

# Skype for Business How-to

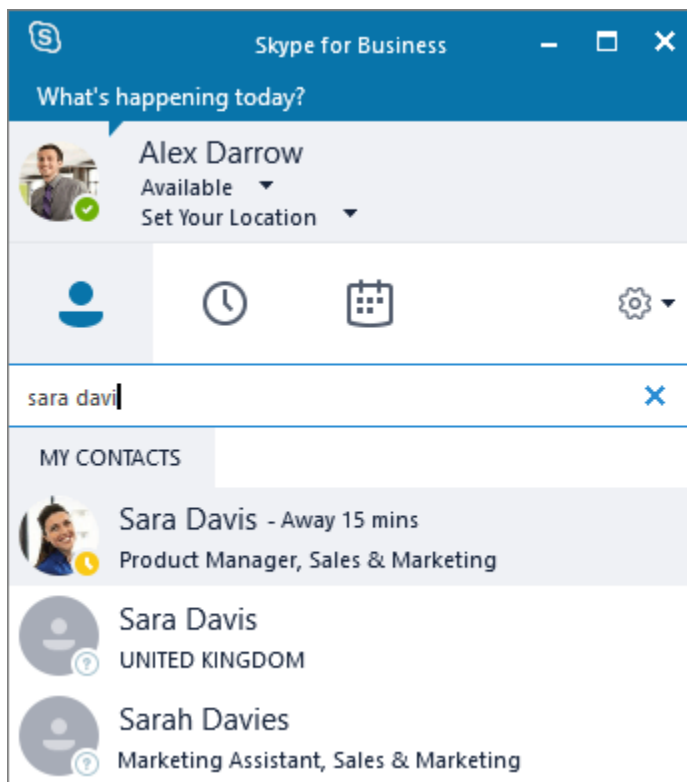
## Explore Skype for Business

If you already use Skype to stay in touch with friends and family in your life away from work, you'll appreciate the power and simplicity of Skype for Business where it's easy to find and connect with co-workers. And you can use the devices you already have to reach businesses through an enterprise-grade, secure, IT-managed platform.

## Skype For Business – For Windows

New look and feel

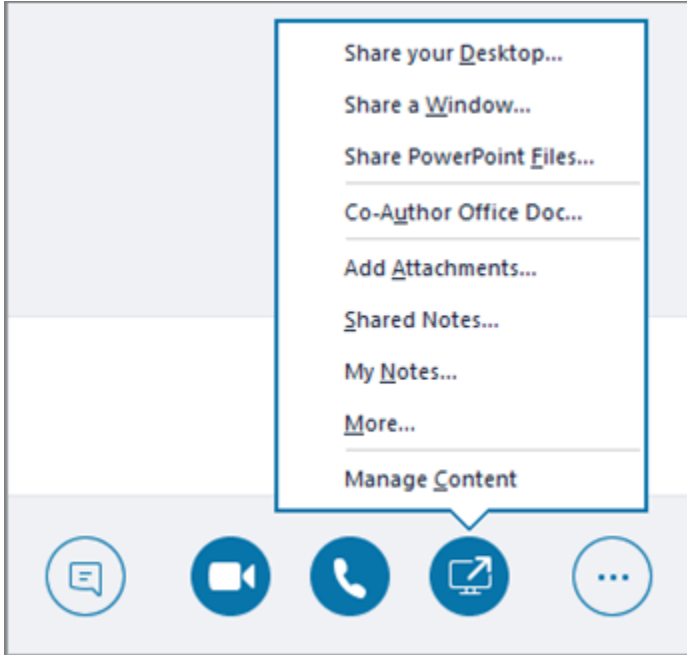
If you're a regular user of the commercial version of Skype, then Skype for Business will seem very familiar: The Contacts list, presence indicators, buttons and icons, and even the app sounds should make you feel right at home. [Learn more](#).



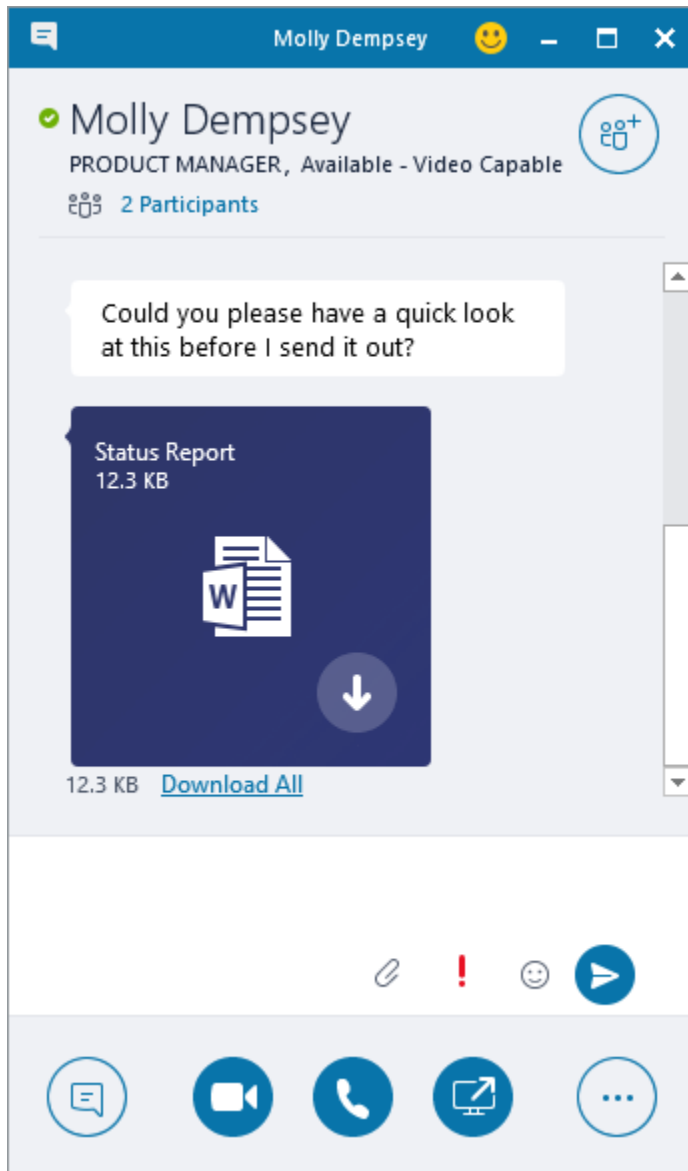
Of course, all the essential Lync features are still there—like the Quick Actions buttons, which let you IM or call a contact (and more) with just one click or tap.



In the [Skype Meeting window](#), the simplified arrangement of controls and menus makes it easy to find the command you need. In the [conversation window](#), chat text is formatted so you can easily see who's talking, and tabbed conversations allow you to keep track of several discussions at once.





If you've ever had someone send you a file during an IM conversation, then *file transfer preview* is another feature of the new Skype for Business look and feel you'll appreciate. When someone sends you a file, select **Download** in the IM window to update the file's icon, or right-click or tap and hold to forward, preview, or delete it.



Integration with the Skype directory

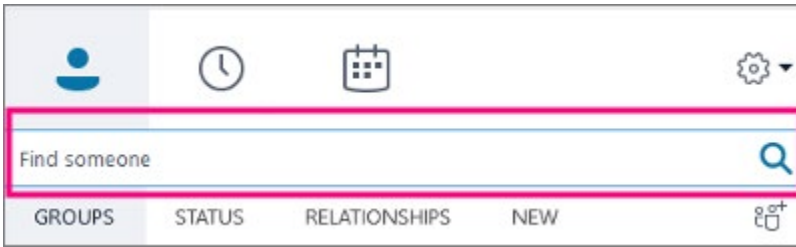
**Important:** This feature requires:

- Skype for Business Server 2015 or Skype for Business Online 
- The Skype for Business user interface (not supported in Lync)
- The latest version of Skype 

Skype for Business users can connect over the Internet with hundreds of millions of Skype users right from the Skype for Business user interface. The first step is to search for your contact.

1. In the search box on the Contacts view of the Skype for Business main window, type a name, IM address, or desk phone number (if they are in your organization). As you type,

search results will start appearing below the search box and the tabs will change from Groups, Status, Relationships, and New:



to My Contacts and Skype Directory:



2. If the person you are searching for is in your organization, keep the My Contacts tab selected (that's the default). When My Contacts is selected, Skype for Business searches in your organization's address book.

**Note:** Your administrator enables or disables the Skype Directory search feature in accordance with your organization's search policy. If you don't see a Skype Directory tab like the one shown in the screen shot above, then you won't be able to search for Skype users.

When you search for contacts in the Skype directory, you can add them to your contact list, have an instant messaging conversation, see their presence information, and have an audio or video call with them. Note that the Skype directory only contains contact information for Skype users, not Skype for Business users. A Skype user who wants to add a Skype for Business user to their contact list must use the Skype for Business user's full email address, such as Joe@contoso.com.

## Emoticons

Skype for Business now includes the same set of emoticons found in the consumer version of Skype. You can turn off emoticons in Skype for Business by going to **Options > IM**. No server setting is available.



# Skype for Business – For Mac

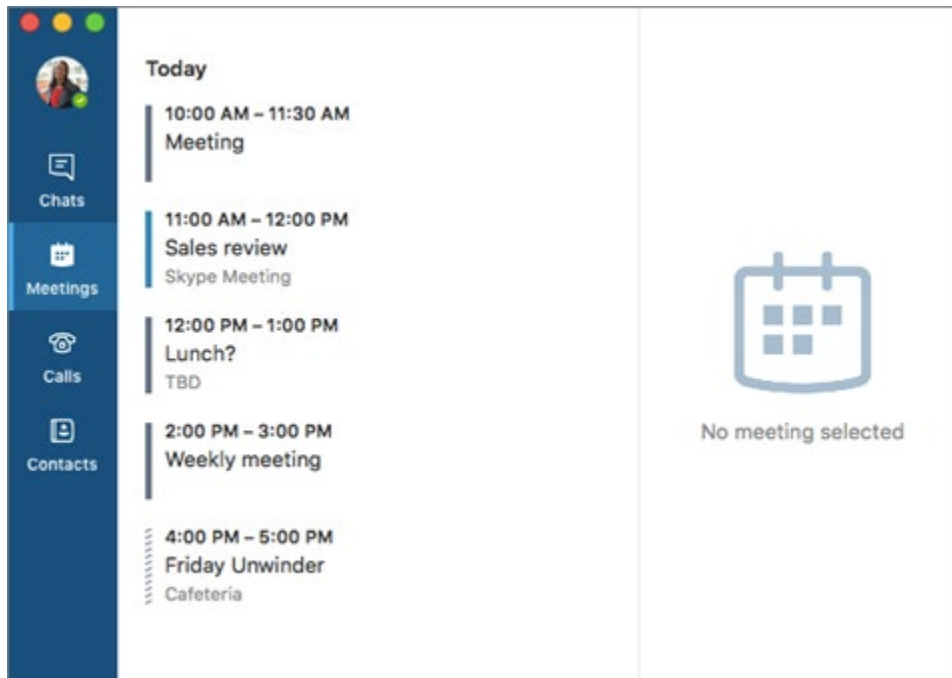
Skype for Business is now on Mac



Skype for Business on Mac gives you a fresh new interface, simplified controls, and some great new additions.

## New look and feel

If you're a regular user of the commercial version of Skype, then Skype for Business for Mac will seem very familiar: your photo, presence indicator, and easy to use buttons and icons will make you feel right at home.



## Improved meeting experiences

Easy one-click join feature, full-screen video, and a choice of views make the experience for meetings smoother and easier than ever.

- **One-click join** See your schedule for today and tomorrow, preview meeting details, and join right from the Meetings tab.
- **Meeting actions** Easily mute, add participants, IM your colleagues, and share and view the desktop.
- **Contacts** Finding and adding contacts has never been easier. Call, chat, and share your desktop in a snap.
- **Groups** Add or remove contact groups and distribution lists. When you send a message to a contact group or DL, everybody in that group gets the message. (Applies to Skype for Business Online users and to Skype for Business Server 2015 with December 2016 or later updates.)
- **Chats** Use instant messaging (IM) to connect with your contacts in real time and on a moment's notice.
- **Chat history** Find a previous conversation and rejoin a conversation at any time.
- **Presence** Let people know that you're available, and also see whether people are offline or online, and whether they're busy, in a meeting, or available.
- **Personal notes** Add a message to your presence status to give people more information about what you're up to.
- **Video** Full screen and high-definition video for a better meeting experience.
- **Group video calling** See up to four meeting participants in the meeting window at the same time, with better video quality, smart transitions from presenters and participants, and the ability to share content

- **Calls** Manage all aspects of calling with voice mail, missed calls, call logs, call forwarding, and simultaneous ringing.
- **Accessibility** Improved keyboard navigation, screen reader compatibility, and visual enhancements help make Skype for Business on Mac friendlier for everyone.