

Microsoft® Skype® for Business 2015 Quick Reference



Exploring the Microsoft Skype for Business 2015 Interface

Microsoft Skype for Business 2015 is client software that provides you with the ability to display your contacts' presence information (including contact availability, a personal note, and working location) in real-time, allowing you to determine when and how to best communicate with them. Various modes of communication are available including the following: instant messaging (IM), one-on-one phone calls, as well as online meetings and conferences with audio, video, and various collaboration tools. Skype for Business also integrates with Microsoft Office, allowing you to see your contacts' presence status from within an application, as well as schedule and join Skype for Business meetings from Outlook. If desired, enterprises may integrate Skype for Business with their phone systems to provide additional phone call and communication functionality (which may slightly alter the appearance of the user interface).

Skype for Business Main Window — Appears when Skype for Business is started. It is the primary window used to search for and manage contacts, as well as initiated communication.

Presence Area — Displays your presence details and allows you to adjust them as required. See "Customizing Your Presence and Contact Information" on page 2 for more information.

Contacts — Click the tab to display your contacts, including their presence details.

- The **Groups** view (shown to the right) lists contacts according to the groups in which they are stored.
- The **Status** view lists contacts according to their current availability.
- The **Relationships** view lists contacts according to the privacy relationship setting for a contact. See "Changing Privacy Relationships" on page 3 for more information.
- The **New** view lists people who have added you as a contact.

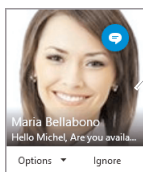
See "Working with Contacts and IM" on page 3 to learn how to locate people, add them to your Contacts List, and create custom groups.

Notifications — Much of the communication that takes place when using Skype for Business begins with a notification appearing in the lower-right corner of your Desktop. A notification identifies the person who is attempting to contact you, as well as the communication mode (e.g., instant message, phone call, conference call, etc.). In addition, each notification is used to either accept, redirect, or decline the incoming request. Below are some examples:

Accepting an Incoming Request — Click the notification message to accept an incoming request. A window will appear allowing you to communicate using the chosen mode, although it can also have additional options to enable (or disable) other communication modes or tools as desired.

See the appropriate sections later in this document for more information regarding how to manage various communication modes, as well as how to accept, redirect, or decline incoming requests.

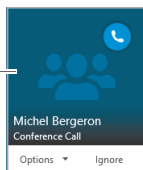
Instant Message Notification



Phone Call Notification

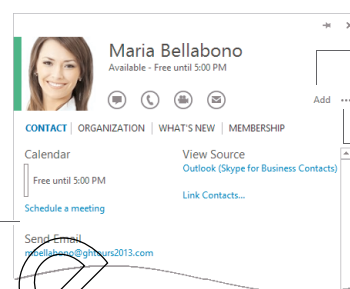
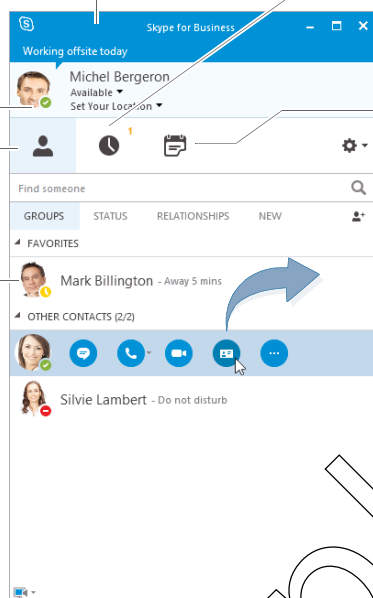


Conference Call Notification



Conversations — Click the tab to display recent instant message conversations, missed instant messages, and missed phone call details. The **View More in Outlook** link at the bottom of the window can be used to launch Outlook and look in specific folders to display details.

Meetings — Click the tab to display meetings scheduled for today. You can join meetings from this view.



Click the **Add** link to add the person as an Outlook contact.

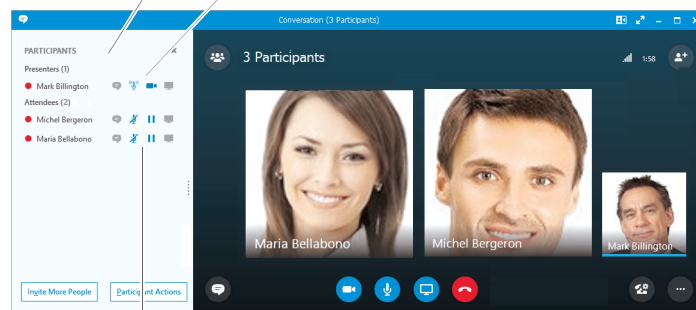
Click to access additional commands, to link contacts and tag them for status change alerts. See "Tagging Contacts" on page 4 for more information.

Contact Card — Appears when you click or point to a contact's picture, and then click the **See Contact Card** button. It allows you to view details about a contact, including their organization details, as well as initiate communication: **Send an IM** , **Call** , **Start video call** , and **Send e-mail message** .

The example shown below is of the **Conversation** window. It is used during conference calls and Skype for Business meetings to manage all aspects of the session. In this example, the participants list is displayed identifying both presenters and attendees. The area next to participant names also indicates any modes or features being used or disabled. The Conversation window can take on different forms based on the selected view and the features being used.

Participants engaged in conversation.

Participant (presenter) with audio and video enabled.



Participants (attendees) with audio muted and video paused.

Featured Objectives

PAGE 1

Exploring the Microsoft Skype for Business 2015 Interface

- Learn about the uses of Microsoft Skype for Business 2015, as well as the user interface and its screen components.

PAGE 2

Getting Started

- Learn how to sign in to and sign out of Skype for Business 2015, as well as manage your presence status and your personal contact information.

PAGE 3

Working with Contacts and IM

- Learn how to locate people, build and arrange a contacts list, participate in instant message conversations, tag contacts, and change privacy relationship settings.

PAGE 5

Using Basic Voice and Video

- Learn how to make and manage both voice and video calls, as well as set up audio and video devices.

PAGE 6

Conferencing and Collaboration

- Learn how to start a conference call, schedule and join Skype for Business meetings, set Skype for Business meeting options, and use various collaboration tools.