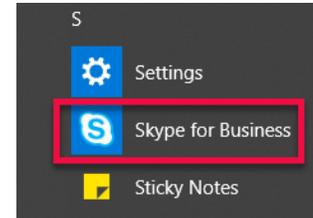


Getting Started with Skype For Business

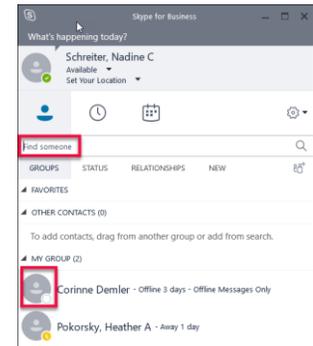
Skype for Business lets you quickly connect with others across the college or outside the organization. You can use Skype to send instant messages, video call, schedule meetings, present and share files.

To access Skype for Business:

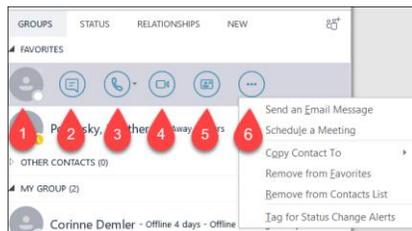
1. Click on the **Start** Menu and scroll to and select **Skype for Business**.



2. Type the name of a person you would like to connect with in the **Find Someone** textbox.



3. Hover over the contact image/name and select:



1. To **View** Contact
2. To **Send** an IM (Instant Message) to contact.
3. To **Call** contact.
4. To **Start a Video Call** with contact.
5. To **See Contact Card**.
6. To view **More Options** (e.g. schedule a meeting).

Learn How to Use Skype for Business from LinkedIn Learning:

Video: [Learning Skype for Business](#) (1h 35m for entire course).

View the entire course or click on the Course "**Contents**" tab to access specific instructions on how to:

- Getting Started (10 minutes)
- Communicating Using IM, Audio, and Video (7 minutes)
- Working with Contacts (11 minutes)
- Holding Scheduled Meetings Using Skype (12 minutes)
- Taking Meeting Notes (5 minutes)
- Using Meeting Presenter Tools (20 minutes)
- Using a Skype for Business App (3 minutes)
- Setting Skype for Business Options (13 minutes)

For Questions/Assistance contact: Nadine Schreiter at nadine.schreiter@gotoltc.edu or 920.693.1822