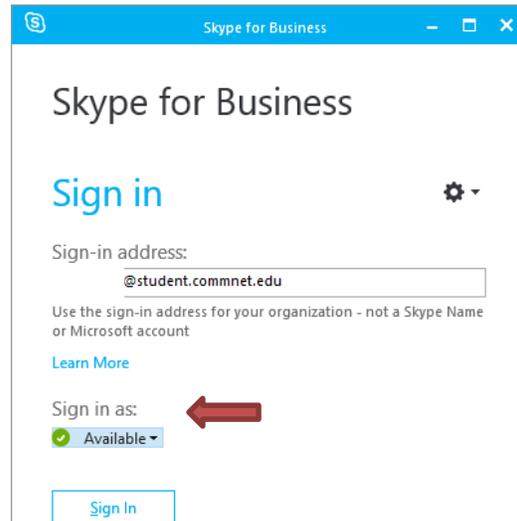


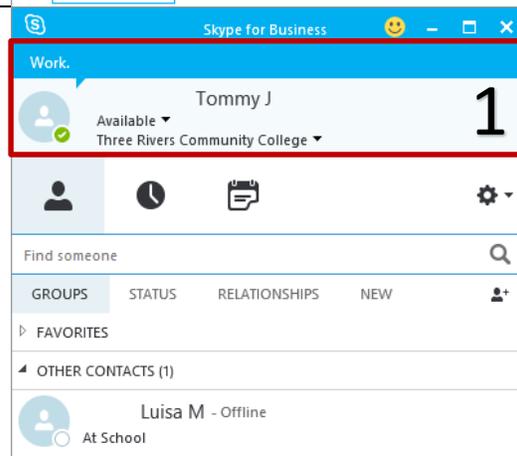
Messaging with Skype For Business

To learn how message contacts in Skype for Business, take the following steps.

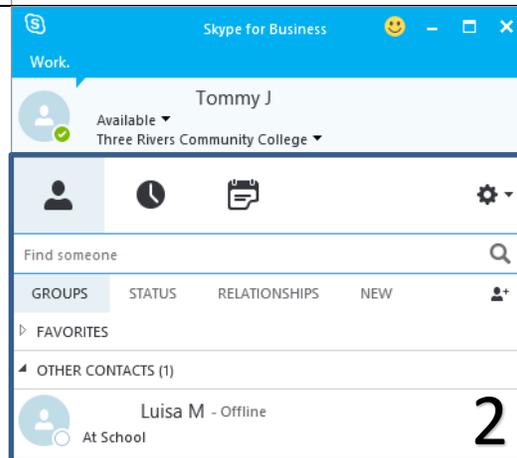
1. Skype for Business is used primarily for professional Instant Messaging. When you signing in to Skype for Business put in your *Student ID* along with the *@student.comnet.edu* in the box, *not* your Skype name or Microsoft account. The *Sign in as:* below gives you the option of adjusting your availability before signing in. One satisfied click the *Sign In* button.



2. This is the main menu, there are many options and tabs in Skype for Business. In Section 1, there is basic information such as your name, availability, and location. These can be easily changed by pressing the down arrow next to them. On top of your name is a status, you can type anything as your status such as a funny comment or inspirational quote.

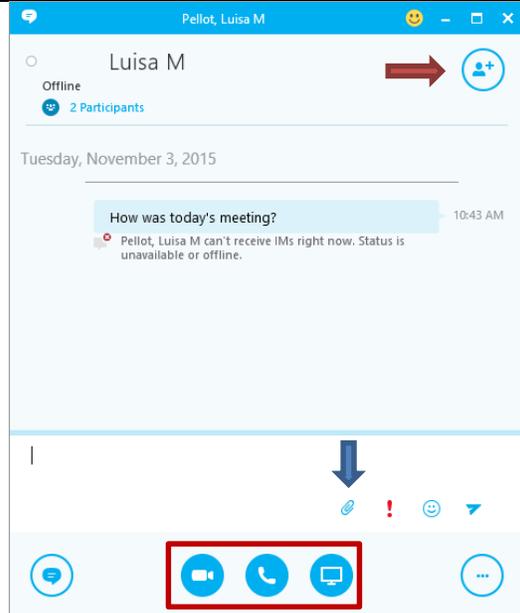


3. In Section 2, there are three tabs. The person icon shows you the contacts that you have. You can sort them by group, availability, relationship, and new contacts. The clock icon displays your conversation history and sorts them by all conversations, missed calls and unread messages, and your call history. The torn paper icon shows anything you might have scheduled on that day such as a Skype meeting. The gear icon and down arrow icon on the far right allows you to modify your Skype settings.



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4. To instant message one of your contacts, simply double click their name or right click their name then select *Send an IM*. This window should appear, from here you can type your message. You can also video call, voice call, and present with the IM window by clicking the icons at the bottom center. To add more people to the chat, click the person icon at the top right. If you wanted to send a file through the IM you can click the paper clip icon to attach any file and send it.



5. While in a voice or video call, you can do almost the same things as if you were in an IM. The text bubble icon at the bottom left and pop open a chat to enable you to IM while you are calling. You can also activate your camera to start video calling, mute your microphone, present objects to the participants, and end the call with the icons at the bottom center. To modify your call settings click the icons at the bottom right.

