

The DNR Guide to Using Skype for Business

Contents

First Things First	2
Bandwidth Issues	2
Make Sure You End Your Skype for Business Session.....	2
You Can Now Skype with Users of “Regular Skype”	2
Decline Invitations from Unknown People	2
DNR’s Skype for Business is Not Enabled for Enterprise Voice.....	3
Using Skype for Business.....	3
Finding Skype for Business on Your Computer	3
Opening Skype for Business	4
Starting an Unscheduled Skype for Business Meeting	4
Skype with Audio and Video	5
Sending a Skype for Business Calendar Invitation	6
Opening Skype for Business from a Calendar Invitation.....	8
Sharing Your Desktop and Other Content	8
Ending a Skype Session	9
Close the Skype for Business window	10
Close Your Skype for Business Session.....	10
Exit Skype for Business.....	10
Skype for Business for Android and iOS Phones and Tablets	10
Additional Information and Training	10

First Things First

Before you use Skype for Business, there are a couple of important considerations for you to take into account.

Bandwidth Issues

Skype for Business consumes a lot of bandwidth, because of the tremendous amount of “overhead” required by transmitting video information.

For the DNR locations that have limited bandwidth, Skype for Business can seriously affect the available speed of your Internet connectivity at your location while Skype is in use.

Make Sure You End Your Skype for Business Session.

When you finish your Skype for Business session, whether you are the leader or a participant, make sure you end your Skype session properly. To do so, click the **Hang Up button**.



You Can Now Skype with Users of “Regular Skype”

Now, DNR Associates can use their **Skype for Business** to communicate not only with other Skype for Business users, but also with users of **Regular Skype** – typically, someone outside of DNR or state government whose organization has not implemented Skype for Business. (At one point, GTA had blocked Regular Skype from accessing Skype for Business sessions. Due to popular demand, **GTA removed this restriction.**)

The logos are different for the two versions of Skype. The Skype logo that displays on the computer indicates the version. If it is a blue outline with a blue S on a white background, that indicates Skype for Business. A solid blue logo with a white S indicates Regular Skype.

Skype for Business Logo



Regular Skype Logo



Decline Invitations from Unknown People

You should know – or be aware of -- all the people with whom you want to conduct a Skype session. Conducting a Skype session with someone you do not know is one way that scammers have of gaining access to your computer and your information.

If you receive an invitation to Skype from someone you do not know – especially if their e-mail address ends in **DOT RU** (Russia), as in Boris.Badenov@smolensk.RU -- then do not accept it.

DNR's Skype for Business is Not Enabled for Enterprise Voice

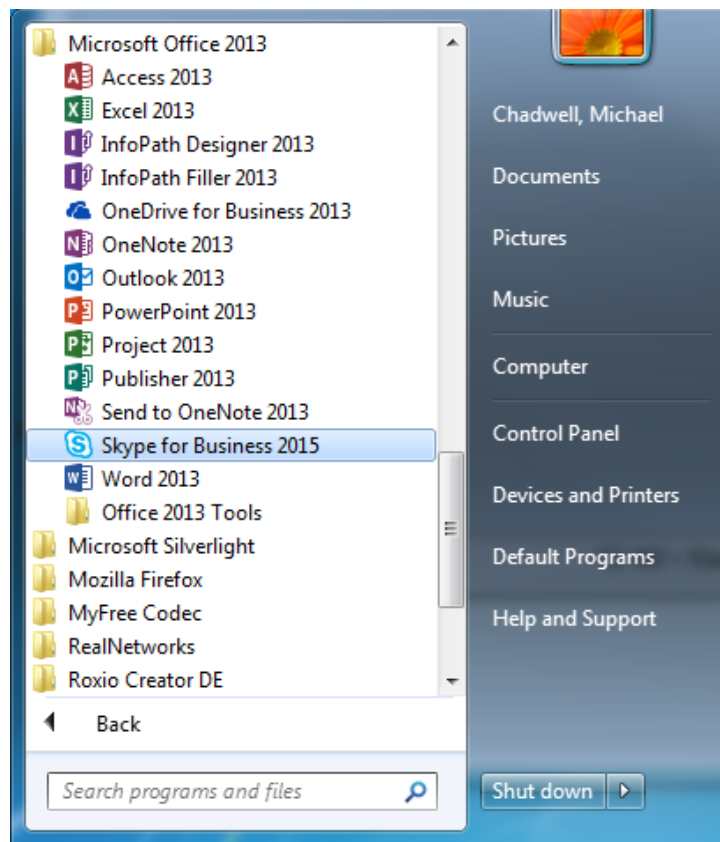
This means you cannot use conventional phone calls with DNR's Skype for Business. You have to communicate with your **computer, tablet, or smart phone** that can access your **Office 365 account**. All the people with whom you communicate by Skype for Business must also have Skype for Business. The next section explains why.

Using Skype for Business

This document tells you how to use Skype for Business to conduct audio-visual meetings and display the contents of your computer on a screen for all to see.

Finding Skype for Business on Your Computer

Click **Start -> All programs -> Microsoft Office 2013** to locate **Skype for Business**, as shown in the figure below.



Important! If you find that Skype for Business is not on your computer, then you can download it from this link:

<https://www.microsoft.com/en-us/download/details.aspx?id=49440>

Opening Skype for Business

When you start Skype for Business for the first time, you first get an opening screen:



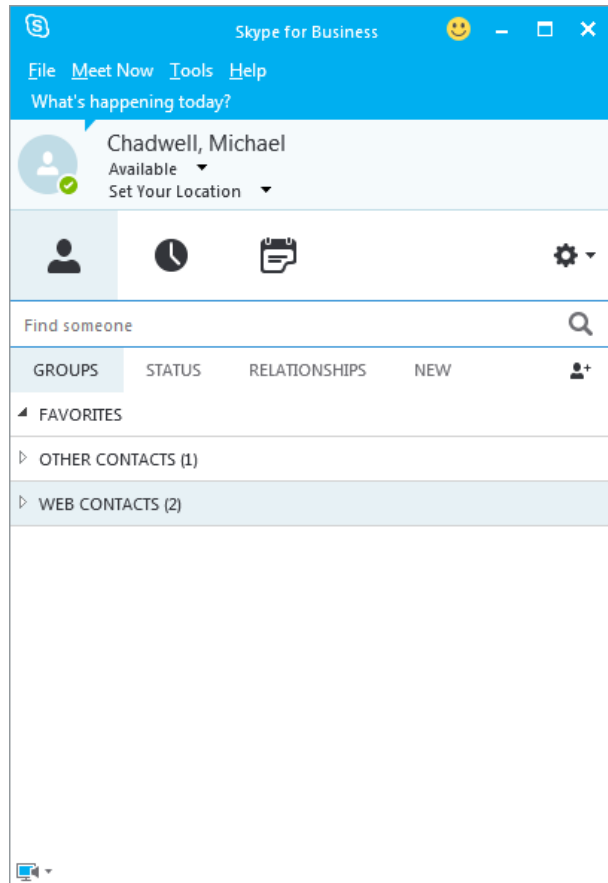
You will be presented with your login screen where you enter your e-mail login credentials – **your DNR e-mail address** in firstname.lastname@dnr.ga.gov format, and **your e-mail password** – and then click the **Sign In button**.

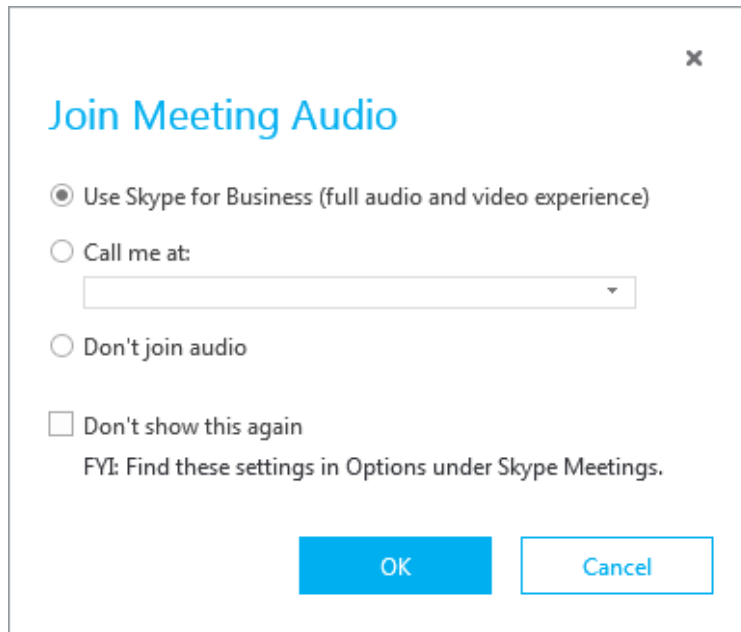
After a few seconds you should be presented with the main Skype for Business window.

Starting an Unscheduled Skype for Business Meeting

You may need to initiate an unscheduled Skype for Business meeting from within Skype instead of sending an invitation through Calendar.

To initiate a meeting, from the main Skype window, click the **Meet Now menu** at the top of the Skype window to display the **Join Meeting Audio** screen:





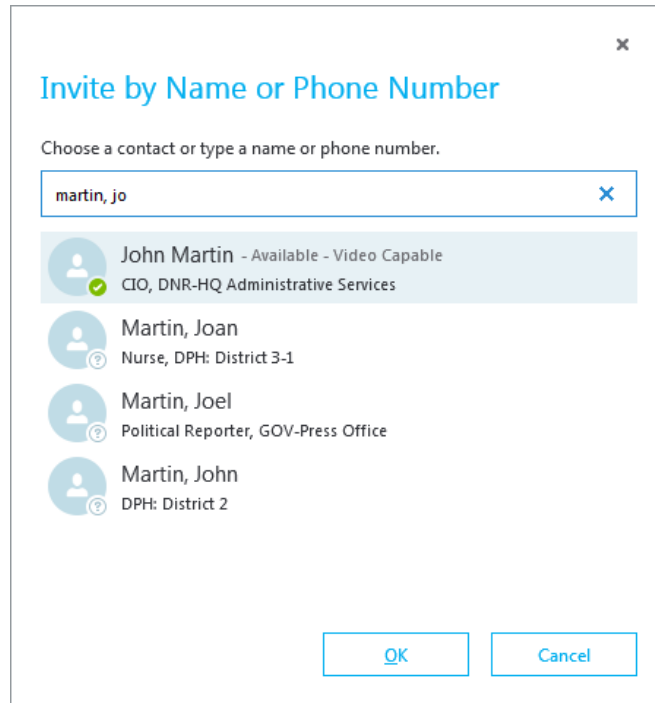
Important: You cannot use conventional phone calls with DNR’s Skype for Business. You have to communicate with your **computer, tablet, or smart phone** that can access your **Office 365 account**.

Skype with Audio and Video

For a full **audio** and **video** Skype meeting, make sure you select the **Use Skype for Business** radio button and then click the **OK button** to display the **Conversation window**.



Then click the **Invite button** in the upper right-hand corner (the silhouette of a person, with a plus mark) to add people to your Skype session. This displays the **Invite by Name or Phone Number** window.



Enter the last name and – if needed -- a comma and then the first name of the person whom you want to add to the Skype session.

Select the person and then click the **OK button**.

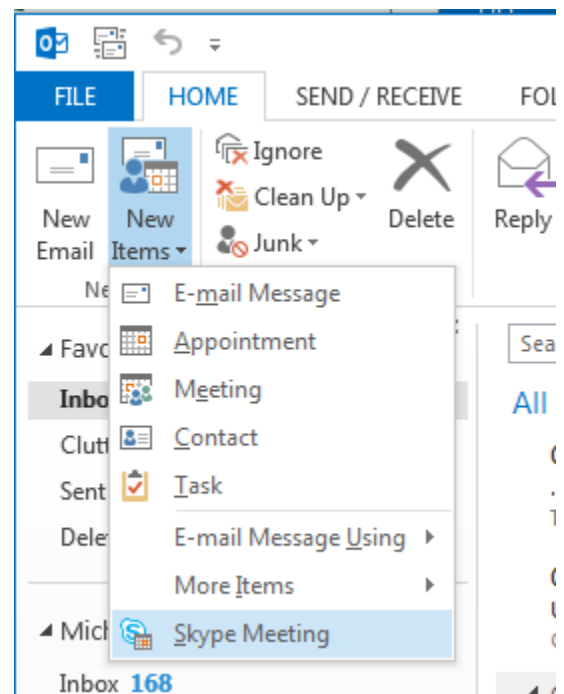
Repeat as needed to add participants. You can then start your Skype session.

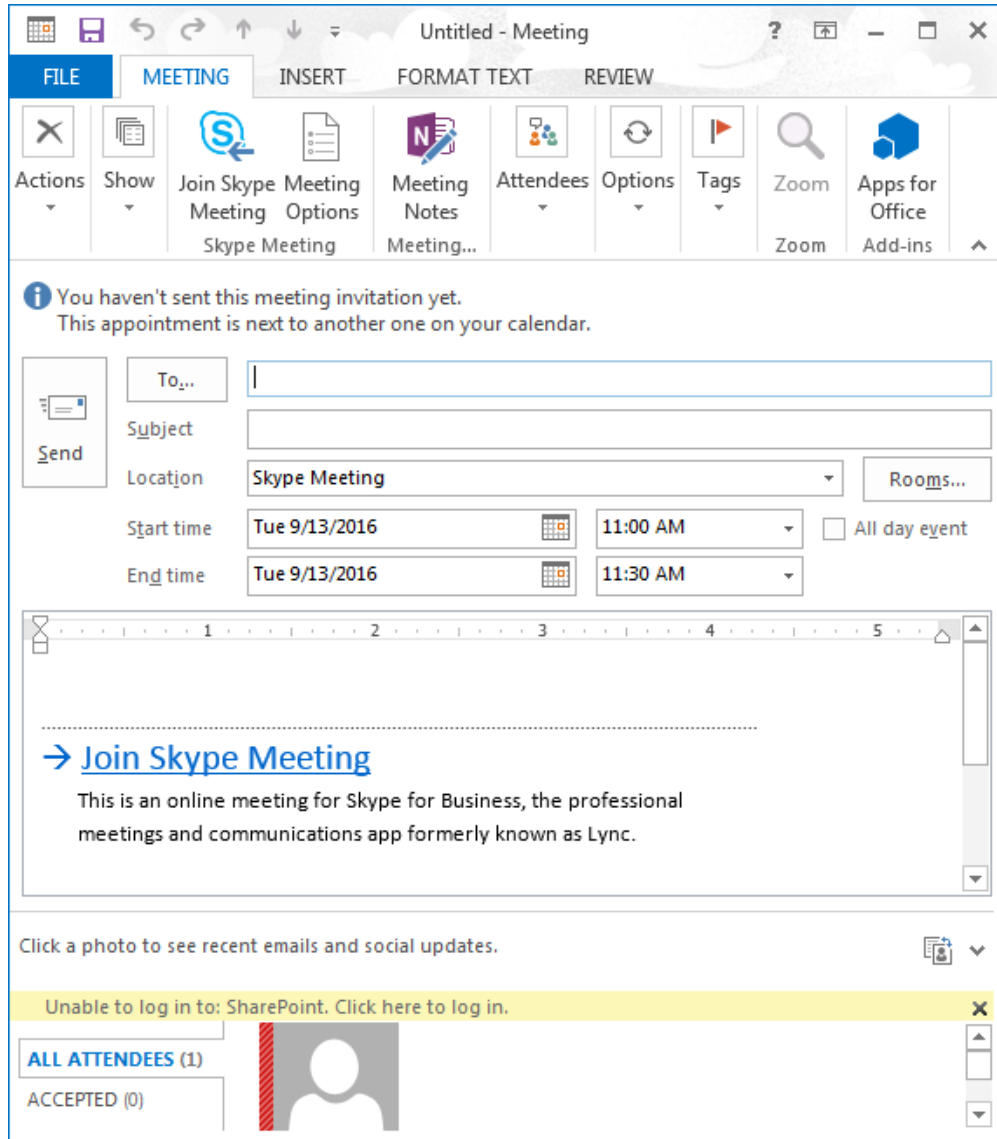
Sending a Skype for Business Calendar Invitation

Use the Outlook desktop client or Outlook 365 online to schedule a single or recurring online Skype for Business meeting similar to the way you use Outlook to schedule regular meetings.

To create and send a Skype for Business invitation, in **Outlook**, from the **Home Tab**, click **New Items**, and then click on **Skype Meeting**.

An **Untitled – Meeting** window displays.





As you would with an Outlook e-mail, enter your **participants** in the **To: field**. (Participants should populate from the Outlook Address Book the same as with recipients for an e-mail.)

Provide a **Subject** for the meeting.

Enter a **Location** (if there is one for local attendees). Set the **start and end dates and times**.

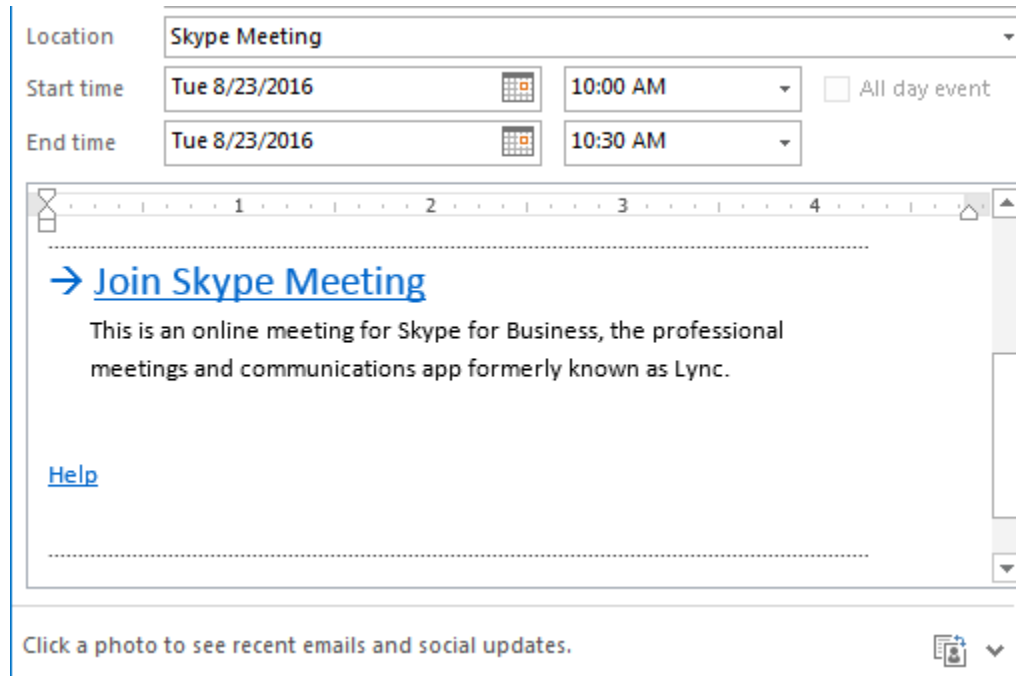
Enter any **message** you want to go with the Skype for Business invitation.

Attach any files you want to share.

When you finish, click the **Send** button.

Opening Skype for Business from a Calendar Invitation

When you open a Skype for Business invitation on your calendar, you will be presented with a link that says **Join Skype Meeting**.



Click on **Join Skype Meeting** to join a Skype for Business meeting. Your Skype will start automatically and present you with your Skype window.

When you are in the Skype meeting, make sure your microphone and your camera are on.

There are three blue circles at the bottom of the Skype screen.



One button will turn your camera on and off, one button will turn your microphone on and off, and one button will allow you to present to the group and share your screen. (The image shows the microphone with a slash through it, indicating that the microphone is turned off.)

Sharing Your Desktop and Other Content

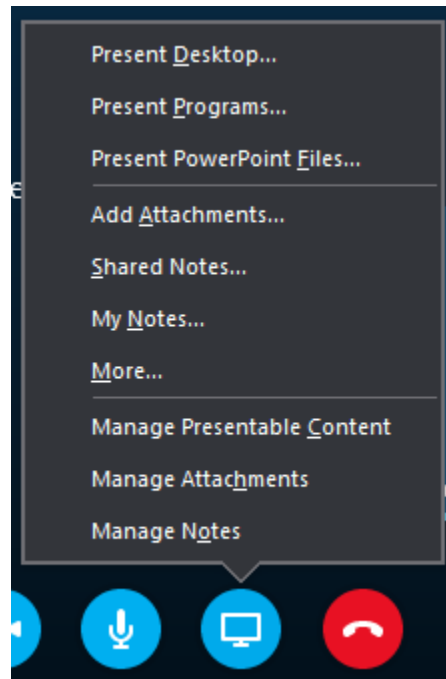
You can share content with colleagues either from the messaging conversation window or during a meeting. This presentable content can include your computer desktop, a single program file or a PowerPoint slideshow. You can also share a virtual whiteboard, conduct polls and hold a Q&A session.

Important: When you share your desktop, everyone participating can see your entire desktop including notifications. If you have confidential information or documents that you don't want people to see, close them or use program sharing instead.

To share your desktop with the other participants, click the Present icon.



Click the Present icon to display another menu from which you make an appropriate selection.



- Click **Present Desktop...** to show the entire contents of your desktop
- Click **Present Programs...** and double-click the program window you want to share (the program for sharing must already be open).
- Click **Present PowerPoint Files...** to share a PowerPoint presentation.

Initially, only the person who started presenting can control the content. You can however allow any participant to share control. You can take back full control at any time.

Ending a Skype Session

There are three ways to finish your use of Skype for Business:

- Close the Skype for Business window
- Sign out of your session
- Exit from Skype for Business

Close the Skype for Business window

You can close the Skype for Business window by clicking the X in its upper-right corner. Although the window closes, your session continues to run, so others can still see your availability status and you still receive alerts.

You can also click the **red button** at the bottom of the Skype window to sign out of the Skype for Business session.

The Skype for Business icons on your taskbar will appear as they do when you have the Skype for Business window open, indicating your presence status. Re-open the Skype for Business window at any time by clicking the large icon in the program section of the taskbar.

Close Your Skype for Business Session

Use the **File -> Sign out** menu to close your Skype for Business session. This method continues to run Skype for Business in the background, making it easier to sign in again when you're ready. Once you have signed out in this way, others cannot see your status or interact with you.

Exit Skype for Business

To exit Skype for Business completely, from the main Skype window, select **File -> Exit** to exit Skype. This closes your Skype for Business session and stops Skype for Business running on your computer.

Skype for Business for Android and iOS Phones and Tablets

A Skype for Business app is available for your Android and iOS (Apple) phones and tablets.

Just go to the appropriate app store and download the app for your device.

Additional Information and Training

This document covers only a few of the capabilities of Skype for Business. For more information, click the **Skype Help** or visit Microsoft's *Discover Skype for Business* at:

<https://support.office.com/en-us/article/Discover-Skype-for-Business-8a3491a3-c095-4718-80cf-cbbe4afe4eba>

