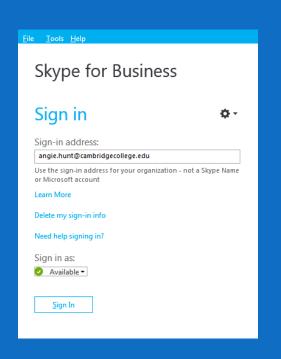
Skype for Business Training

Department of Information Technology



What is Skype for Business?

- Instant Messaging Tool
- Meeting Tool
- Video Recording Tool
- Skype for Business is for connection with a co-worker or professional associate
- Available for any staff member with an @cambridgecollege.edu email address

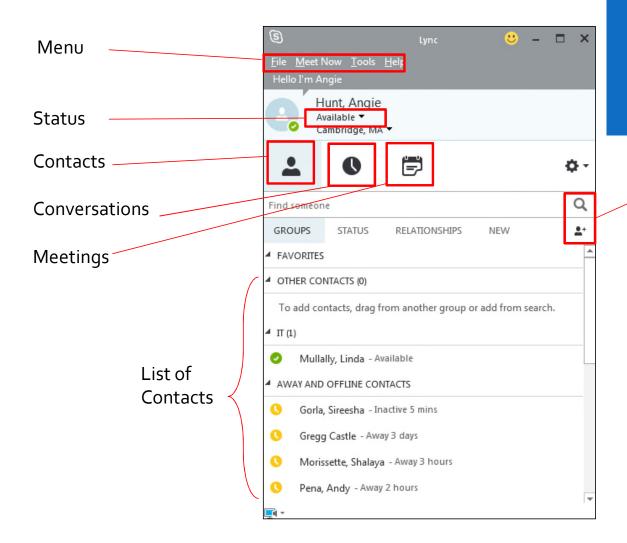


Open Skype for Business

Go to your start menu 🚱



- Type in Skype for Business in your search programs box
- Click to Launch
- Type in your email address and network password



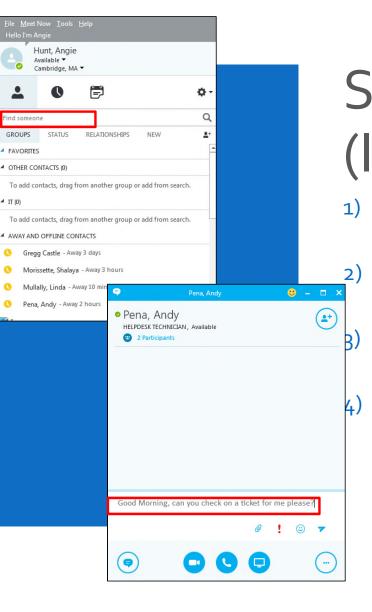
Skype for Business Application

Add or Find Contacts



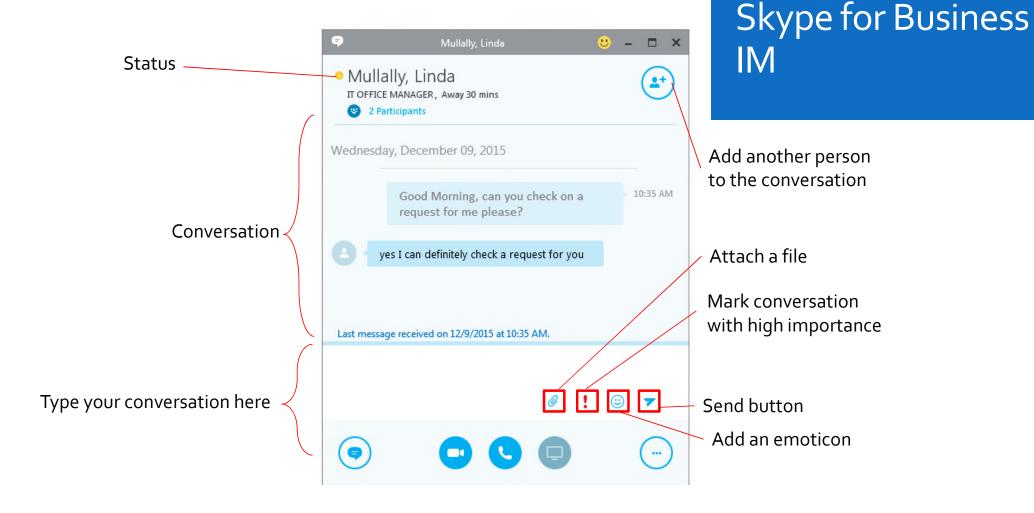
Find a Contact

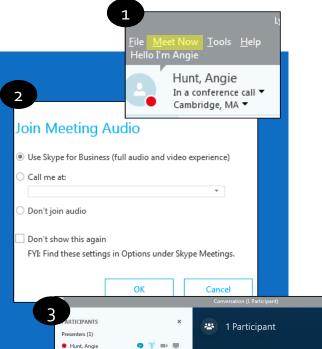
- In the find someone bar, start typing the person's last name
- 2) You can right click on the person and add them to your favorites to easily contact them in the future



Send an Instant Message (IM)

- In the Find someone section, start typing the last name of the staff member you would like to reach
 - Double click their name to open a chat box or right click and select **Send an IM** or;
 - If they are already in your contacts list, double click their name or right click and select **Send an IM**
 - In the chat box that opens, type your message into the bottom section and click return to send





Participant Actions

@ ! © **7**

Looks like you're the only one on the call

CONVERSATION

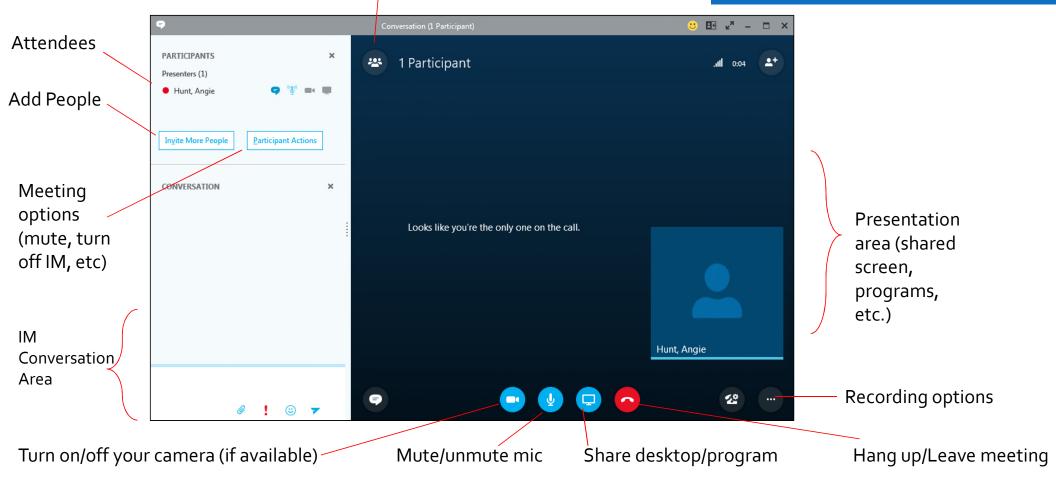
Start a Meeting

Skype for Business has the ability to host online meeting through your computer's audio connection* or phone, with screen sharing capabilities.*Speakers and headphones needed for audio connection

- Select Meet Now from the top menu bar
- 2) Choose to either join the meeting from your computer's audio or desk phone
- Once in the meeting, select Invite More People to invite others

Open/Close the Meeting Roster

Skype for Business Meeting Center





Add Attachments...

Manage Presentable Content

Manage Attachments Manage Notes

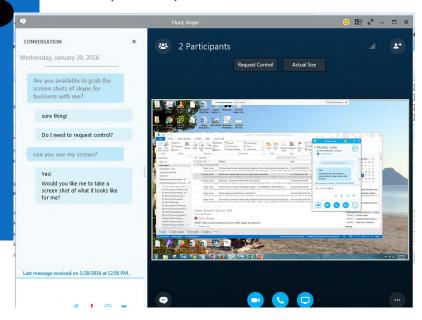
Shared Notes...
My Notes...

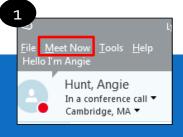
More...

Share Your Desktop

From within a meeting or an IM, you may share your desktop and programs with the attendees

- 1) Select the share **screen icon** from the chat box
- 2) Choose to either share your desktop or your programs. Your participants should now be able to see your screen





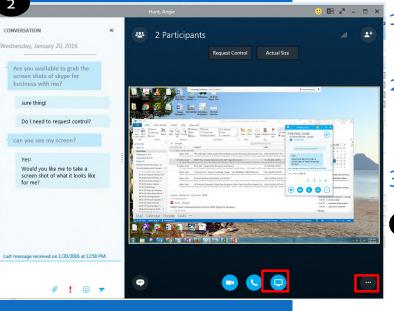
Record

From within a meeting, you may use the application to record any audio or video connected to the meeting

- Select the meet now button to open up the meeting center window
- Select the Present button and share your desktop or program that you would like to record, then click the more options button
- 3) Click **Start Recording** when you are ready to begin



4) When the recording is finished, go to **Manage Recordings** to publish, play, rename or delete the recording.



Cambridge College IT Department Ph.# 617-873-0159 Helpdesk@CambridgeCollege.edu Place an eHelpdesk Request:

https://helpdesk.cambridgecollege.edu

If you have any questions, please feel free to contact us.

