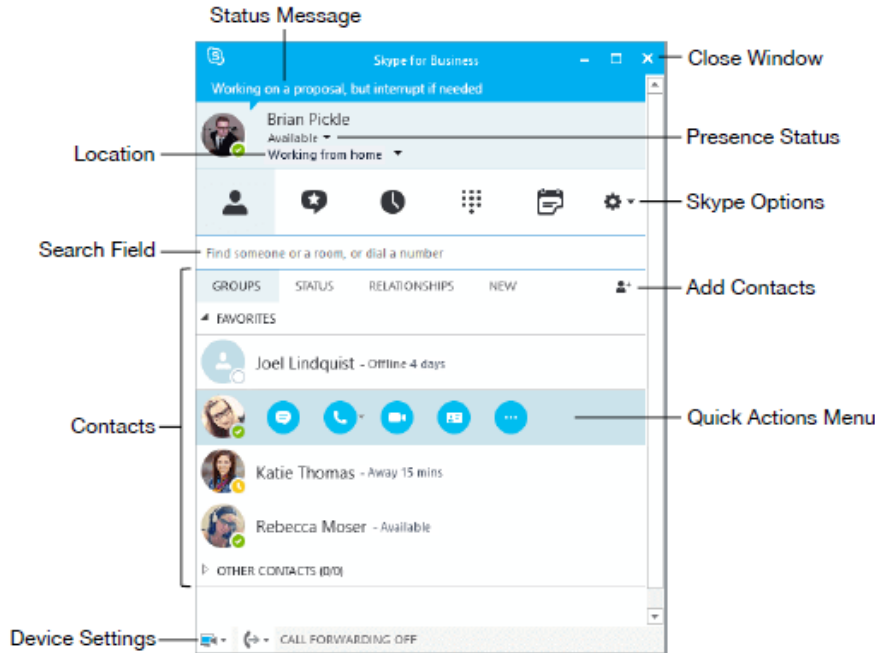


Skype for Business

Quick Reference Card

The Skype for Business Window



Your application may look slightly different based on the administrator settings you were given.

Availability

Sign In: You will be automatically signed in when logged in to the City network or using VPN.

Sign Out: Will be signed out when logged off of City network.

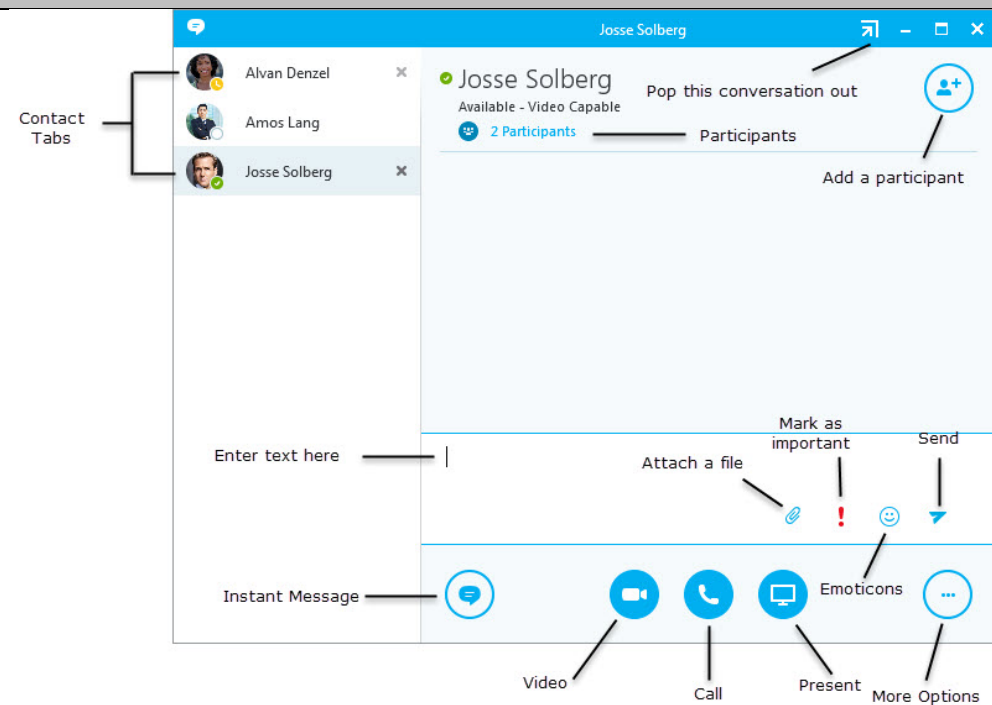
Set a **New Presence Status:** Click the **Presence Status** list arrow and select a status option.

- **Available:** Online and available
- **Be right Back:** Away from your computer briefly
- **Off Work:** Not working and shouldn't be interrupted
- **Busy:** Hard at work and shouldn't be interrupted
- **In a call:** In a Skype for Business call (two-party call)
- **Presenting:** Giving a presentation
- **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
- **Offline:** Not signed in

Update your Status Message: Click the **Status Message** field (if no status is set, it says "What's happening today?") type a new status or delete an existing status, and press **Enter**.

Update your Location: Click in the **Location** list arrow and ensure **Show Others my Location** is selected. Click in the **Set Your Location** field, type a location or delete an existing location, and press **Enter**.

IM Conversations



- **To Set a Contact as a Workgroup Contact:** Right-click the contact, select **Change Privacy Relationship**, then select **Workgroup**. You will receive conversation notifications from these contacts even when your status is Do Not Disturb.
- **To Change Font Type, Size, or Color:** Click the **More Options** button in an IM window and select **Change Font**, then you can change the color, font type, or size you wish to use.
- **To View or Hide Participants:** Click the **Participants** menu.
- **To End a Conversation:** Click the **Close** button in the Conversation window.
- **To Insert an Emoticon:** Click the **Emoticon** button and select the emoticon you wish to use.
- **To Share a File:** Click the **Attach a File** button in the Conversation window. Select the file you wish to share, and select **Open**. Or, simply click and drag the file into the IM text box.
- **To Share Your Desktop or a single Program:** Click the **Present** button and select either **Present Desktop** or **Present Program**.


Calls and Video

- **To make a Call:** Hover on a contact's image and click the **Call** button on the Quick Contact Bar
- **To Make a Video Call:** Hover on a contact's image and click the **Video** button on the Quick Contact Bar
- **To Accept a Video Call:** Click anywhere inside the video call notification. The conversation window opens and shows the caller's video stream. To begin streaming for the other party, click **Start My Video**.
- **To Answer a Call:** Click anywhere inside the call notification. Or, if Skype for Business is set up to use your desk phone, pick up the receiver.
- **To Add Video or Audio to an Existing Instant Messaging Conversation:** Click the **Call** or **Video** button in the conversation window.

Meetings

- **To Schedule a Meeting in Skype for Business:** Select the contacts you want to invite in the Contacts list. Right-click and select **Schedule a Meeting**.
- **To Start an Unscheduled Meeting:** In the main window, click **Options list arrow** and select **Meet now**. Click the **Participants** button, select **Invite More People**, and choose participants from your Contacts list.
- **To Use Whiteboard for Collaboration:** Click the **Present** button, then click the **More** button and select **Whiteboard**.

Contacts

- **To Change Contact List Views:** Click the **Groups, Status, Relationship**, or **New tab** to sort your contacts accordingly.
- **To Create a New Contact Group:** Right-click any group name and select **Create New Group** from the shortcut menu. Give the group a name.
- **To Reorder Contact Groups:** Click and drag a group to where you would like it to appear within the list.
- **To Delete a Contact Group:** Right-click the group and select **Delete Group**.
- **To Collapse or Expand a Contact Group:** Click the **group header** to show or hide the contacts within that group.
- **To Email a Contact:** Hover on a contact's image, select **More Options** from the Quick Contact bar, then select **Send an Email Message**.
- **Add Contacts:** Click the **Add Contacts** button  above and to the right of the contacts list, and select an option.
- **Add a Contact to my Organization:** Search for contacts in your organization by email address.
- **Add a Contact not in My Organization:** Search for contacts outside your organization.
- **To View a Contact Card:** Hover on a contact's image or circle. Select **Contact Card** from the Quick Contact bar.
- **To Use the Quick Contacts bar:** Hover on a contact's image so that the Quick Contact bar appears, then select **Instant Message, Call, Video, Contact Card**, or **More Options**.

