



Skype

for Business

OED User Guide

Accessing Skype

Last Updated: October 01, 2019

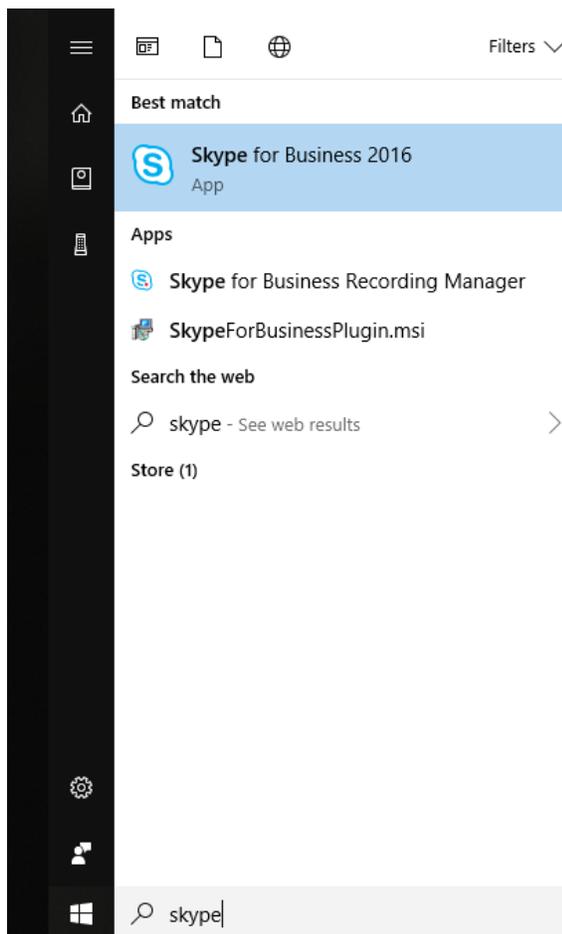


Accessing Skype

Starting Skype for Business

Click the Windows start button at the bottom-left of your screen and type “Skype”. Then click on the Skype for business application that appears.

NOTE: If your menu does not say “Skype for Business 2016” please contact the Help Desk.



Signing into Skype

When you first open Skype through the Windows Start Menu, it will ask you for your credentials. At this point, please enter your email address and network password. You may also click on the "save my password" box so you don't have to enter it over and over. Then proceed and press "Sign In."

Skype for Business

Sign in



Sign-in address:

[Change](#)

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

User name:

Examples:

Skype for Business Online users: username@domain.com

All other users: domain\username

Password:

Save my password

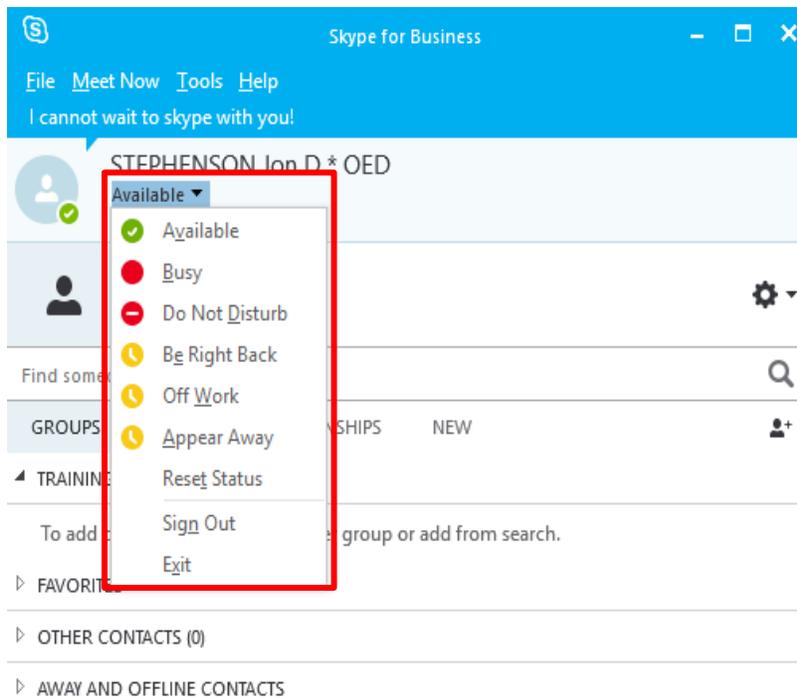
Sign in as:

Available ▾

[Sign In](#)

Setting Status

Your presence status is automatically set based on your Outlook calendar but you can change it temporarily if you want to by clicking on the status drop down menu. Presence status is a quick way for other people to see whether or not you're free to chat. Here are the presence settings you can change:



If your presence is: **It means you are:**

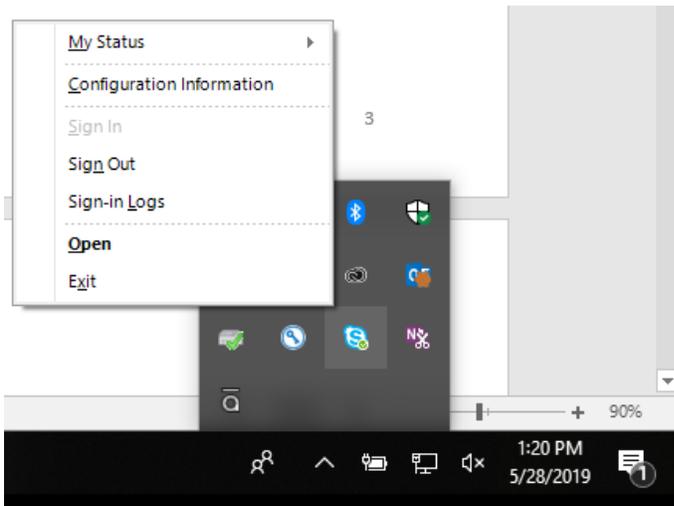
| | | |
|---|-----------------------|---|
|  | Available* | Online and available |
|  | Be Right Back** | Away from your computer briefly |
|  | Away*, ** | Logged on, but have been away from computer for a period of time |
|  | Off Work** | Not working or not available |
|  | Busy*, ** | Hard at work and shouldn't be interrupted |
|  | In a call* | In a Skype for Business call (two-party call) |
|  | In a meeting* | In a meeting (using 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 want to be disturbed. You will see IMs, but only if you're both in the same Workgroup. |
|  | Presenting* | Giving a presentation |
|  | Out of the office | Set to OOF in your Outlook Calendar |
|  | Offline* | Not signed in |
|  | Unknown | Presence can't be detected |

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

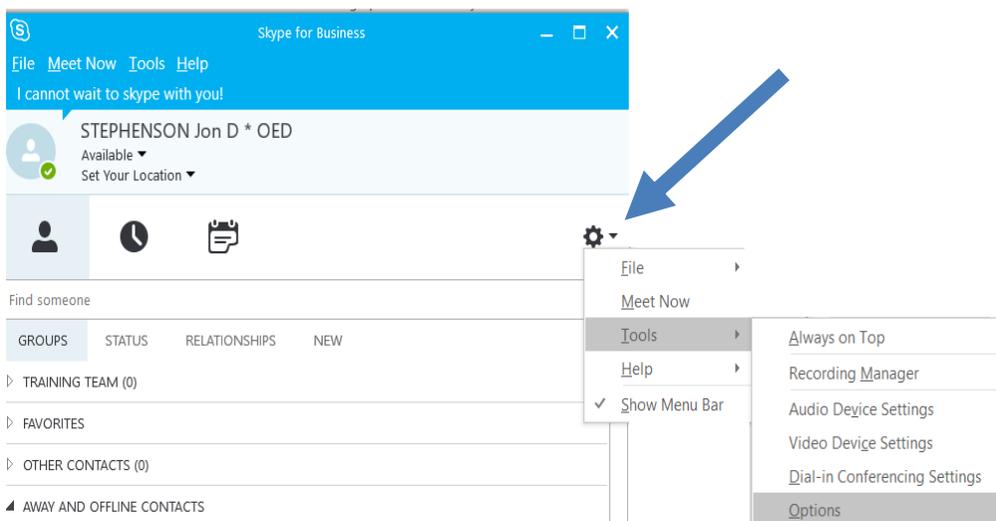
** You can set your presence to this anytime you want.

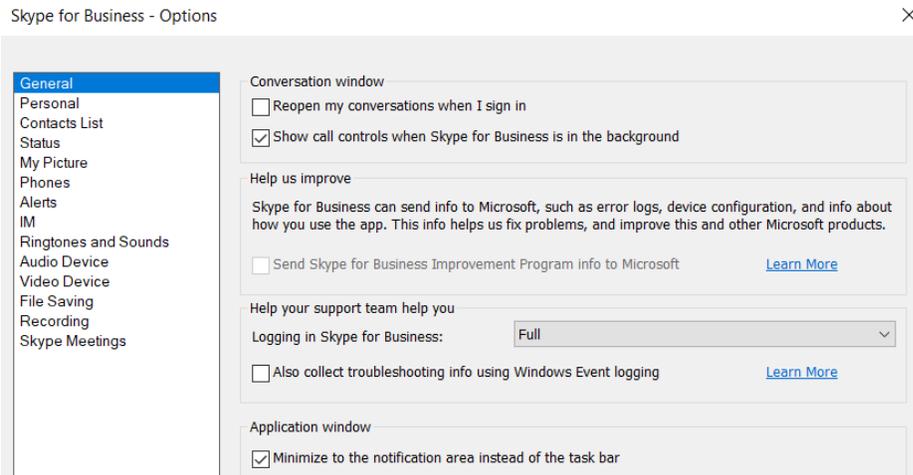
Minimizing Skype

If you minimize skype, you will find it automatically goes down to your system tray. You can click on the arrow in the bottom right and then click on the skype icon to open up a context menu that will allow you to **Open** Skype. Note that people can still send you messages when skype is minimized. You have to set your status to “Do Not Disturb” or “Busy” – or sign out of Skype – in order not to receive immediate communications.



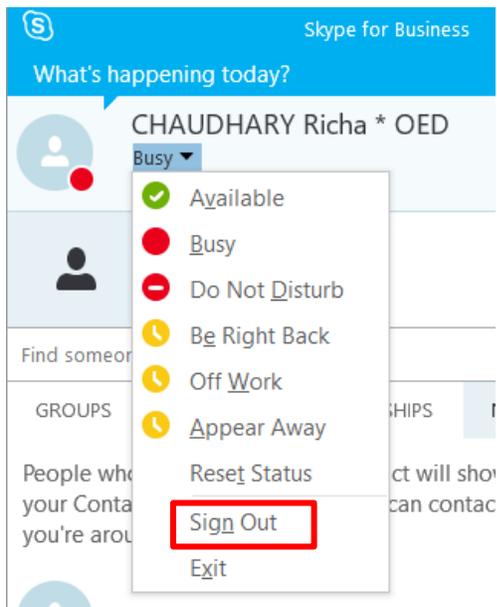
If you'd like Skype to minimize to your Task Bar, you can change that option by selecting “Tools” then “Options” and unchecking the box under Application Window under the “General” tab.





How do I sign-out of Skype?

To sign out of Skype, click on the status drop down menu and select “Sign Out”. To reactivate skype, you will need to sign back in.



What are these different icons?

NOTE: We currently do not have access for you to upload a profile picture.

The image shows a screenshot of the Skype for Business application window. The window title is "Skype for Business". The main content area displays a search bar "What's happening today?" and a list of contacts. The contact "Stephen, Moira" is highlighted, showing a profile picture, a green availability status, and a "Set Your Location" dropdown menu. Below the contact list, there are three icons: a person icon, a clock icon, and a calendar icon. To the right of these icons is a gear icon representing the options menu. The interface also shows a "Find someone" search bar and a list of contacts under "FAVORITES" and "OTHER CONTACTS (2)".

Your status information
if you have uploaded a profile picture, it will appear here with the coloured icon indicating your availability. Enter text in the box above it to let others know what you're up to, change your availability using the drop- down menu, or add your location.

Tools and communication

- Contacts
- Conversations
- Meetings

Options menu
Close, sign out or exit
Change settings for:

- Login
- Contact display
- Your status
- Showing/hiding your picture
- Audio and video devices

Main viewing and interaction area changes depending on the tool you are using. Contacts options displayed.