

## **An Introduction to Skype for Business**

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Skype for Business is a communication tool that allows users to collaborate in real-time via text chat, audio/video chat, and desktop sharing. Skype for Business talks with Exchange 2013 and Unified Messaging and allows users to see when others are available to collaborate.

Skype for Business is available to faculty and staff and can be downloaded for free from the UIS WebStore (<https://webstore.uis.edu>), and is searchable under “Lync”.

### **Newer Features of Skype for Business**

Skype for Business comes with several features improving usability and function!

- Persistent chat rooms that facilitate ongoing discussions and privacy level control.
- New “Favorites” group feature.
- New contact list display options (IE: by group, status, relationship, new, etc.)
- Tabbed conversations keep Skype for Business more organized.
- New video features including one-click video calling, gallery view (shows attendee simultaneously)
- Join meetings with one click, whether from a computer or mobile device.
- Use shared OneNote files to collaborate during meetings.
- Skype for Business App now delivers full Skype for Business experience.

## The Skype for Business Interface

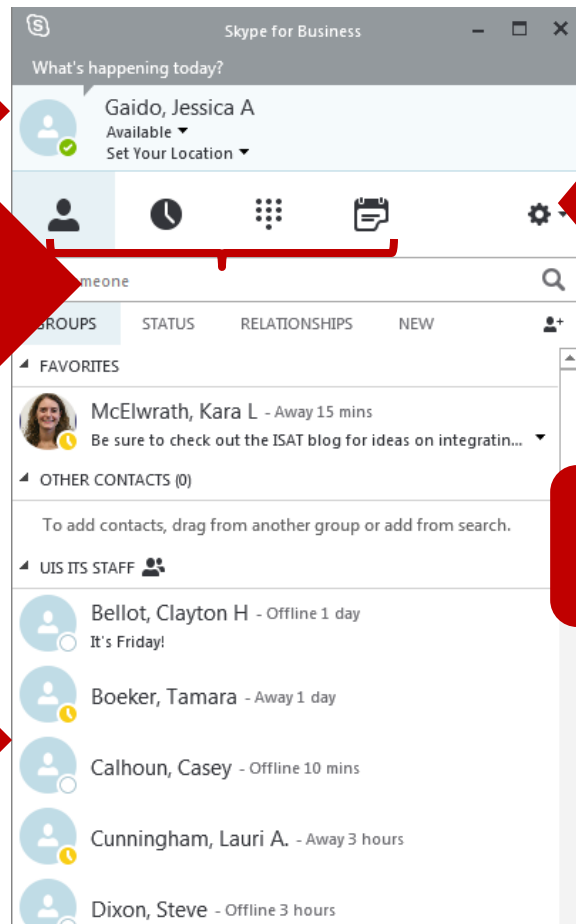
Enter a status, or update your availability and location

Type a name in the toolbar to search for a display an individual contact or group

Click the wheel for more options

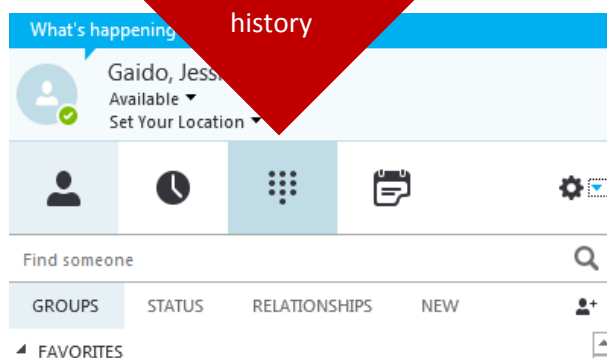
Send emails, instant messages, or directly call your contacts

Roll your cursor over a contact to display contact options



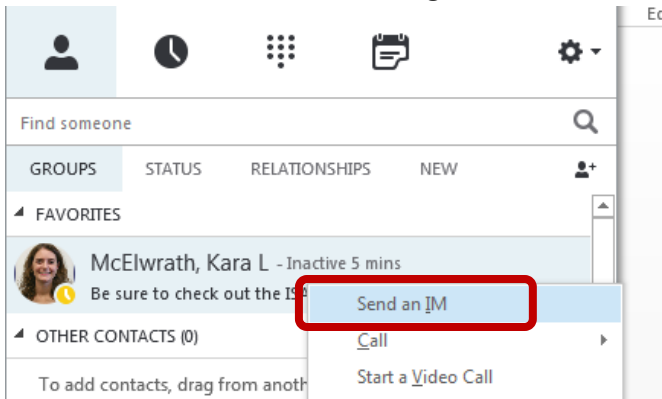
*At the top, there are various options that are related to your phone and voicemail.*

Click here to view phone chat history

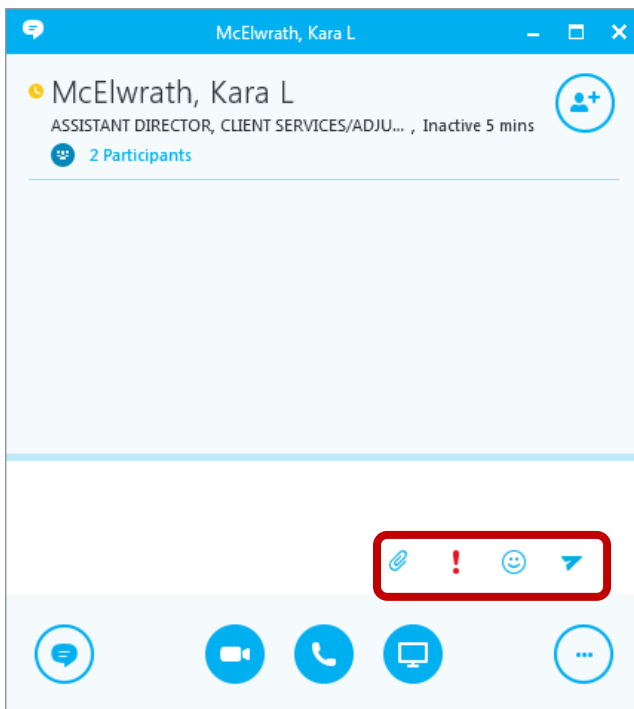


## Chat

1. To chat with a user, roll your mouse over their name, and double click or right click, and choose to **send an instant message**.



2. Enter your message in the blank box, and **enter** to send the message. In the text box, click the **paperclip** to attach a file, the **exclamation** to mark as high priority, the **smiley face** to add emoticons and the **arrow** to send the message.

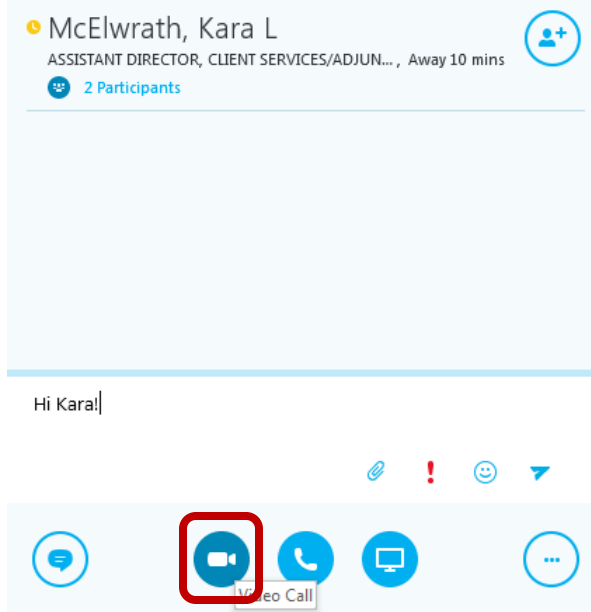


3. If a message is sent to you and missed, an email will be sent to your account with the missed conversation.

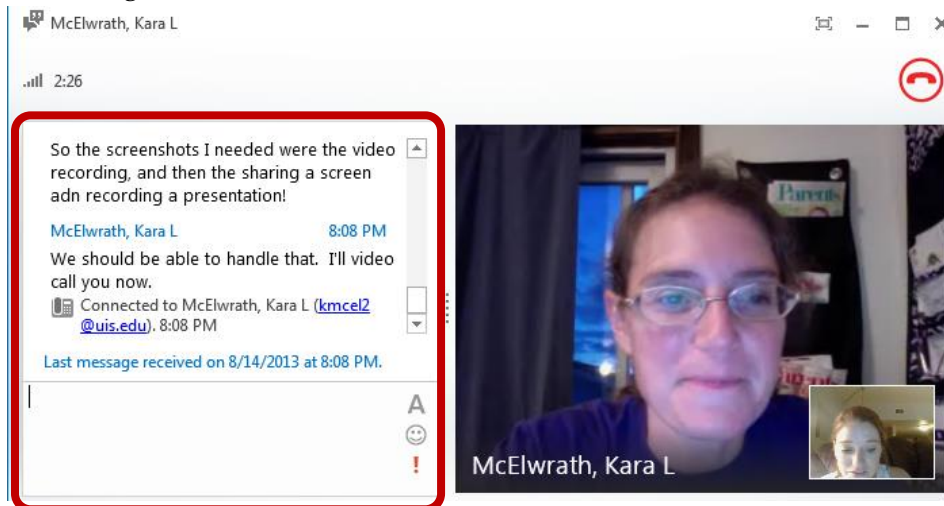
## Using Video

To use the video feature, it is necessary to have a webcam. If you do not have a webcam, they are available for checkout in the Media Lab in Brookens 180. To include video in your meeting,

1. To use the video feature, choose the **video icon**.



2. Students also have the option to add video. Whoever is actively speaking will show up in the large video window.

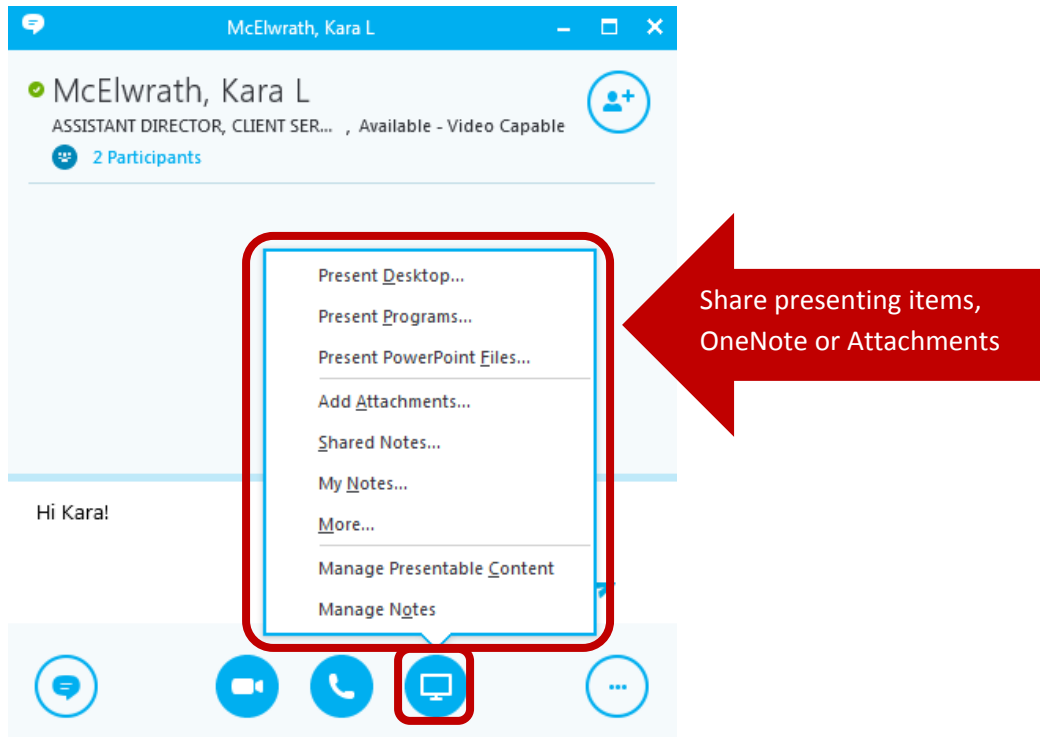


## Share Applications

A feature of Skype for Business is the ability to share different information with other users. When chatting with an individual or group of people, users can share attachments, desktops, other programs, PowerPoint presentations, a whiteboard, or even polls to their collaborators.

To share,

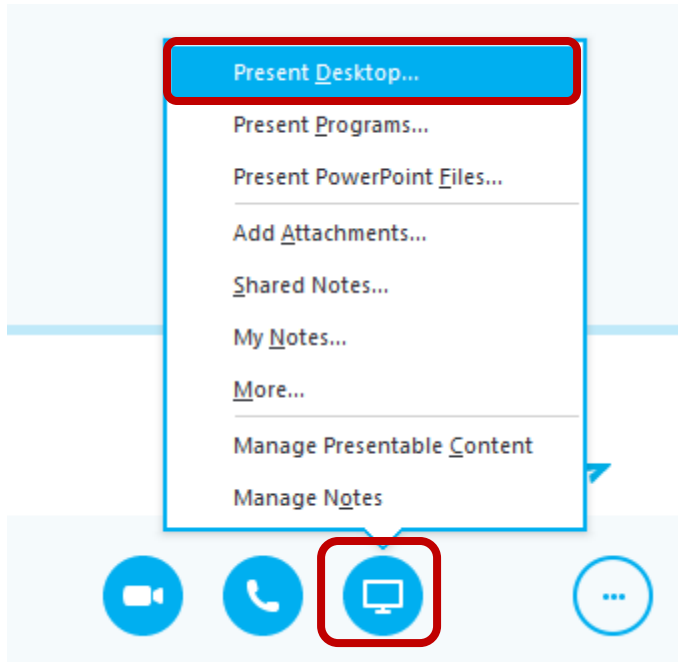
1. Choose **monitor icon**, and choose from the options along the top what you would like to share with other collaborators.



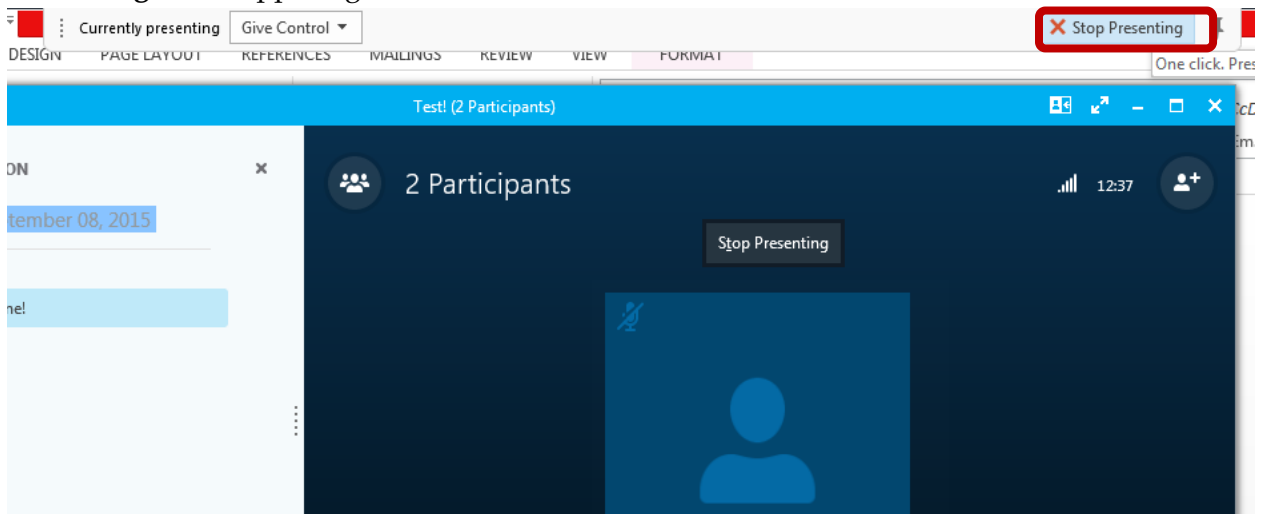
### *Desktop*

To share a monitor screen,

1. Choose the monitor, and select the **Present Desktop**.



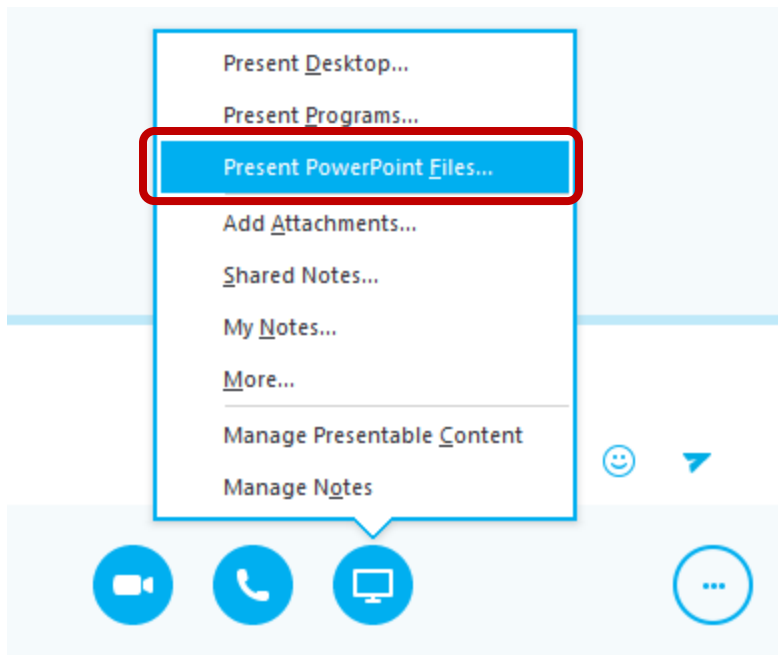
2. Your entire desktop will then be shared. To stop sharing your screen, click **Stop Presenting** in the upper right corner.



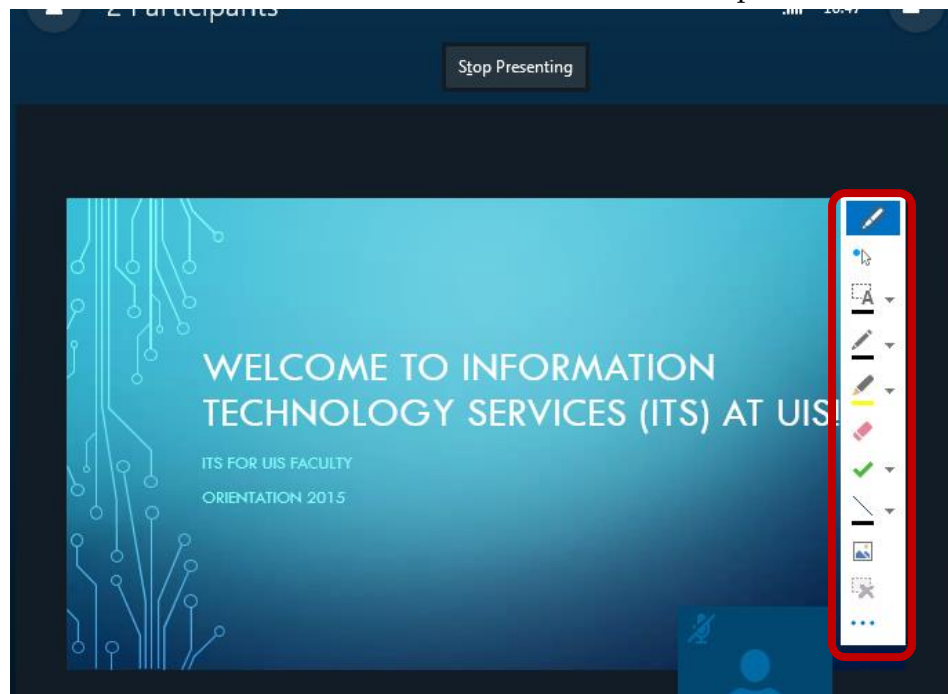
### *PowerPoint*

To share a PowerPoint Presentation,

1. Click the **Monitor icon**, and choose **Present PowerPoint Files**. Browse through your files to locate the presentation and click **Open**.



2. The presentation will now appear on the stage for other users to view as well. Use the tools at the bottom of the screen to navigate through the presentation. At the top right corner, select the edit icon to make edits and annotations to the presentation.



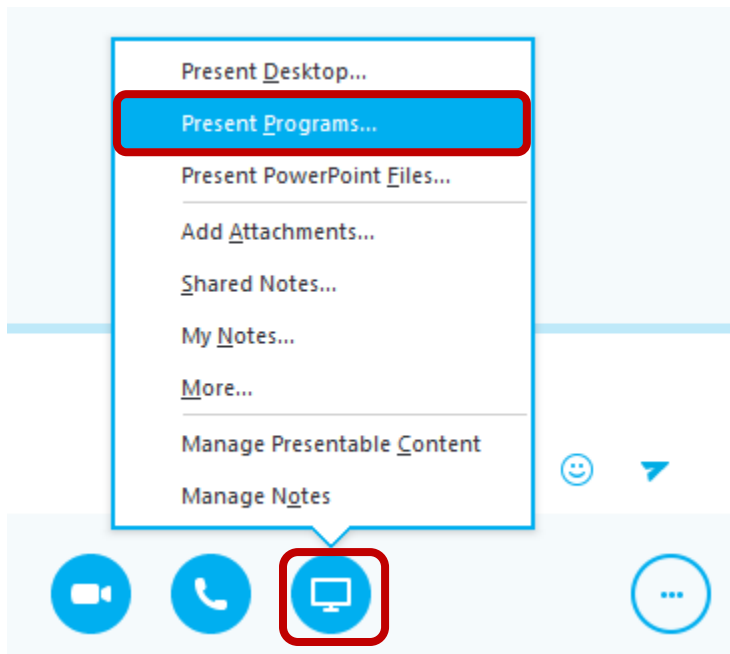
3. Presenters can also give control of their presentation to others by selecting the option at the **top of the screen, Give Control**. Those presenting can then utilize the annotation tools and navigate the presentation as they would as the original presenter!



### *Programs*

To share a program with other users, the program must be opened on your desktop. To share a program,

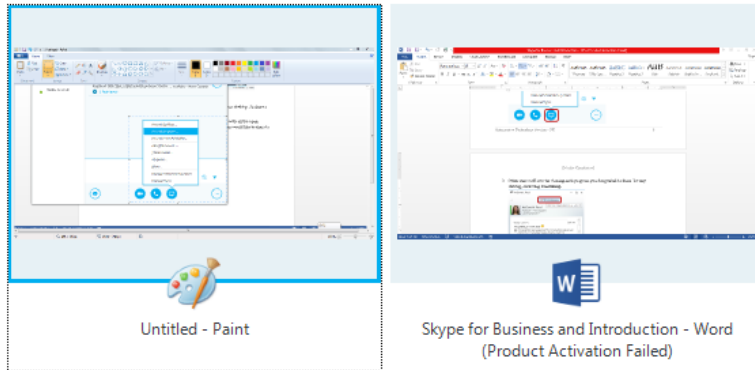
1. Select the **Monitor icon** and choose **Present Program**. A box will appear with all the open programs on your desktop. Roll the cursor over each program you would like to share to **check the box**. Click **Present**.





[Not for Circulation]

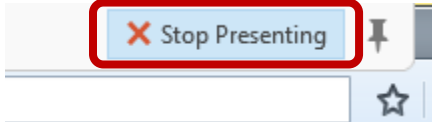
## Present Programs



Don't see the program you want to present?

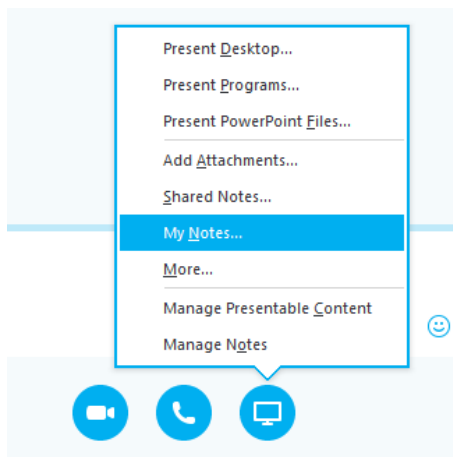


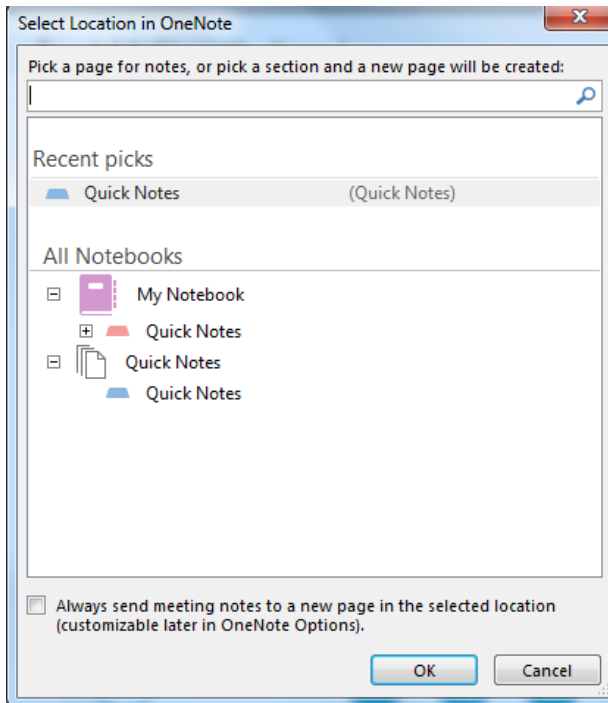
2. Other users will now be viewing each program you designated to share. To stop sharing, click **Stop Presenting** at the top right of the screen.



## OneNote

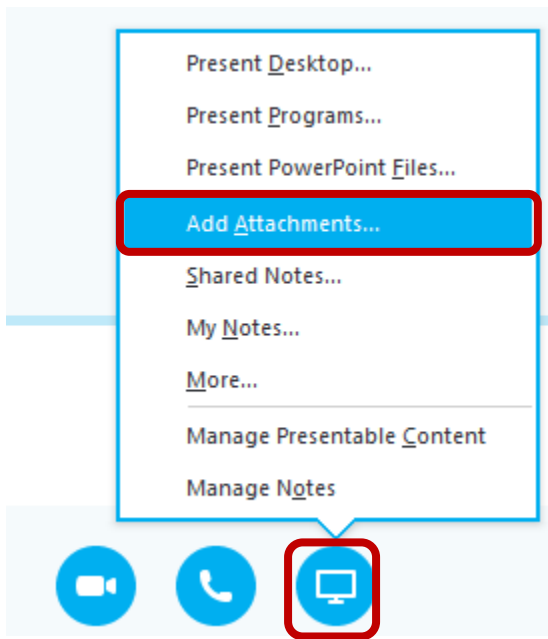
To share OneNote notes with others, click the **Monitor icon**, select the **My Notes**, and choose the notes you would like to share.





### *Attachments*

The sharing attachments feature has relocated. It is now located within the rest of the sharing options. Select the **Monitor icon**, and choose **Add Attachments** and then select **the attachment you want to share**. The attachment will then be shared.



## Switch presenters

Users have the option of switching which user has control of the screen. When a program is being presented on the screen, those who do not have control have the option to request control of the screen. To request control,

1. Click **Take Over as Presenter** above the item being shared.



2. The user currently in control must approve the user requesting control. When they do, the screen will then become in control of the other user. For PowerPoint presentations, that user will now be able to control the pace of the presentation. For other programs such as Word or Excel, that user will now be able to edit the shared document live.

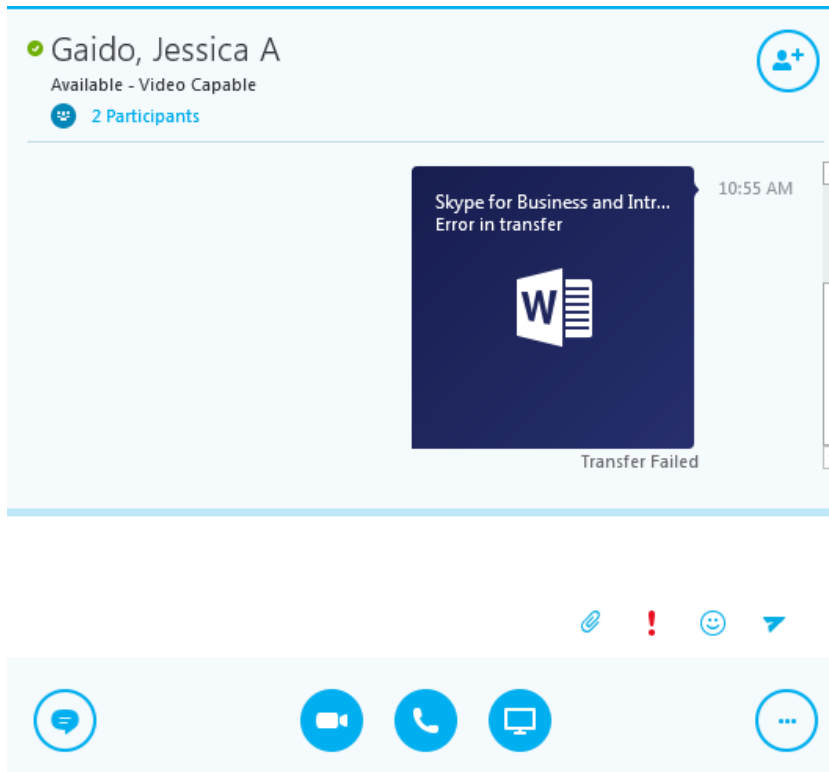
## Integration with Office 2013

After installing Skype for Business on your computer, the add-in will appear in other Office programs. Under the **Review** tab will appear **Share** options. With Skype for Business open, users are able to share documents in other Office programs directly to other users while they are in the Office applications.

1. Choose how you would like to share the document.



2. Choosing **Share Now** will prompt Skype for Business to appear. Users can then select a contact(s) to share with, and the screen will be shared with those contacts.
3. By choosing **Send by IM**, the file will be sent as an attachment for the specified user(s) to view.



## Adding a Picture to your Skype for Business Account:

A picture can be added to your Skype for Business account by emailing Kara McElwrath with ITS Client Services. The pictures need to be 96 x 96 and under 10 KB in size. Help to resize your photo correct can be given if needed.

## Using Skype for Business Web Scheduler

To use Skype for Business Web Scheduler while **on** campus, go to:

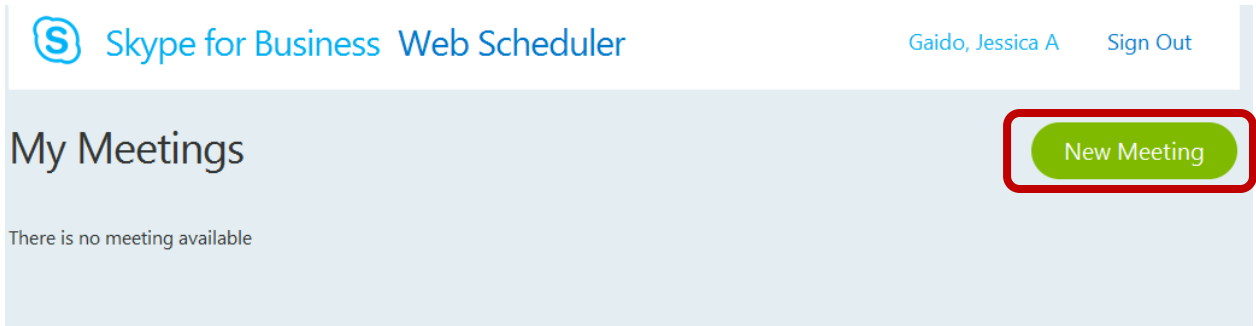
<https://uislync2013.uisad.uis.edu/scheduler/>

To use Skype for Business Web Scheduler while **off** campus, go to:

<https://uislync2013.uis.edu/scheduler/>

To create a meeting with Skype for Business Scheduler,

1. After signing into Skype for Business Scheduler, click **New Meeting**.



2. Fill out the information then click **Save and Send**. The meeting information will be sent to the indicated participants.

## Using Skype for Business from Other Locations

Users are still able to join meetings and conference calls if they do not have Skype for Business installed on their computer through using the Skype for Business Web App.

- After clicking the link to the meeting, users can select to use the **Web App**.

## Skype for Business Web App

Guest, type your name below

Remember me

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

Sign in if you are from the organizer's company

- Enter your name and select **Join the meeting**. Users will then be prompted to log in with their credentials. If logging in on a PC, users will see below:



## Skype for Business Web App

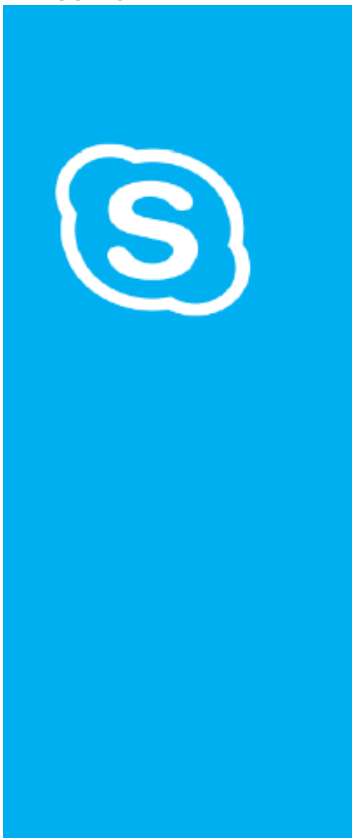
Identifying, please wait...

Install Skype for Business  
By joining the meeting

Signing In

A dialog box titled "Authentication Required" with a question mark icon. It contains the text "Enter username and password for https://uislync2013.uisad.uis.edu". Below this are two input fields: "User Name:" and "Password:". At the bottom are "OK" and "Cancel" buttons.

- If logging in on a Mac, users will see below:



## Skype for Business Web App

User name

Password

Remember me

Install Skype for Business Web App plug-in

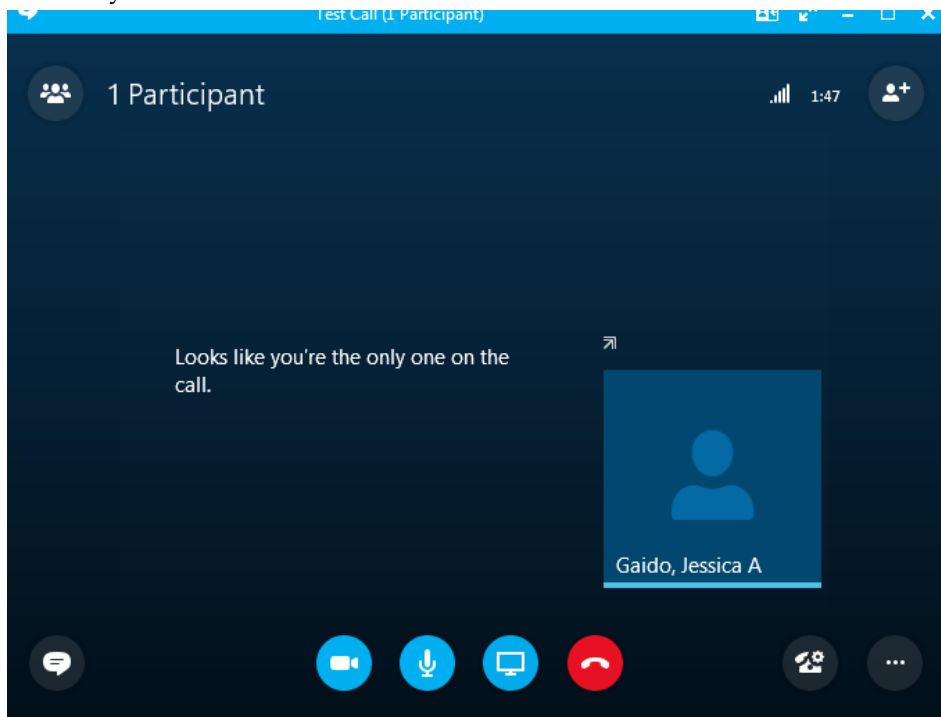
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

Sign in as a guest to the meeting

Join using Lync for Mac or Communicator for Mac

- Follow the simple installation instructions, and the user will be able to join the meeting from anywhere!



## Additional Information

For more information (including training videos and additional resources), please visit the Skype for Business webpage at

<http://www.uis.edu/informationtechnologyservices/iss/msync.html>