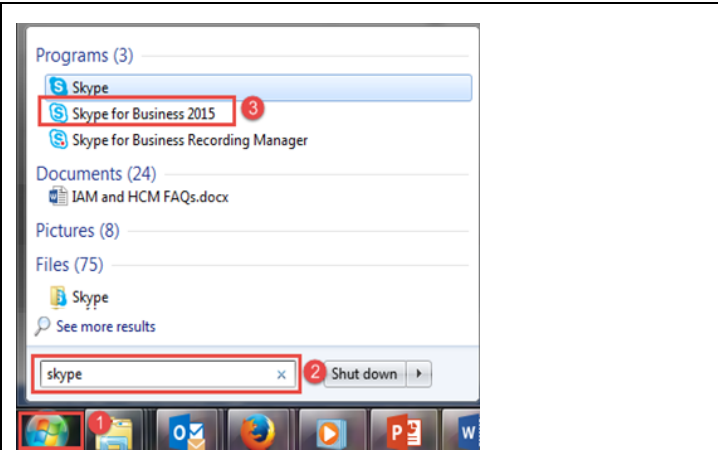
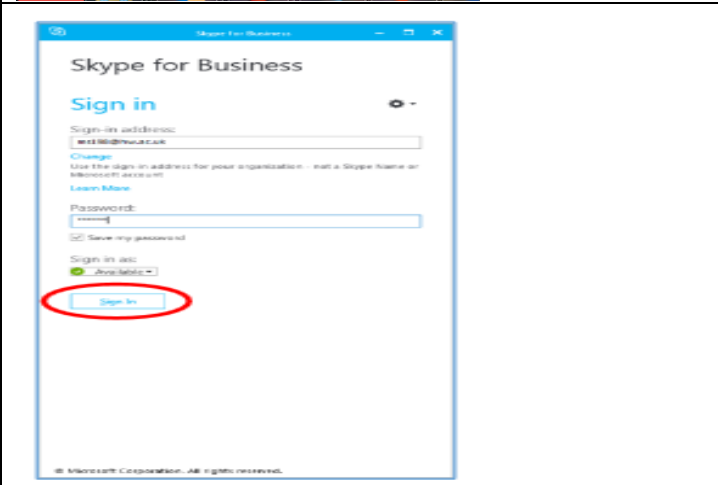

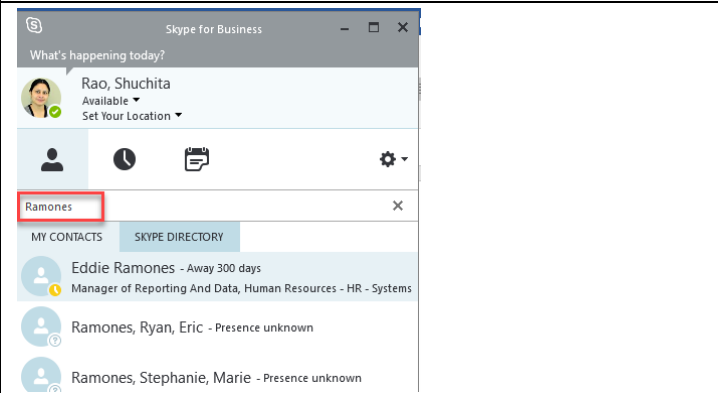
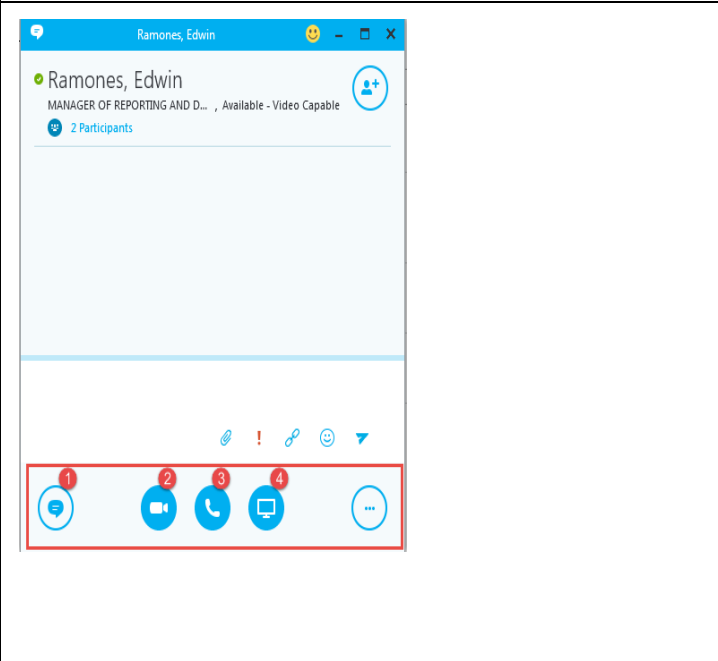


Instructions for Using Skype for Business

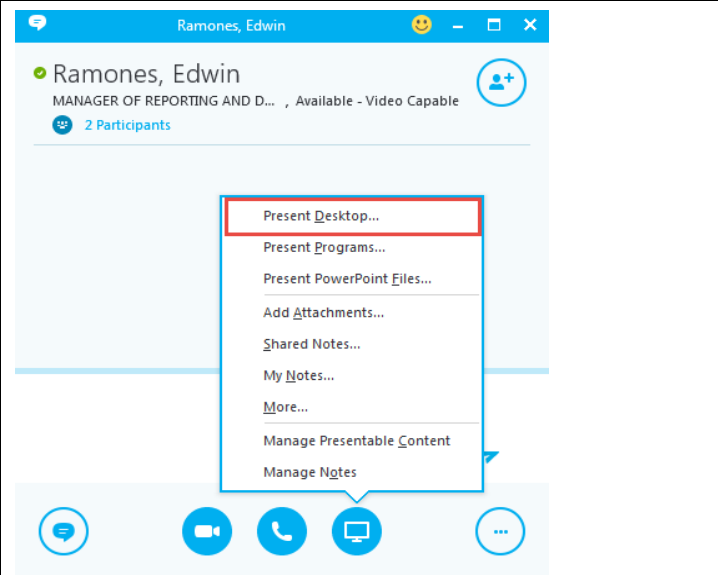
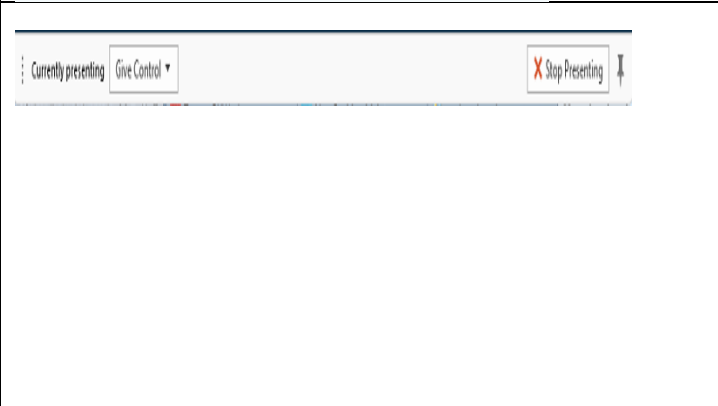
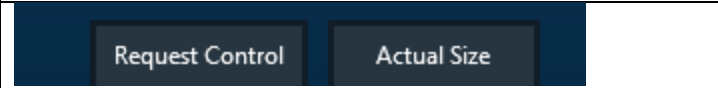
Skype for Business (formerly known as Lync) is a communications platform with audio, video and web conferencing capability that is integrated into your Office application programs. It runs on Windows and MAC operating systems and allows several people to join a virtual meeting with devices such as smartphones, tablets, PCs, phones, and other meeting room devices.

	<ol style="list-style-type: none"> 1. Click on START button located on bottom left corner of your Windows computer 2. In the Search Programs and Files box, type Skype 3. Click on Skype for Business 2015
	<p>Enter your BU login and Kerberos password. Click on Sign In.</p> <p>NOTE: Once you have signed into it for the first time, Skype for Business will automatically log you in and open the main window every time you start up your computer</p>

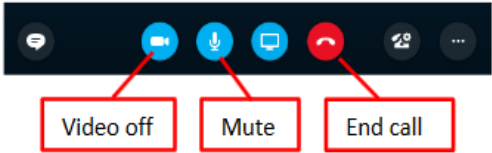
Instructions for Using Skype for Business

	<p>When Skype for Business is running, you will see a Skype for Business icon on the Windows taskbar</p>
	<p>To find a contact, enter his/her first or last name and press Enter</p>
	<ol style="list-style-type: none"> 1. To message your contact, click on the Instant Messaging icon and type a message in the conversation window. <p>NOTE: If a person's status is set to Do Not Disturb your message will not be sent.</p> <ol style="list-style-type: none"> 2. To initiate a video call, click on the video icon 3. To make a phone call, click on the phone icon 4. To share your screen with your contact, click on the desktop icon

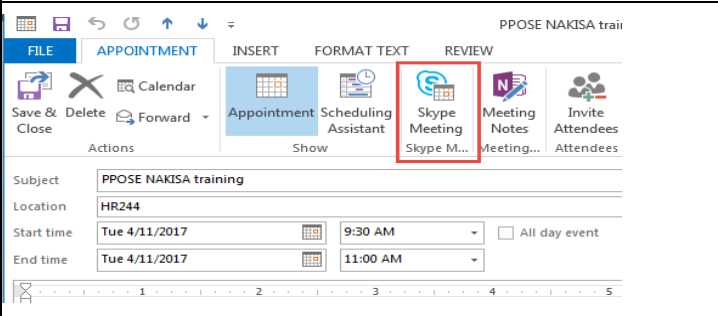
Instructions for Using Skype for Business

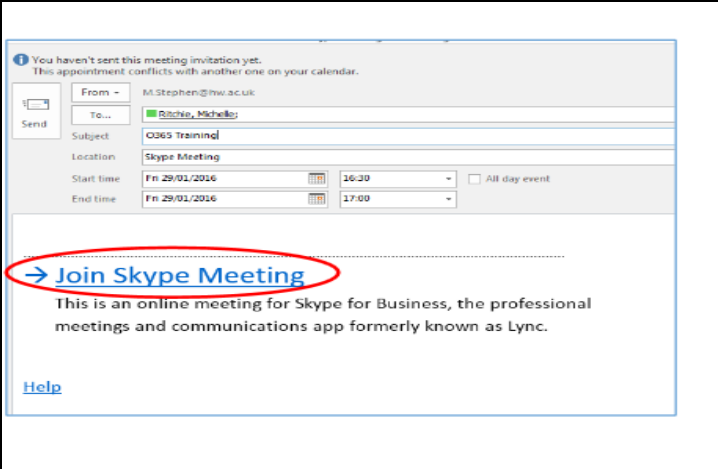
	<p>5. To share your desktop with your contact, click on Present Desktop. You will see a message “<i>Your contact will be able to see your screen.</i> “ If you click on YES, the contact gets a notification asking him/her to ACCEPT or ignore the call. Once they ACCEPT, they can see your screen on their computer</p>
	<p>6. A presenter has the ability to give control of their screen with the person they are sharing their screen with.</p> <ul style="list-style-type: none"> - To give control of your desktop, click on Give Control on the sharing toolbar located at the top of your screen. - To revoke control rights, select Take Back Control Alternatively, hit the Ctrl + Alt + Space - To stop presenting, click on Stop Presenting.
	<p>A viewer participating in the skype call can also request control of the screen by clicking on Request Control.</p>

Instructions for Using Skype for Business

	<p>7. To control your audio and video settings, click on Video Off or Mute.</p> <p>8. To end the call, click on End Call.</p>
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ARRANGING SKYPE MEETINGS USING MICROSOFT OUTLOOK

	<p>The meeting feature gives you the capability to collaborate by making presentations online and sharing desktops, programs, files and a whiteboard between meeting participants.</p> <ol style="list-style-type: none"> 1. Start as you would normally by going to your Outlook calendar 2. Click on Skype Meeting on the ribbon.
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	<p>A link is automatically added to your meeting request. Employees who receive the email (specified in the To: field in the email) can click on the link to join the skype meeting</p>
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