Skype for Business

QUICKGUIDE
CONTACTS, STATUS AND CHAT

3 Business
Helt enkelt

FIND A
PERSON

**Connect to people in your organisation or friends who have
a Skype account.**

1. Enter a name in the search field. The tabs below the search field will change

From this:

Find someone or dial a number	🔍
GROUPS STATUS RELATIONSHIPS NEW	👤+

To this:

Fred	✕
MY CONTACTS SKYPE DIRECTORY	

2. 2.   If the person is from your organisation, remain on the "My Contacts" tab.
    If not, click the "Skype directory" tab. You can narrow the search if you know their full
    name or Skype username.

SEE A
BUSINESS CARD

1. Point to a contact's photo
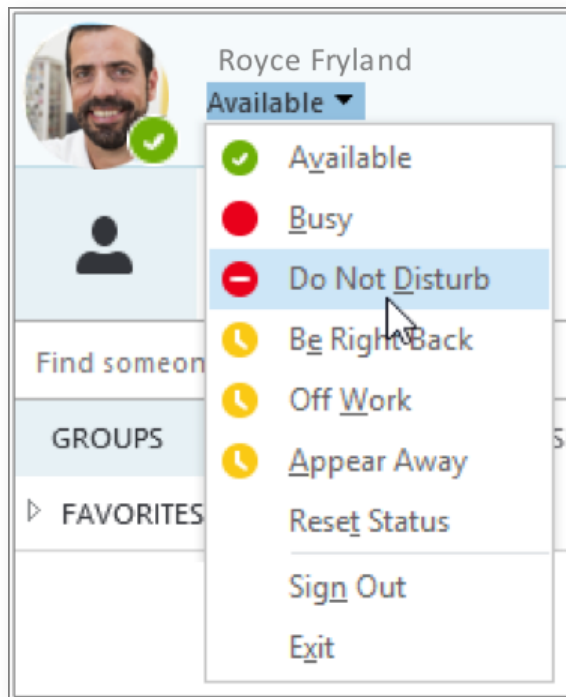2. Click the "business card" button to open the Business Card.
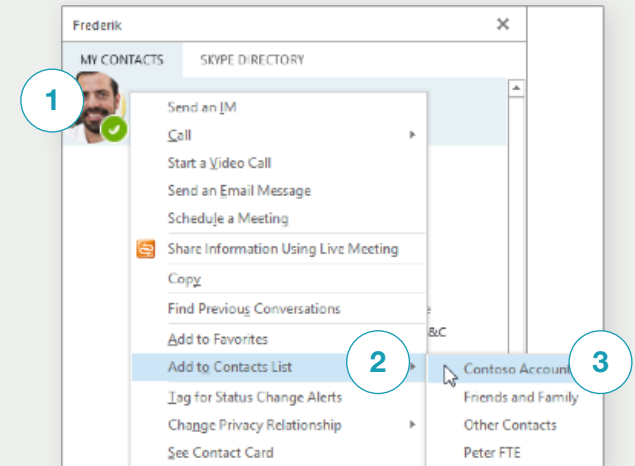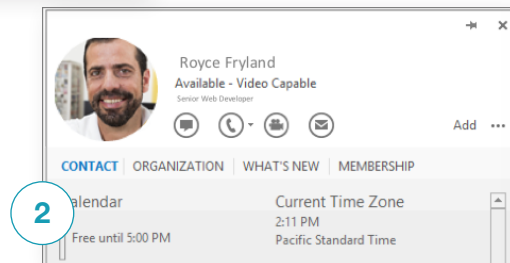
ADD
A CONTACT

When you find the person, add him/her to your
list of contacts to quickly find the person later:

1. Right-click the name in the search results
2. Then click "Add to list of contacts"
3. Choose the group to add the new contact to

WANT TO CLOSE YOUR VIRTUAL OFFICE DOOR?

Your availability is automatic based on your Outlook calendar, as Skype for Business is synchronised with Outlook. You can change your status as you like, allowing your contacts to see if you are available. The following status settings are available:

Royce Fryland
Available ▾

Available
Busy
Do Not Disturb
Be Right Back
Off Work
Appear Away
Reset Status
Sign Out
Exit

Find someon

GROUPS

▷ FAVORITES

IF YOUR STATUS IS:

IT MEANS, YOU ARE:

|		
✓	Online*	Online and present
🕐	Be right back**	Briefly away from your computer
🕐	Not present*, **	Logged on, but has been away from the computer for some time
🕐	Not at work**	Not at work or not available
●	Busy*, **	Working, do not disturb
●	On the phone*	On a call via Skype for Business (two-person call)
●	In a meeting*	In a meeting (via Skype for Business or Outlook)
●	In a conference call*	In a Skype for Business conference call (Skype meeting with audio)
⊖	Do not disturb**	Do not disturb. You can see chat messages, but only if you both are in the same workgroup
⊖	Presenting*	When you're presenting a Skype for Business meeting
⊕	Absent	When you've created and Out of office automated reply in Outlook
○	Offline*	Not logged on
?	Presence Unknown	Status unavailable

* Set automatically based on keyboard activity or your Outlook calendar.

** You may yourself change your status to this, whenever you want.

CREATE
A GROUP

You can create a group for each team you are a member of, so that you can quickly see who's available, or you can communicate with the entire team at once.

1. Click the "Add a contact" button
2. Then choose "Create group"
3. Name the new group
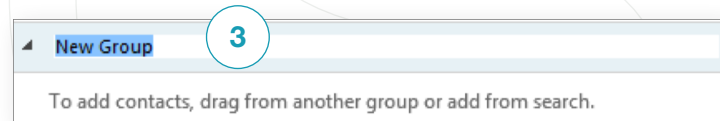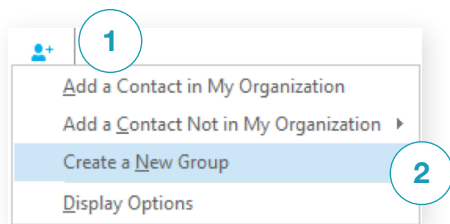
SEND A
CHAT MESSAGE

The chat message feature allows you to get in touch with your contacts immediately.

1. Select the person you want to chat with. If you want to chat with several people at the same time, press the "Ctrl" key and click each name
2. Move the cursor over the picture and click the chat button
3. Type your message, and press "Enter" to send
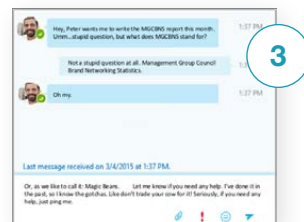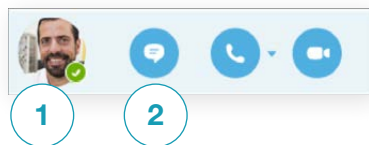
WANT TO ADD
OTHERS TO
THE CHAT?

You can drag a contact into the chat window in the main window in Skype for Business
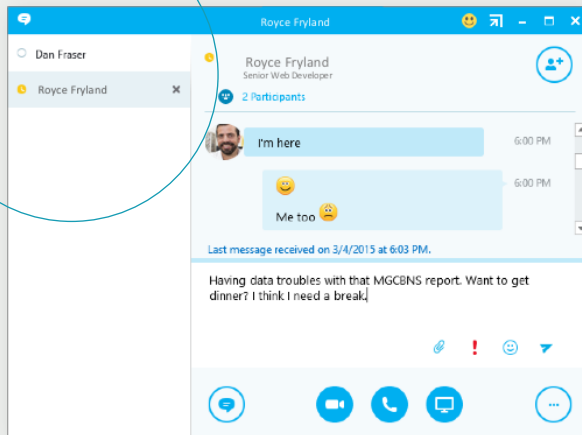
ADD AUDIO AND
VIDEO AND
SHARE FILES IN
A CHAT

Add video

Add audio

Share your desktop or an applikation such as PowerPoint

More options
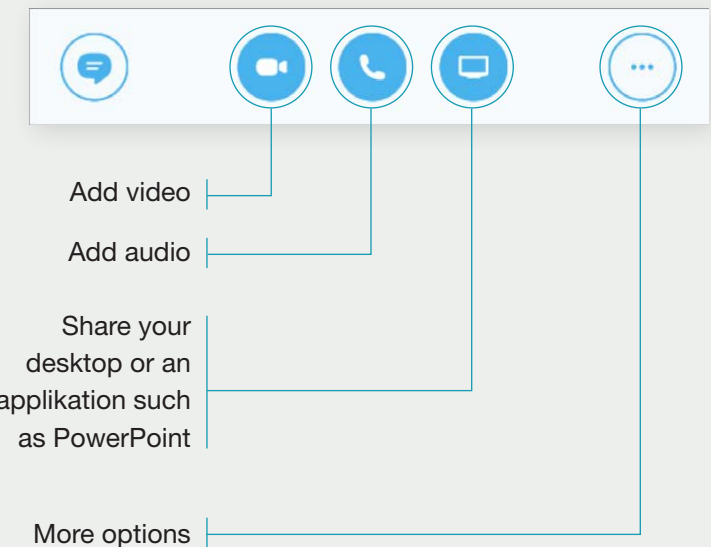
SWITCH BETWEEN CALLS

If you have several ongoing chats, Skype for Business displays them all in one place so that you may switch between them.

Click a tab to the left to see a chat.

FIND A PREVIOUS CHAT

Skype for Business automatically saves your chat conversations if you use Outlook and Exchange. To view or continue previous conversations or to see missed calls, you must:

1. Click the call tab
2. Click the "All" or "Missed" tab If you can't find the conversation you're looking for, click "View more in Outlook" at the bottom of the list
3. Then double-click the conversation you want to open