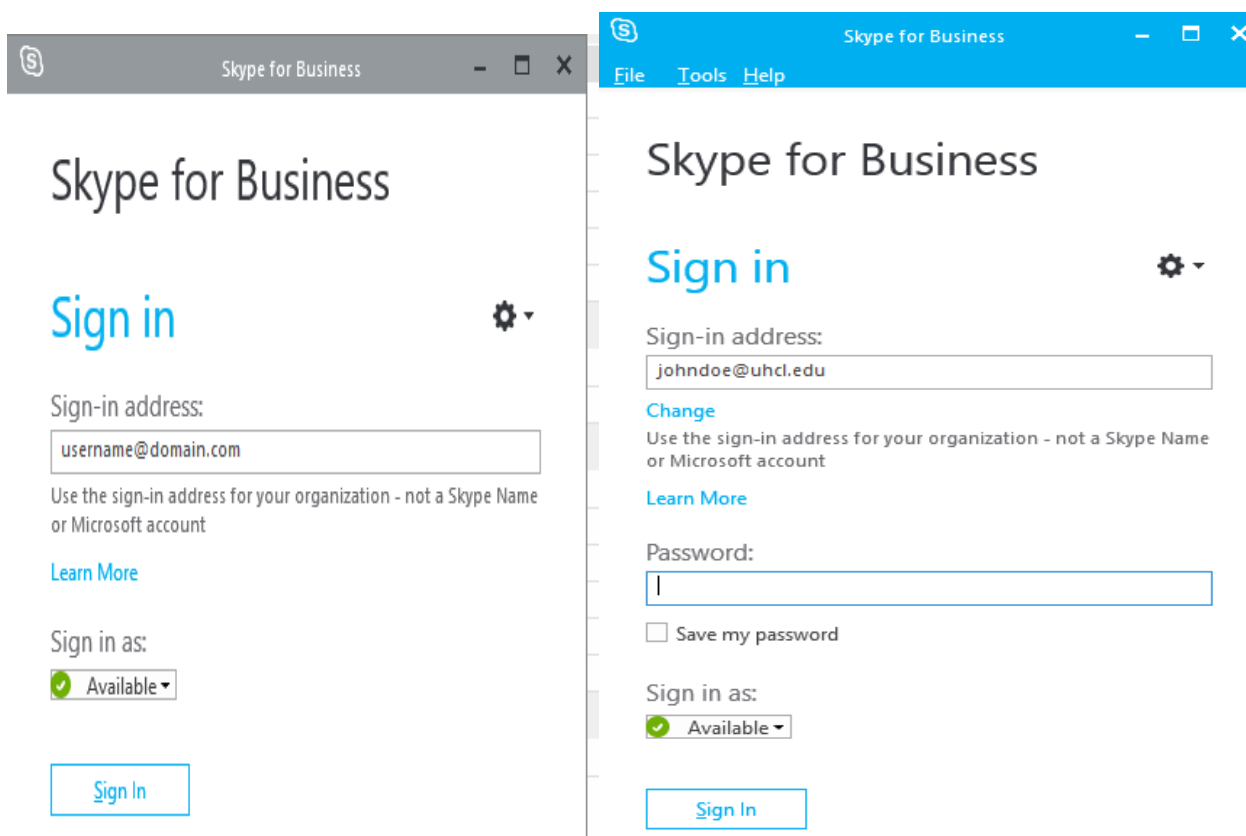


Skype for Business – Windows 10

Sign in to Skype for Business

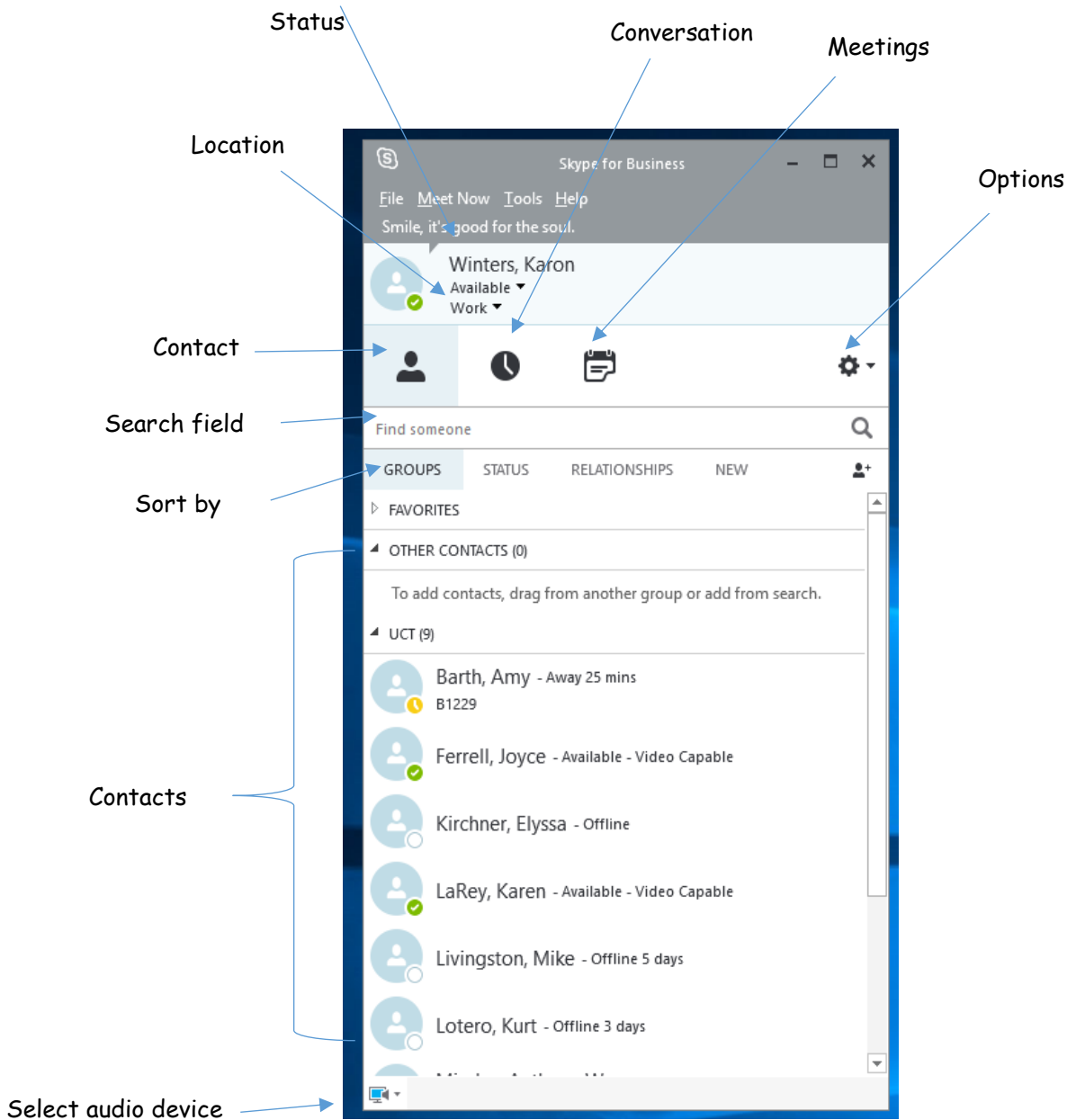
To start Skype for Business 2016:

- Click on the windows icon in the lower left corner of the screen. Or, click in the Windows search area and type in Skype.
- Scroll down to Skype for Business 2016, click on it.
- Enter your UHCL email account as the sign-in address. i.e. johndoe@uhcl.edu click on Sign In.
- Enter your UHCL domain password and click Sign In.
- Do not check the “Save my password” box.



The Skype for Business Window

The Skype for Business window is your gateway to all of the communication tools that are available.

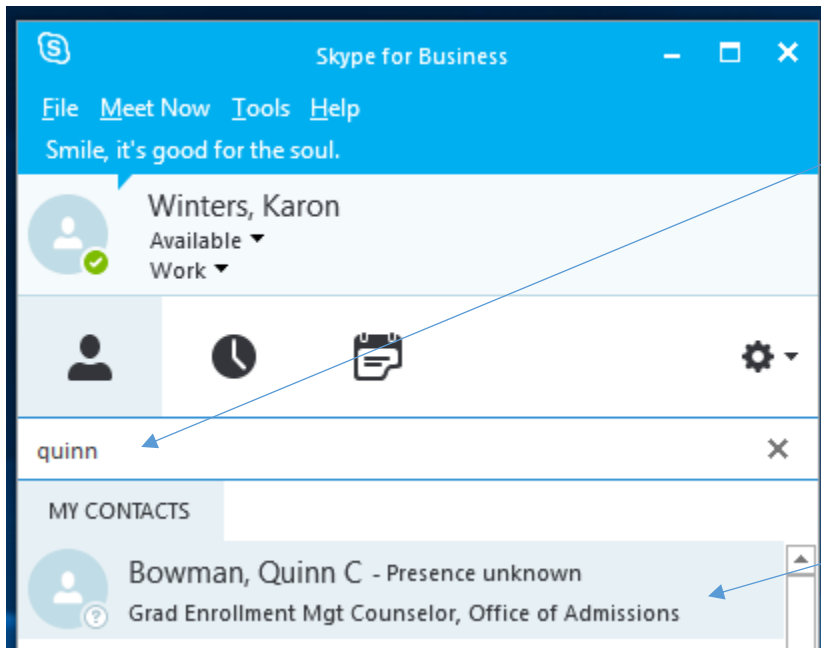


Add a Contact

Create a Contact entry for people that you communicate with often; it makes communicating easy.

To add a Contact:

- Type a name in the **Search** field.
- The person's contact information appears in the area below the Search field.
- Right-click the **name of the person** you want to add as a Contact.
- From the menu that appears, select **Add to Contacts List**.
- Select the desired **Contact Group**.



Type name of
the person here

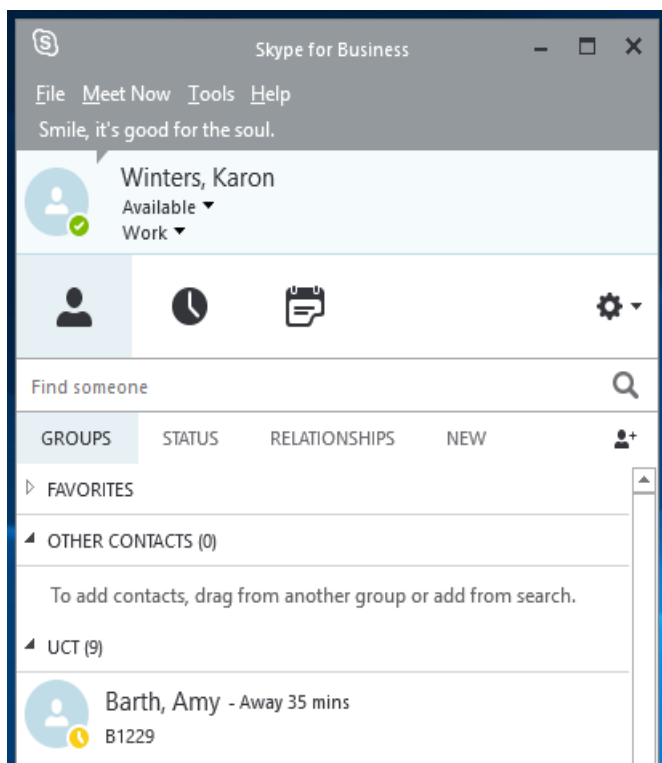
Right click and choose **Add to
Contact List**

Create a Contact Group

Create groups to help you organize your Contacts. Create as many groups as you need for college, department, project team, students, family or friends.

To create a Contact Group:

- Click the **Add a Contact** icon.
- From the menu that appears, select **Create New Group**.
- A New Group heading appears at the bottom of the window.
- Click on **New Group** then type the **desired name** for the new group.



Add a contact, create a group, and customize the Contacts list

Existing contacts can be moved or copied to a new group by dragging and dropping the contact from one group to another OR right click on the contact to choose from the dialogue box of actions.

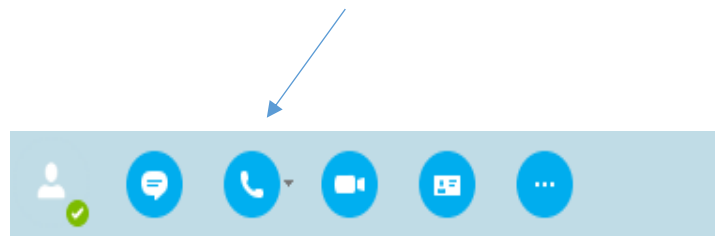
To move or copy a Contact to a group:

- From the menu that appears, right-click on a **Contact** and select **Move** or **Copy**.

Calling a Contact

To call a Contact:

- Hover your cursor over a Contact's picture.
- Click the Handset button that appears.

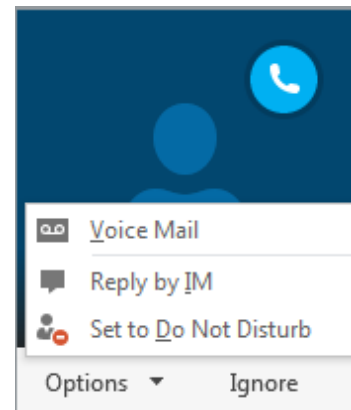


Answer a Call

When you receive a phone call, a Call Invitation alert appears in the lower right corner of your screen.


Choose an answering option:

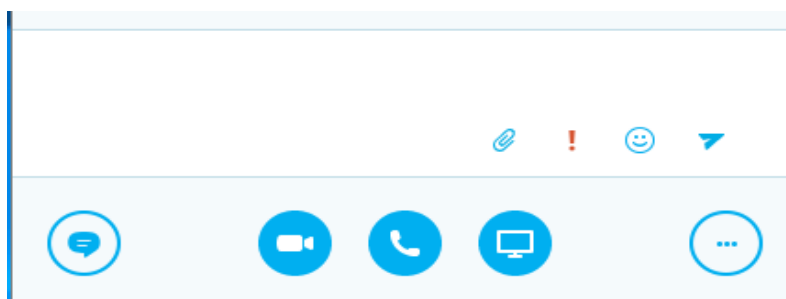
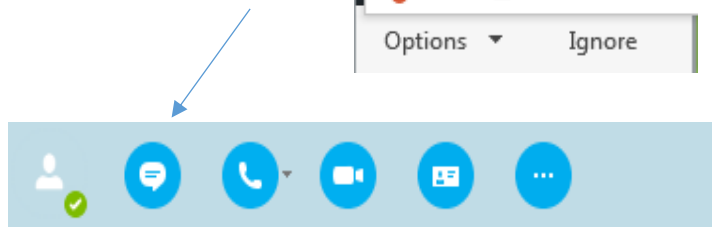
- Click anywhere on the **alert**.
- Click **Ignore**.
- Click **Options** to send the call to voice mail, to reply with instant message (IM) or set status to Do Not Disturb.



Send an Instant Message

To send an Instant Message (IM)  :

- Hover your cursor over a Contact's **picture**.
- Click the **IM** button that appears. 
- Enter the desired message in the message input area of the IM window that appears.

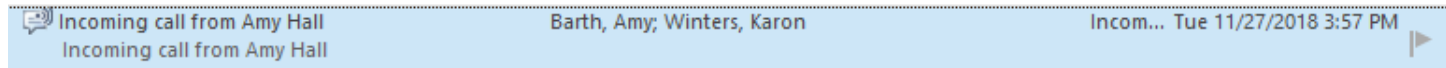


- Press **<Enter>** to send the message.
- Click the **Options** icon (circle with 3 dots) below the message input area to change the font style, size or color.

- Click the emoticon (smiley face) to choose from an array of emoticons that accurately convey your emotional state.

View Missed/Incoming calls in Outlook

When you have a missed call, a missed call notification appears in your Outlook Inbox under a folder called **Conversation History**.




To view missed calls in Outlook:

- Go to your Outlook **Inbox**.
- Open any **email** with Incoming/Missed Call to review the details.

Incoming call from Amy Hall

Barth, Amy; Winters, Karon

From : Amy Hall
Sent : Tue 11/27/2018 3:57 PM
Modes : 

Incoming call from Amy Hall

Duration: 46 Seconds

Amy Hall

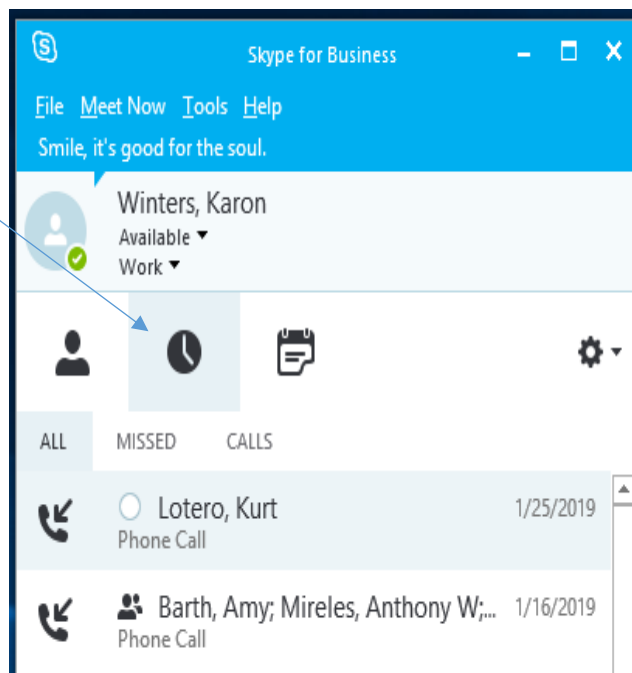
Work:
Mobile:
Email:
IM:

Contact information shows here.

Skype for Business

To view your recent calls within Skype for Business.

- Click on the **clock icon**.



Information for Skype for Business Meetings and Conference Calls

There are four classifications for meeting participants:

Organizer – the person who schedules a meeting or conference call.

Leader – the first person to connect to the Skype meeting.

Presenter – can invite others to an active meeting. During a meeting, a Presenter can change the classification of other Presenters to an Attendee. Only a Presenter can record a meeting, distribute files and share items, such as the desktop, a program, whiteboard and conduct a poll. By default, all faculty and staff members are a Presenter. If desired, the meeting Organizer can change the permissions level of any participant from Presenter to Attendee before the Meeting Invitation is sent. This is done using Meeting Options.

Attendee – can initiate instant message (IM) conversations and view shared items.

By default, meeting participants who dial-in from a non-Skype for Business must wait in the lobby until a Leader dials-in. The first person to dial-in from a Skype for Business phone becomes the Leader and anyone waiting in the lobby can be given access to the meeting.

Before sending a Meeting Invitation, the Organizer can change the Meeting Options. It is very important to change Meeting Options before sending the Meeting Invitation because changing the options can potentially change the meeting link and Conference ID. The Conference ID is assigned by Skype for Business and appears in a Meeting Invitation. Meeting options include:

- Everyone waits in the lobby except the Organizer
- No one waits in the lobby
- Only the Organizer is a Presenter

Set options for online meetings and conference calls

When scheduling online meetings, you can use the **Meeting Options** dialog box to help you determine who should wait in the lobby before being admitted to the meeting, who should have presenter privileges during the meeting, and the level of participation allowed for meeting attendees.

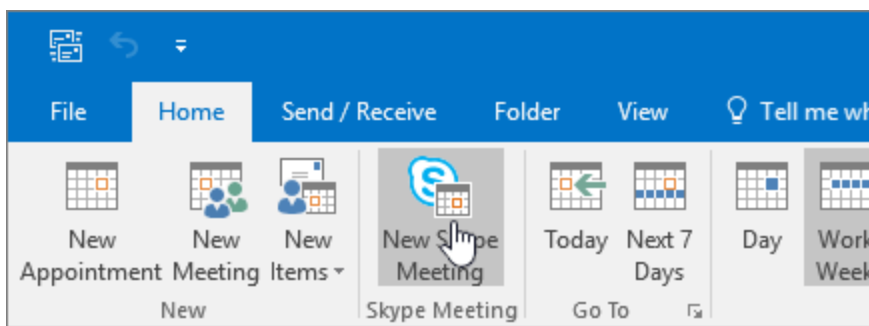
If you are scheduling an online meeting with people outside your organization or if it is expected for the meeting information to be shared with a large number of people, it is recommended that you change the “These people don’t have to wait in the lobby” option from “Anyone (no restrictions)” to “Anyone from my organization” in order for the presenter(s) to be able to moderate who is admitted to the meeting.

Note: These options apply to users joining an online meeting using Skype for Business or dialing in using their phones.

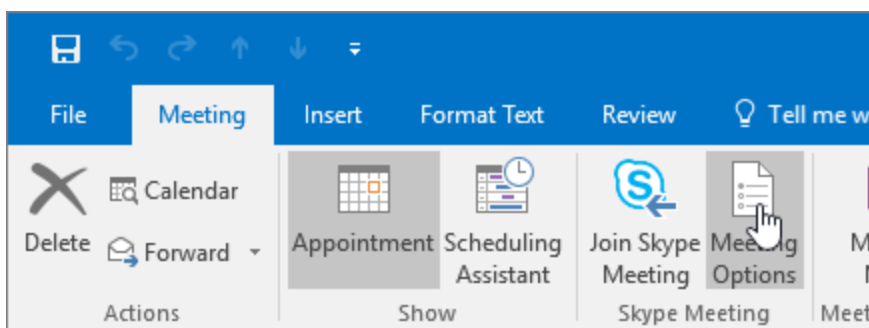
Where do I set online meeting options?

Start in Outlook

1. From your Outlook calendar, click **New Skype Meeting**.



2. In the meeting window, click **Meeting Options**.



Decide who has to wait in the lobby to get in to a Skype for Business meeting

When you create a new Skype for Business meeting, you decide who gets into the meeting directly, and who waits until you let them in. We recommend that you change these options for large meetings, or when you have confidential or sensitive info. You can set the following

options in a new Skype for Business meeting by clicking **Meeting Options** on the **Meeting** tab.

The lobby is a virtual place where attendees wait to be admitted to your meeting. Options are:

Who gets in directly?	What happens?	Recommended when...
Only me, the meeting organizer	You are the only one who gets into the meeting directly. Everyone else has to wait until admitted.	You have a high security meeting and confidential information.
People I invite from my company	Only people who were invited can join the meeting directly. Everyone else has to wait until admitted.	You're discussing confidential information, and want to only allow specific people to join.
Anyone from my organization	Anyone from your company can get in to the meeting directly, even if not invited.	You don't have external participants and you are not discussing confidential information.
Anyone (no restrictions) (Default option)	Anyone who has access to the meeting link gets in to the meeting directly.	You're inviting outside participants and you're not discussing confidential information.

Resource accounts such as meeting rooms, conference rooms, and system accounts have a slightly different behavior for lobby options.

Who's a presenter?

Presenter options control which participants are automatically given presenter privileges when you schedule the meeting. Presenters can also let people who are waiting in the lobby into the meeting. The following table describes each of these options in detail.

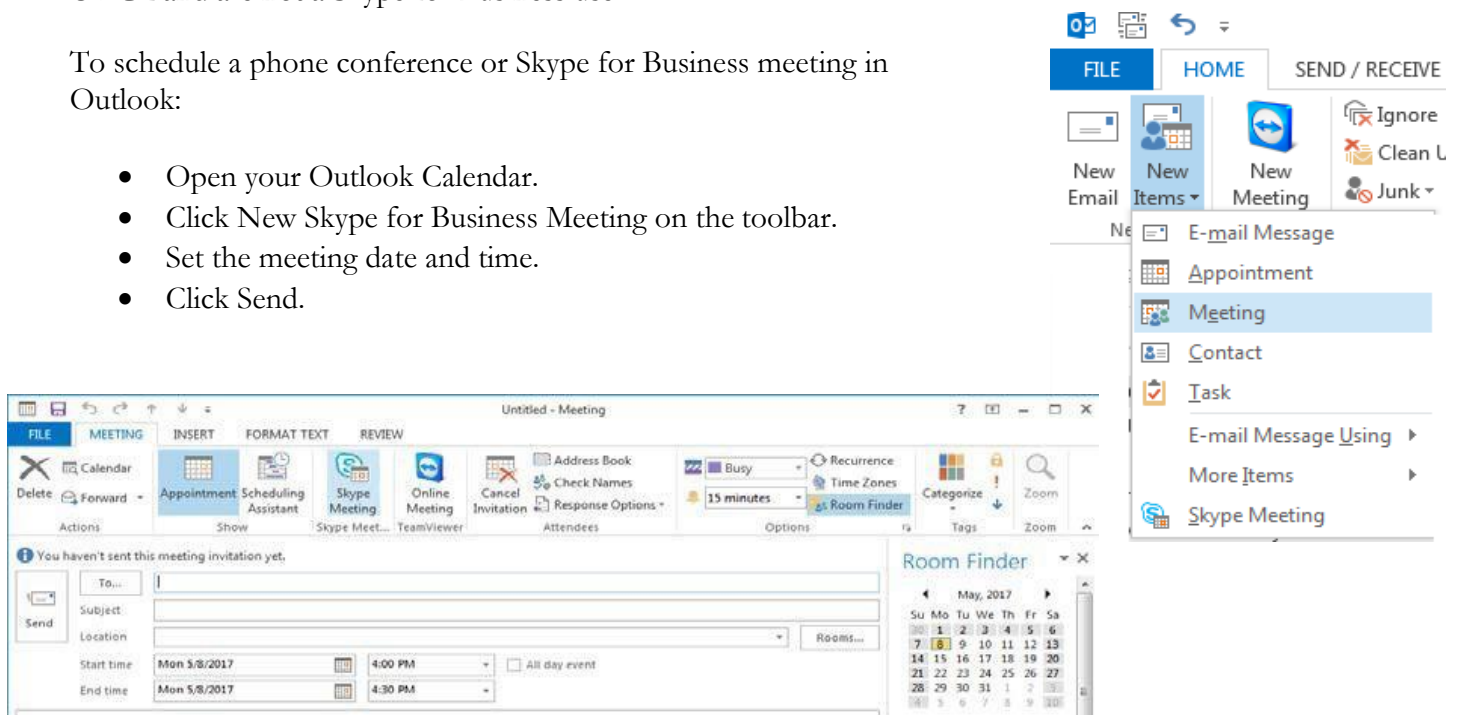
Presenter option	Who is a presenter?	When to choose this option
Only me, the meeting organizer	Only the person who schedules the meetings	For presentations where the participants don't have to interact with the meeting content. (You can designate additional presenters during the meeting.)
People I choose	You and the participants you choose	For presentations with more than one presenter.
Anyone from my organization (Default option)	Everyone you invite who has an account on your network	For group work sessions, where all participants work at your organization and can share and modify meeting content.
Anyone (no restrictions)	Everyone you invite	For group work sessions with people who don't have an account on your network.

Schedule a Phone Conference or Skype for Business Meeting in Outlook

A Skype for Business add-on is installed in Outlook that allows you to invite others to a phone conference or Skype for Business meeting. You can even invite people who are not affiliated with UHCL and are not a Skype for Business user.

To schedule a phone conference or Skype for Business meeting in Outlook:

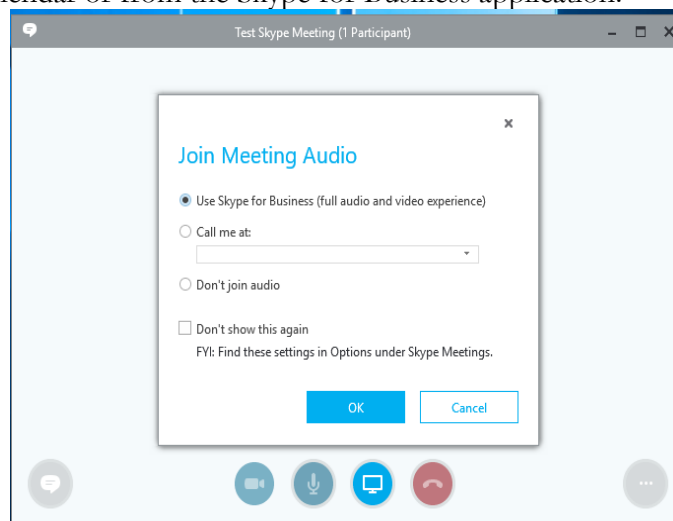
- Open your Outlook Calendar.
- Click New Skype for Business Meeting on the toolbar.
- Set the meeting date and time.
- Click Send.



All attendees will receive a meeting request with a link to join the meeting. Non-Skype for Business users may choose one of two options to join a meeting: Skype for Business Web App or Skype for Business Attendee.

Open the Skype Meeting from Outlook

Click on a meeting from either the Outlook calendar or from the Skype for Business application.



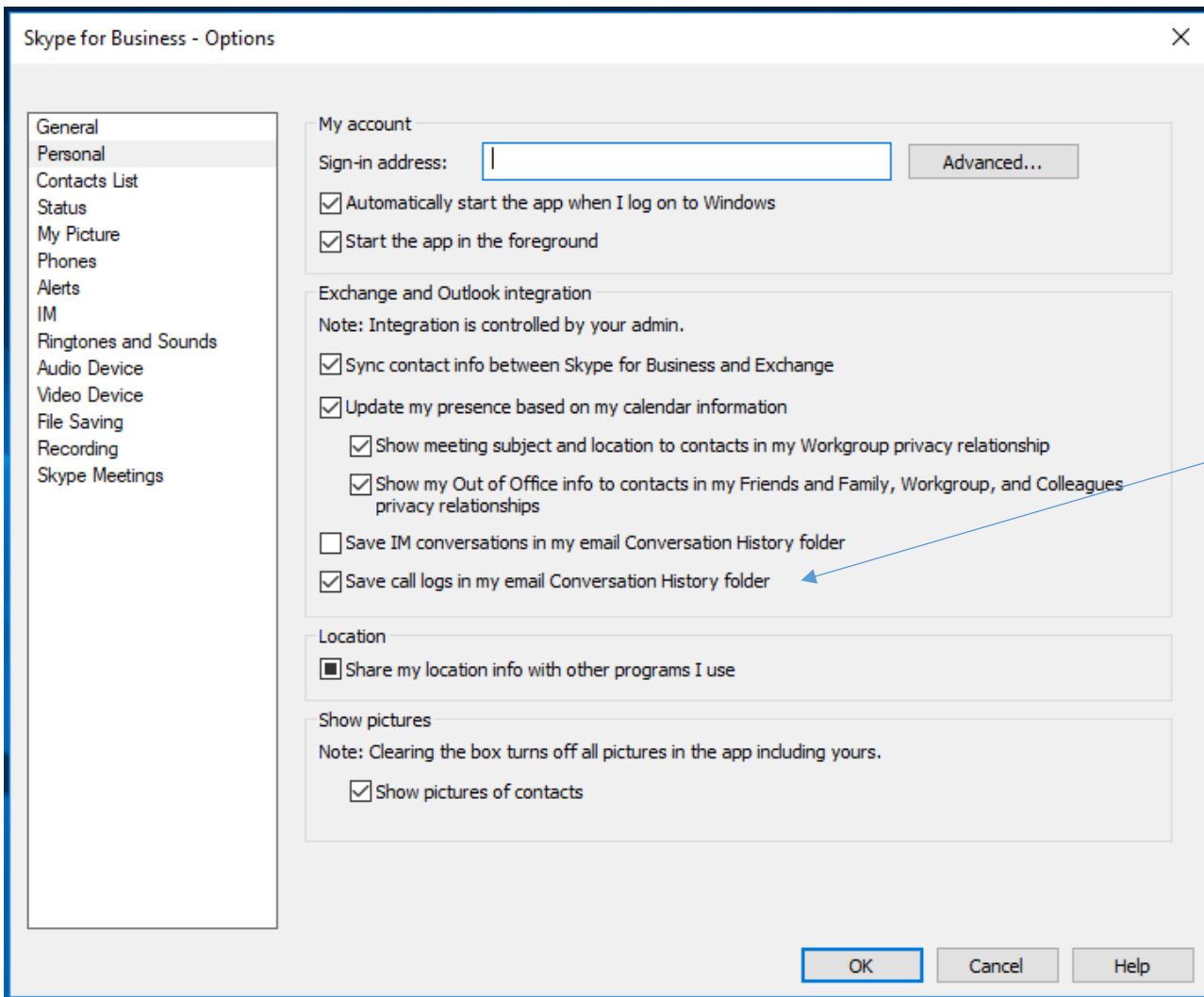
The following screen will appear. Click Ok.

Each user can control their video and audio by clicking on the menu icons at the bottom of the meeting screen. Users can share their monitor/desktop as a presenter by clicking on the monitor icon. User can also give control for someone else to present or share.

Saved Conversations

If you have a UHCL account, all of your IM conversations and phone logs are stored in Outlook, in a folder named Conversation History. To manage how your IM conversations and phone logs are stored in Outlook:

- In the main Skype for Business window, click the Options button.
- In the Skype for Business options dialog box, click Personal then select the desired settings.
- Click Ok.

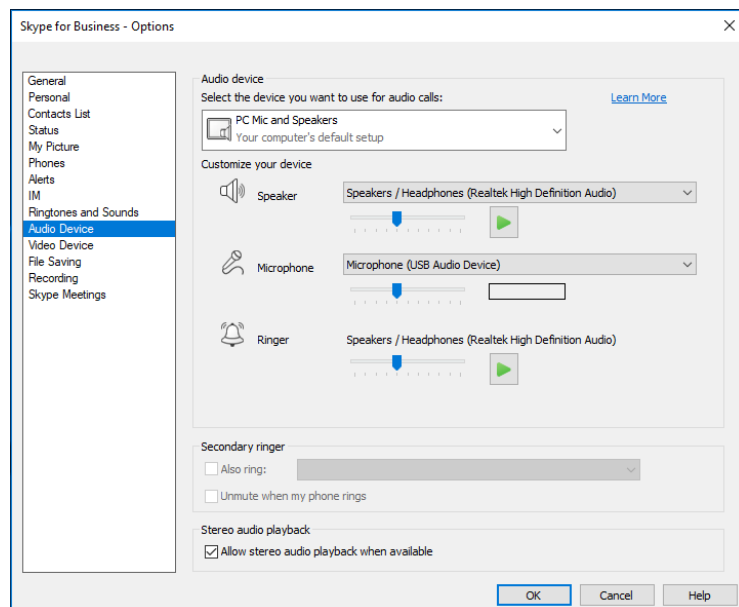
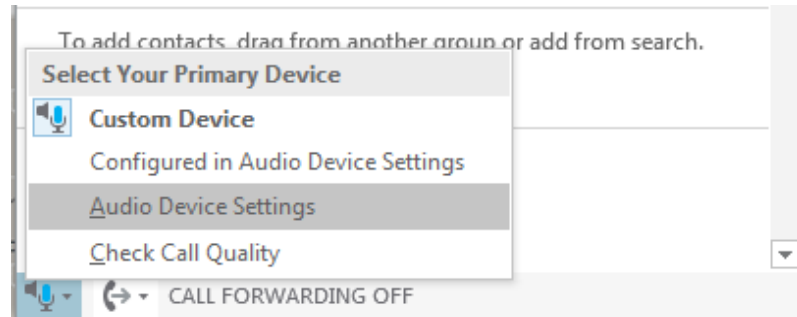


Audio Video Device Settings

The Options dialog box is used to adjust audio/video settings and check audio quality.

To Access audio/video device options:

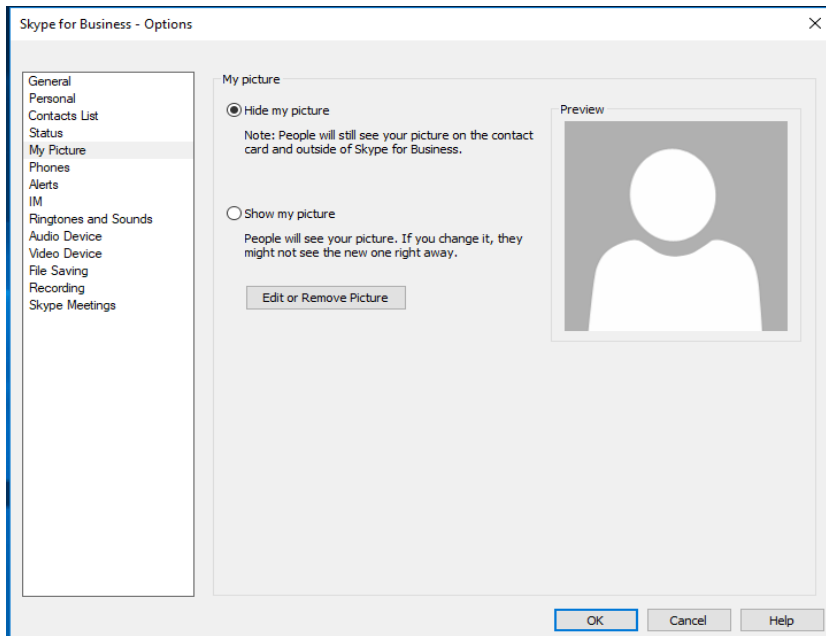
- In the lower-left corner of the Skype for Business window, click the Select Primary Device button, and select Audio Device Settings from the menu.
- In the Options dialog box, click Audio Device or Video Device.
- Select the desired settings.
- Click Ok.



Set a Picture

To hide or show your picture:

- In the main Skype for Business window, click the **Options** button.
- In the Options dialog box, click **My Picture**.
- Select **Hide my picture** or **Show my picture**.
- Click Ok.



Set your Presence

To change your status:

- Click the Status field, just under the name.
- Select a Status from the menu.

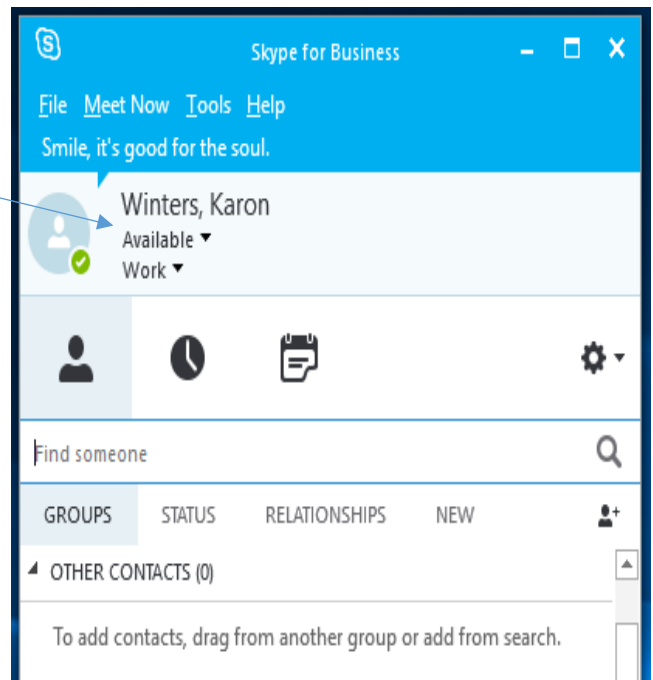
To indicate your location:

- Click the Location field.
- Type your location.
- Press Enter.

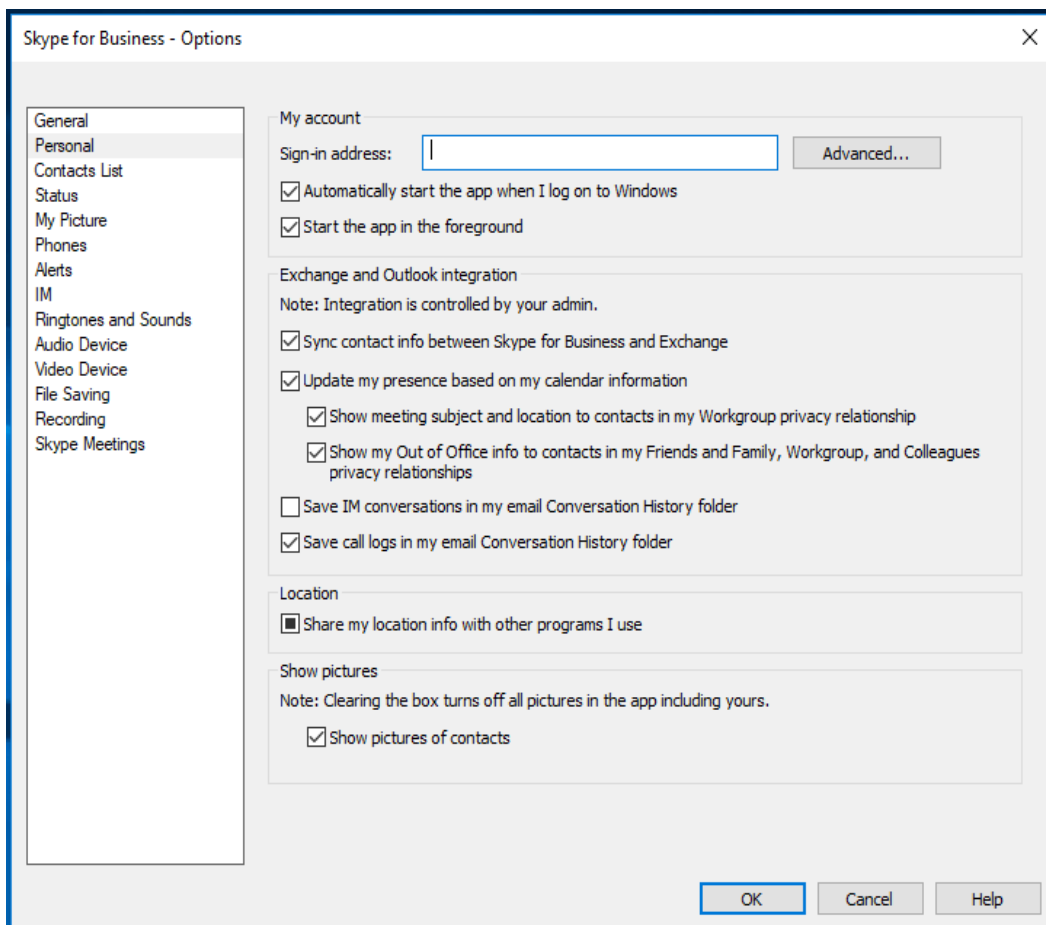
Change Your Personal Options

To change your Personal options:

- Click the Options button.
- In the Options dialog box, select the options you want to change.



- Click Ok.



Self Help

Skype's Online Help provides excellent instructions on setting up a meeting in Outlook, joining a meeting, recording and play back a meeting, etc.

Click on **Help** on the toolbar and choose a topic.

