How to Configure and Use
Skype for Business in Windows

PURPOSE: Set up and use Skype for Business in Windows
1. How to log in to Skype
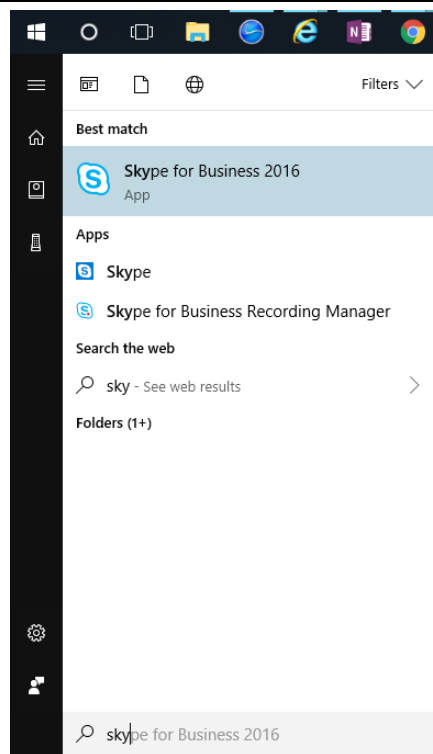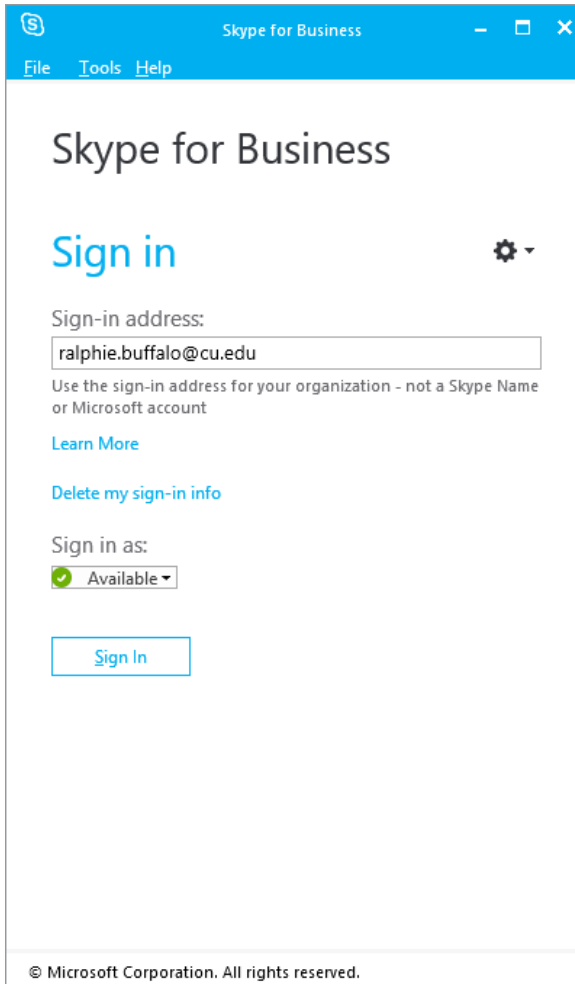2. How to configure Skype

HOW TO CONFIGURE AND USE SKYPE FOR BUSINESS IN WINDOWS:

1. How to log in to Skype

The following instructions reference the Windows 10 operating system. Begin by pressing the Windows icon on the keyboard or in the corner of the taskbar, and then type "Skype". The Skype for Business application should appear. Click on it to open.	

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The Sign in window should appear, and pre-populate with your Outlook credentials. If not, use your email address as the sign-in address, and click SIGN IN.
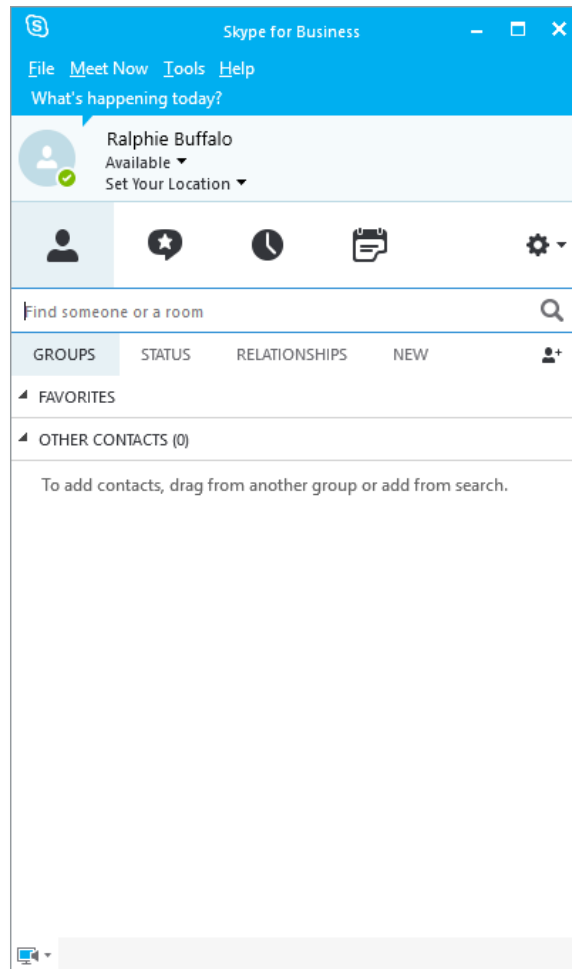

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The main window should appear, showing any Groups or current conversation tabs.

To initiate a conversation, search for a name or contact by typing their name in the "FIND SOMEONE OR A ROOM" field.

Skype for Business

File Meet Now Tools Help

What's happening today?

Ralphie Buffalo
Available ▼
Set Your Location ▼

CAM the Ram

MY CONTACTS   CHAT ROOMS

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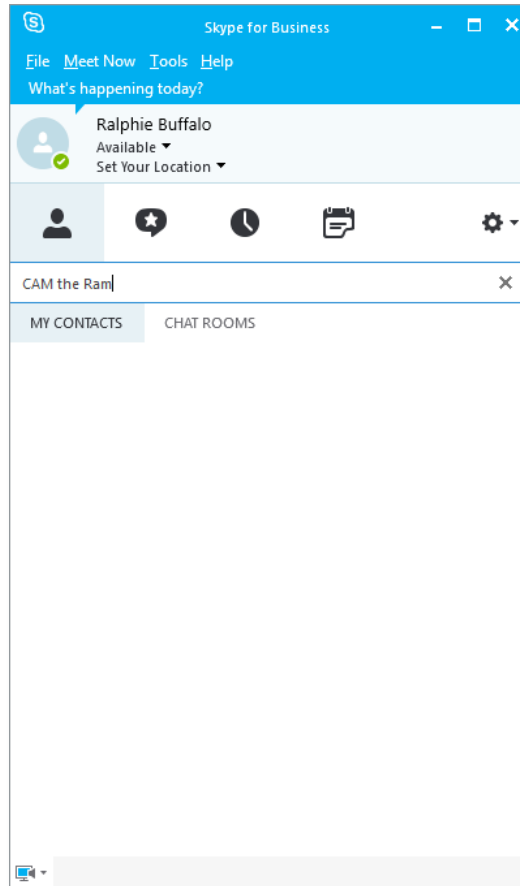Call: (303) 860-4357
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To begin your conversation, type your message in the main window and click ENTER to send.

2. Creating Groups in Skype for Business (Windows)

To create a group, click on the blue text below your name, which displays the number of participants in the current conversation.
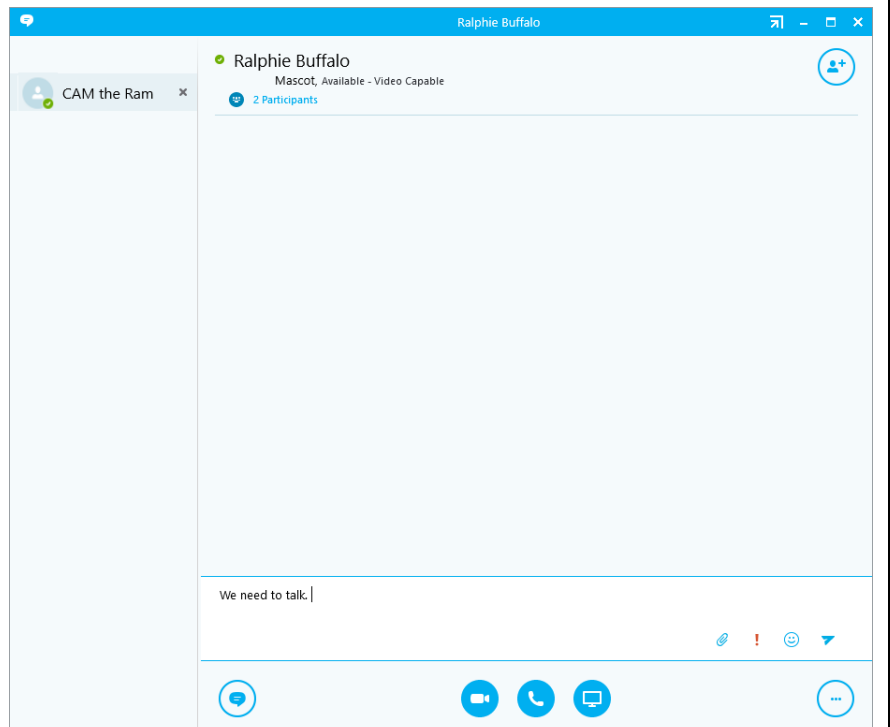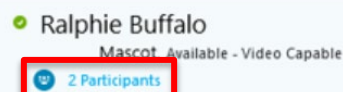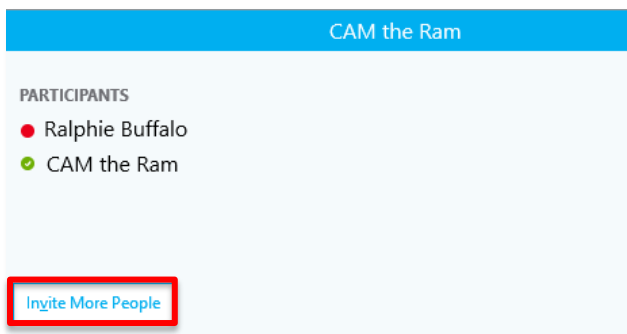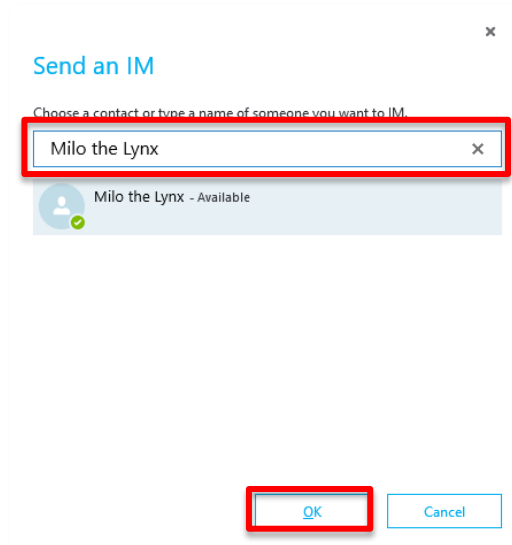

Then click Invite More People.

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Type the name of the person in the next window, and select them to add them to the group. Press OK.	**Send an IM** Choose a contact or type a name of someone you want to IM. Milo the Lynx Milo the Lynx - Available OK Cancel
A new window will appear with the group participants. To begin a conversation, Type your message in the blank area, then click ENTER to send.	Conversation (3 Participants) **PARTICIPANTS** Presenters (2) Ralphie Buffalo Milo the Lynx CAM the Ram Invite More People Participant Actions Friday, May 17, 2019 Hey now, you're an all-star. 2:34 PM

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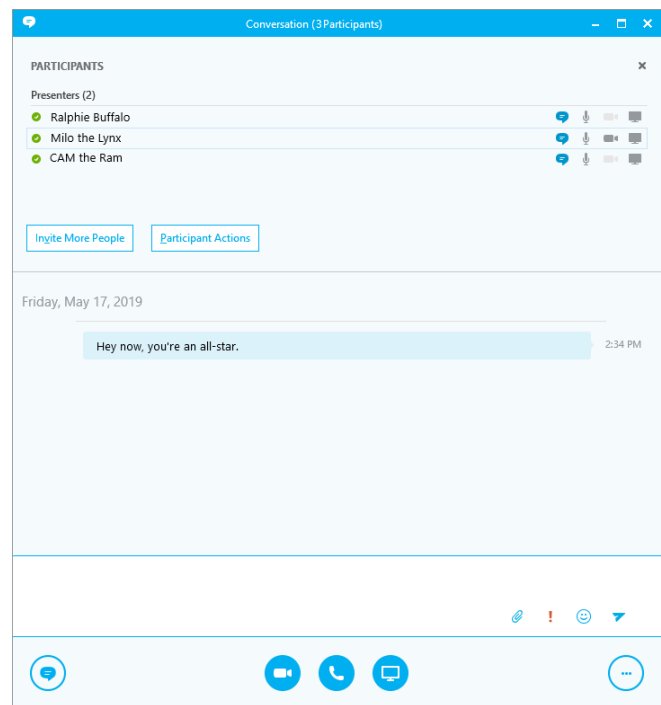**Contact UIS**
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3. Adding Contacts in Skype for Business (Windows)

To add an individual to a contacts list, right click on their name from the main application window. Then, select Add to Contacts, then Other Contacts or select the name of the custom Contacts list.
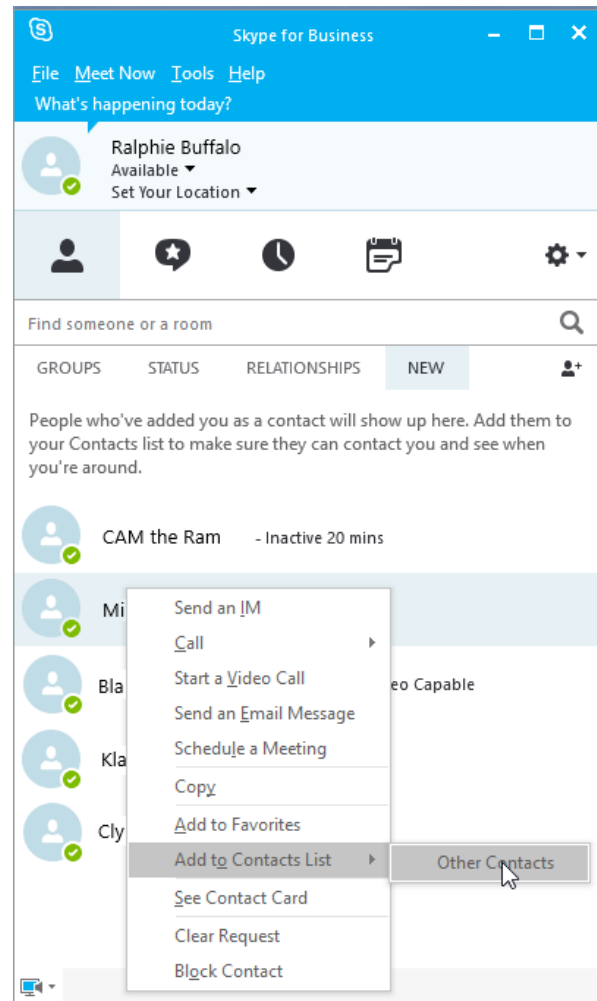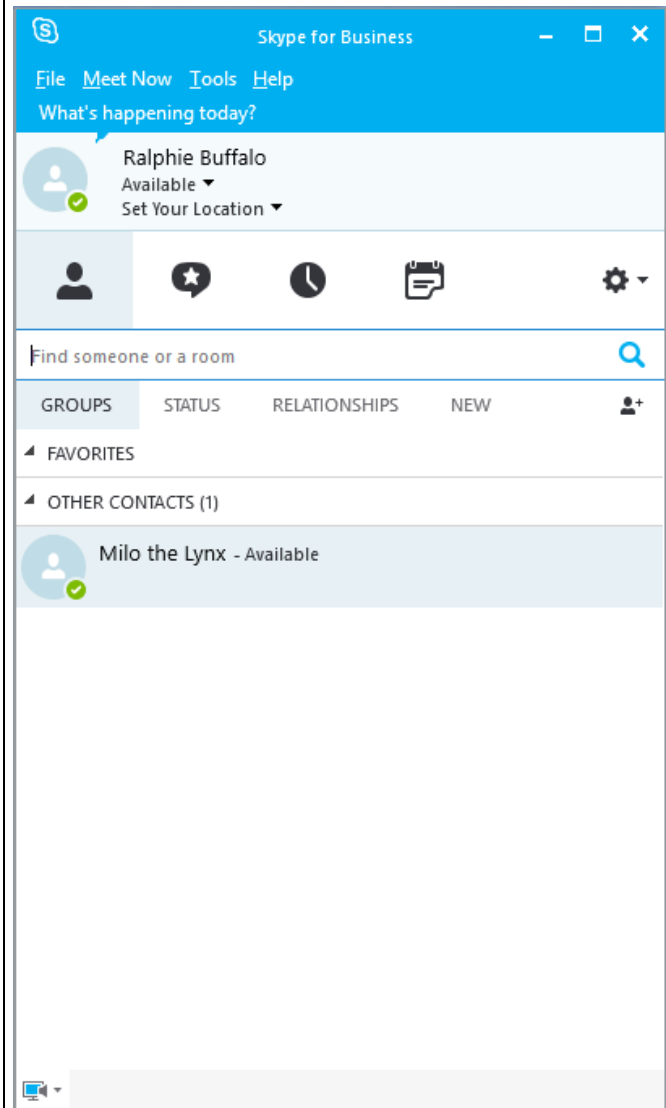
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The added contact will then appear in the main window, under OTHER CONTACTS, or under any custom contact lists.

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