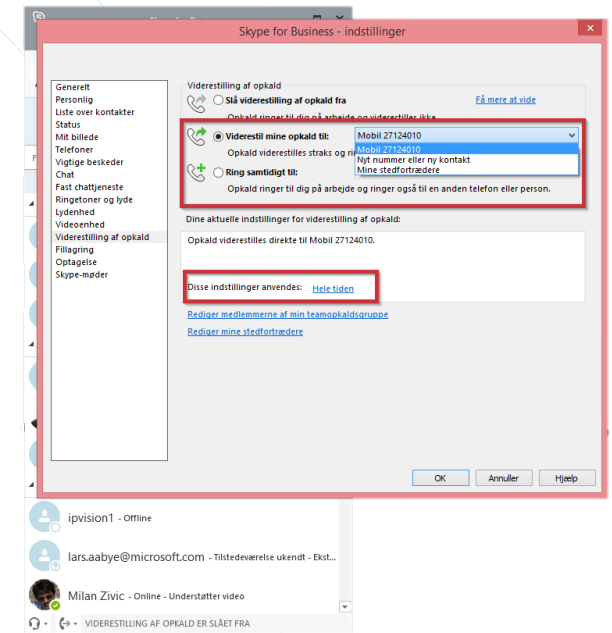
You have two options:
You can choose either "Forward my calls" or "Simultaneously call".

If you select "Forward my calls," you will not receive calls yourself.

You must also choose how the settings should apply. Either all the time, or within the work period configured in Outlook.