Skype for Business
Contacts, Groups, IM, and Presence

How to launch Skype for Business:

1. Look for Skype for Business in the **Microsoft Office 2013** folder under **All Programs**.

TIP: After you launch Skype for Business, it will automatically launch every time you log in.

How to sign in to Skype for Business:

If you are using a computer that is not managed by KU IT, you may need to manually sign in.

1. Under **Sign in Address**, enter your **primary email address**.

2. Under **Username**, enter the domain (home) followed by a backslash (\) and your KU Online ID (i.e. home\OnlineID).

3. Under **Password**, enter your **KU online password.**

4. Select **Sign In.**

Different Views

These icons will show you contacts, instant message (IM) history, voice options (if you are voice/phone enabled), and your daily calendar.

Presence

By default, your presence or availability is determined by your KU calendar. For example if you are in a meeting, Skype for Business will automatically change your status to busy. You can also manually set your availability using the drop-down menu below your name. If you manually set your status, choose **Reset Status** to go back to having your availability determined by your calendar.
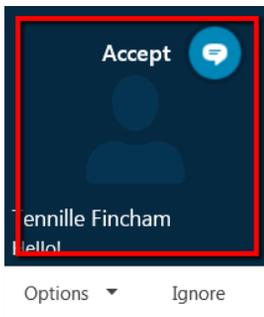
How to accept an IM:

If someone sends you an instant message (IM), a notication will appear in the lower right corner of your screen. Click anywhere on the picture display area to accept and respond.
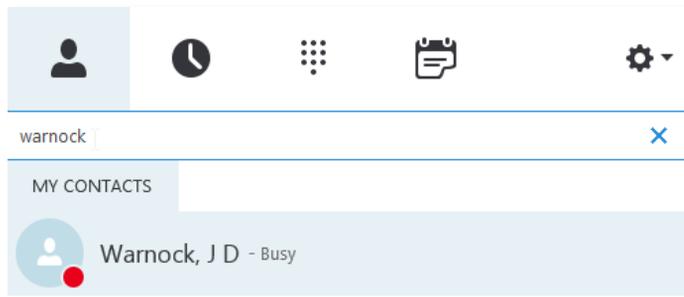
How to send an IM:

1. Locate the person you want to instant message by entering the person's last name in the search box.

2. Double-click anywhere on their contact listing.

3. Type your message at bottom of the conversation window.

4. Press Enter on your keyboard to send the message.

How to enter a social update:

Your social update is your way to give others updates on your work, day, etc. Click where it says, "What's happening today?" to create one.

TIP: If you have an out-of-office message set up in Outlook, it will override your last social update and appear below your name in your contact.

How to find a previous conversations:

Skype for Business automatically saves your instant message conversation history. To view or continue a preview conversation or see missed conversations:

1. Near the top of the Skype for Business main window, click the Conversations icon.

2. Click All or Missed, depending on what you're looking for. If you don't see the conversation you're looking for, click View More in Outlook, at the bottom of the list.

3. Double-click the conversation that you want to view or resume.

TIP: If you use Outlook, you can view past history in a folder called Conversation History below your Inbox.

Viewing your contacts:

Groups, **Status**, **Relationships**, and **New** are different ways to view your contact list.

Shortcut menu

When you hover over a contact's presence, you will see a shortcut menu with communications options for sending an instant message (IM), initiating a voice call, initiating a video conference, viewing a contact card, and other options.

View a contact card

The contact card contains details from the global directory, such as the person's office location, phone numbers, organization, and Outlook calendar free/busy information.

Add a contact

Your Contacts list simplifies your communications and lets you see presence and contact information for the people most important to you. Add to it the people you expect to be interacting with regularly. To add someone as a contact:

1. Search to find the person you want to add by entering their last name in the search box.

2. Right-click on the person's name.

3. Click **Add to Contact List**.

4. Click a group to add your new contact to.
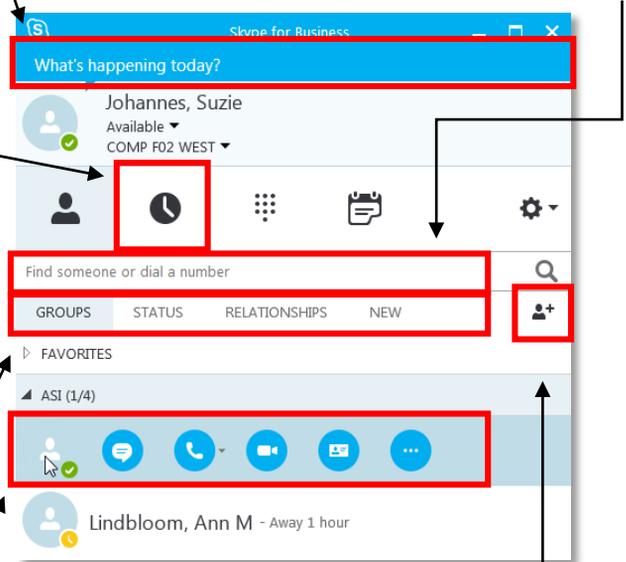
Create a group

You can set up a group for each team you work with so you can see who's available at any given time or communicate with everyone at once. To create a new group:

1. In the Skype for Business main window, click the **Add a Contact** button.

2. In the drop-down menu, select **Create a New Group.**

3. In the space that opens up at bottom of the window, type over the phrase **New Group** to give your group a name.

TIP: You can send an instant message to an entire group by right clicking on the group name and selecting **Send and IM.**