This guide outlines what to expect when you move from Skype for Business to Teams, and how the interactions behave with another Skype user.

**Meetings**

- The Skype Meeting button will no longer appear in Outlook, only the Teams Meeting button is available:
  
  ![Teams Meeting Button](image)

- If you try to open Skype for Business, a window will appear indicating that the organization has moved to Teams:
  
  ![Organizer Meeting](image)

- Any future meetings you scheduled with Skype, will automatically switch to a Teams link

- If someone using Skype sends you a meeting, you can still join their Skype meeting
  
  - You will still receive the message above, but Skype will open and function normally
Chat

- If someone still on Skype for Business sends you a chat, it will appear in Teams
- There will be a notice in the chat indicating that the person is on Skype, and fewer features are available:

This person is currently using Skype for Business. Some Microsoft Teams features won’t be available.

- These are the features available in a chat with someone using Teams: