

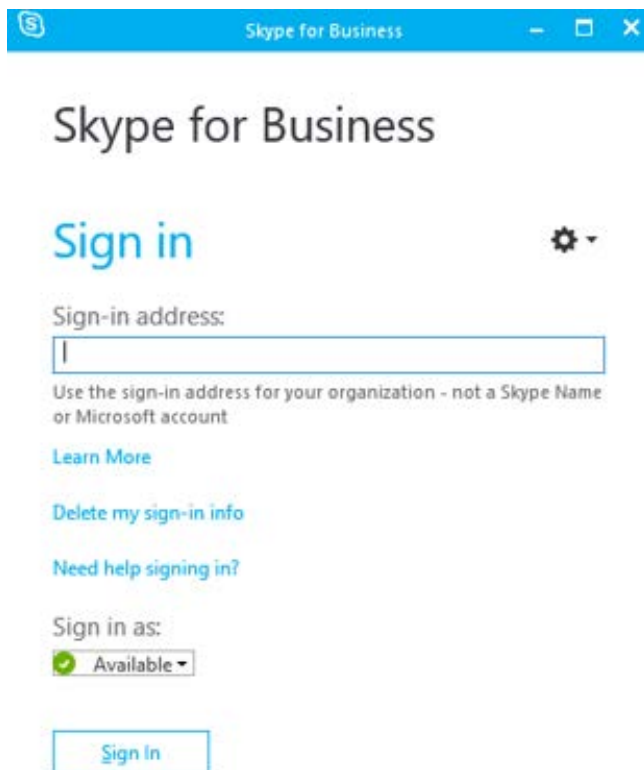
TIP SHEET

SKYPE BUSINESS

1. Open up Skype for Business. (If app is not on your desktop, search for in Search Windows.)

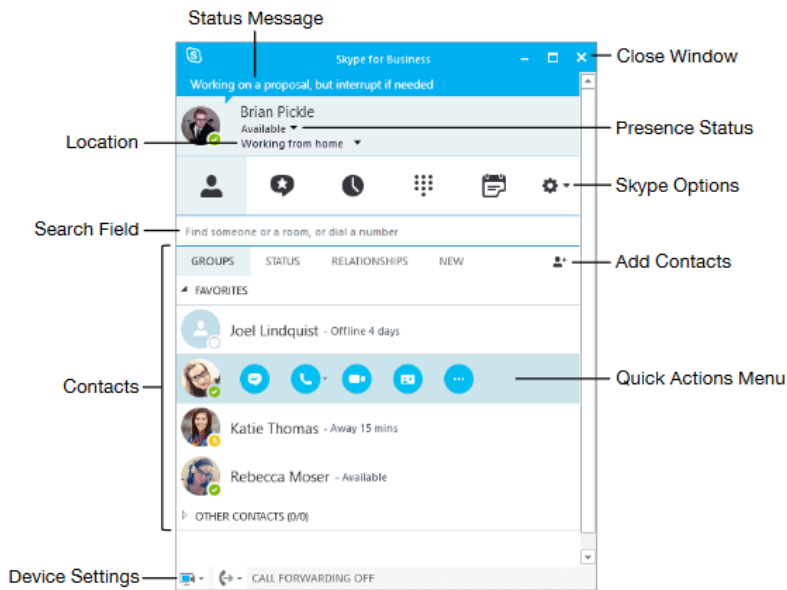


2. Sign In: Enter your mednet email address in the Sign-in address field and click Sign In.

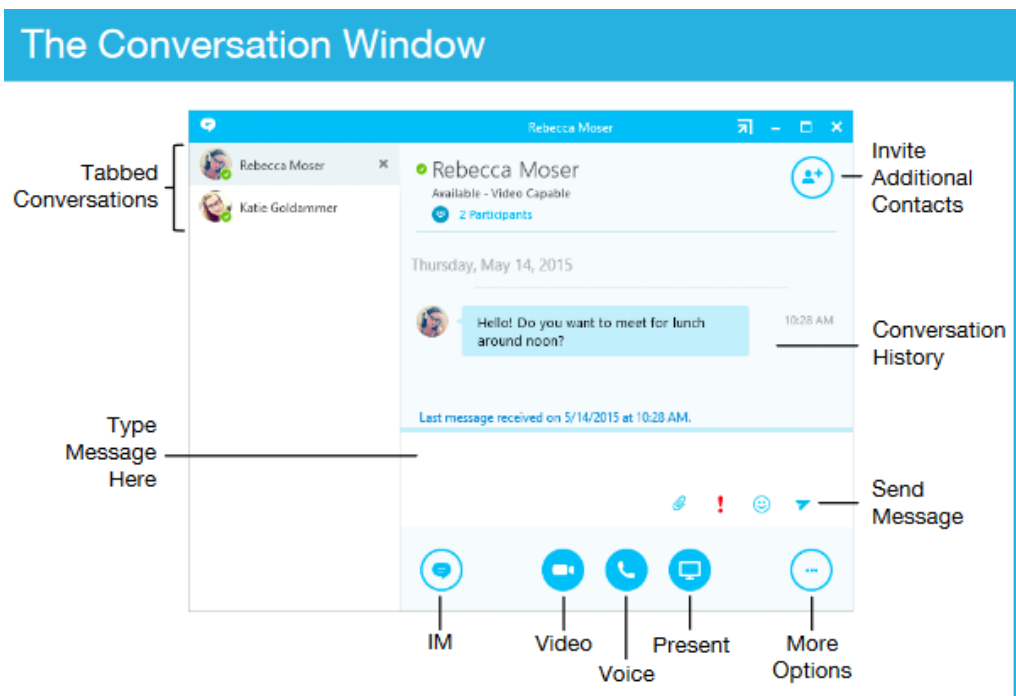
A screenshot of the Skype for Business application window. The window title bar is blue and contains the Skype logo, the text "Skype for Business", and standard window control icons (minimize, maximize, close). The main content area has a white background. At the top, it says "Skype for Business" in a large, dark font. Below that, the word "Sign in" is displayed in a blue font, followed by a gear icon with a downward arrow. There is a "Sign-in address:" label above a text input field. Below the input field, there is a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". Underneath the note are three links: "Learn More", "Delete my sign-in info", and "Need help signing in?". Below these links is a "Sign in as:" label above a dropdown menu that currently shows "Available" with a green checkmark and a downward arrow. At the bottom of the form is a blue "Sign In" button.

- You will be prompted to the Skype for Business Program Screen. This screen will show you your status message, skype options, contacts, etc.


The Skype for Business Program Screen




- Start a Conversation:** Search the staff member in the "Search Field" and double click to open the Conversation Window.




Contacts

Add a Contact: Click in the **Search** field and type the name of the contact you're searching for. Hover over a contact's picture and click the **More Options**  button. Select **Add to Favorites** or **Add to Contacts List** and then select the list you wish to add them to.


Remove a Contact: Hover over a contact's picture in the contact list and click the **More Options**  button. Select **Remove from Contacts List**.


Create a Contact Group: Click the **Add Contacts**  button above the contact list and select **Create a New Group**. Type a name for the new group and click outside the group title.

Add Existing Contacts to a Group: Click a contact in the contact list and drag it into a group.


Remove Contacts from a Group: Hover over a contact's picture, click the **More Options**  button, and select **Remove from Group**.

Instant Messages

Send an IM: Double-click a contact in the contact list, type a message, and click **Send** .

Respond to an IM: Click the message alert, type a response, and click **Send** .








Switch Between Tabbed Conversations: Click the tab for the conversation you want to view.

Close a Conversation's Window: Click the **Close**  button for the conversation.

Multi-Contact IM: Select a contact in the contact list, then hold down the **Ctrl** key and select additional contacts. Right-click a selected contact and select **Send an IM**.

Additional actions you are able to do:

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

	Available	Online and available
	Busy	On a Skype call, or busy according to Outlook Calendar
	Do Not Disturb	Online, but does not want to be disturbed
	Be Right Back	Will return shortly
	Off Work	Not in the office
	Appear Away	Currently away from computer or idle
	Offline	Not currently signed in to Skype for Business
- **Update your Status Message:** Click in 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 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**.
- **Sign Out:** Click the **Options** list arrow, select **File**, and select **Sign Out**.