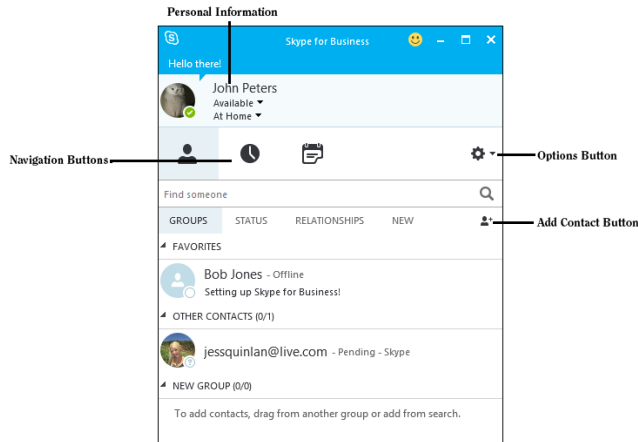


Getting Started

The Skype for Business Window



Personal Information – access your personal note, location, and presence status.

Navigation Buttons – switch between views.

Options Button – access the File menu and other settings.

Add Contact Button – add contacts in or out of your organization.

Signing In

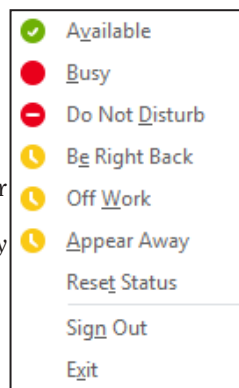
You can sign into your Skype for Business account directly by opening the program from your desktop or Start screen.

1. Enter your email address in the **Sign in address:** box.
2. Enter your password in the **Password:** box.
3. *Optional:* To set your status before you sign in, click the arrow at the **Sign in as:** box and select a status from the drop-down menu. You will appear online set as this status.
4. Click the **Sign in** button.

Setting Your Presence Status

If you use Outlook, your status is automatically adjusted to reflect your Outlook Calendar meetings and appointments. You can also manually set the online availability you wish to display to your contacts.

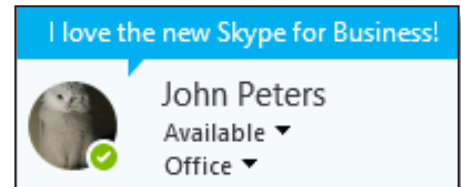
1. Click the **Status** arrow to open the status options. You can select:
 - **Available:** You are online and free to talk.
 - **Busy:** You are busy but can still receive conversation alerts.
 - **Do Not Disturb:** Only alerts from your **Workgroup** contacts will appear.
 - **Be Right Back:** You have stepped away and will return soon.
 - **Off Work:** You are not at work.
 - **Appear Away:** Your computer is set to away.
2. *Optional:* To return to your previous status, select **Reset Status**.



Adding a Personal Note

You can add a custom note to instantly share a short message or additional details with your contacts.

1. In the **What's happening today?** conversation box, enter a short personal note you would like to share with your contacts. Press the **Enter** key to publish your note.



2. *Optional:* To change your personal note, delete your current message and press the **Enter** key. Type a new personal note in the space.

Setting Your Location

Along with your presence status and personal note, you can also display your current location to your contacts.

1. Click **Set Your Location**.
2. Enter a description of your current location into the box.
3. Press the enter key to save and publish your location.
4. *Optional:* To change your current location to a previously used location, click the arrow to select a custom location you have already used.

*Note: If you would rather not display your location information, you can click the arrow beside your location and uncheck the **Show Others My Location** box.*

Adding a User Picture

Choose a picture of yourself to display to your contacts.

1. Click the arrow beside the **Options** ⚙ button.
2. Click **Tools**.
3. Select **Options** from the drop-down menu.
4. Select **My Picture** in the left pane of the **Skype For Business Options** screen.
5. Click **Edit or remove picture**.
6. Click **Browse** and select a photo from your files.
7. Click **Open**.
8. Click **Save**.
9. *Optional:* To hide your picture, click the button at **Hide my picture**. Click **OK** to confirm.

*Note: To quickly change your user picture, click on your user photo to open **My Picture** options.*

Navigating in Skype (NEW!)

When you open the Skype main window, you can click the view buttons under your personal information to change your view. Select the view that displays the features you want to access.

- **Contacts** 👤: your default view, which displays your various contact groups, their current online status, your relationships, and new contacts.
- **Conversations** 🗨: displays recent chats, missed messages, and calls.
- **Meetings** 📅: displays your upcoming agenda.