



Unit 1

The Basics

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Open Skype for Business 2015
- ✓ Sign into your Skype for Business account
- ✓ Sign out of your Skype for Business account
- ✓ Close Skype for Business

Unit 1

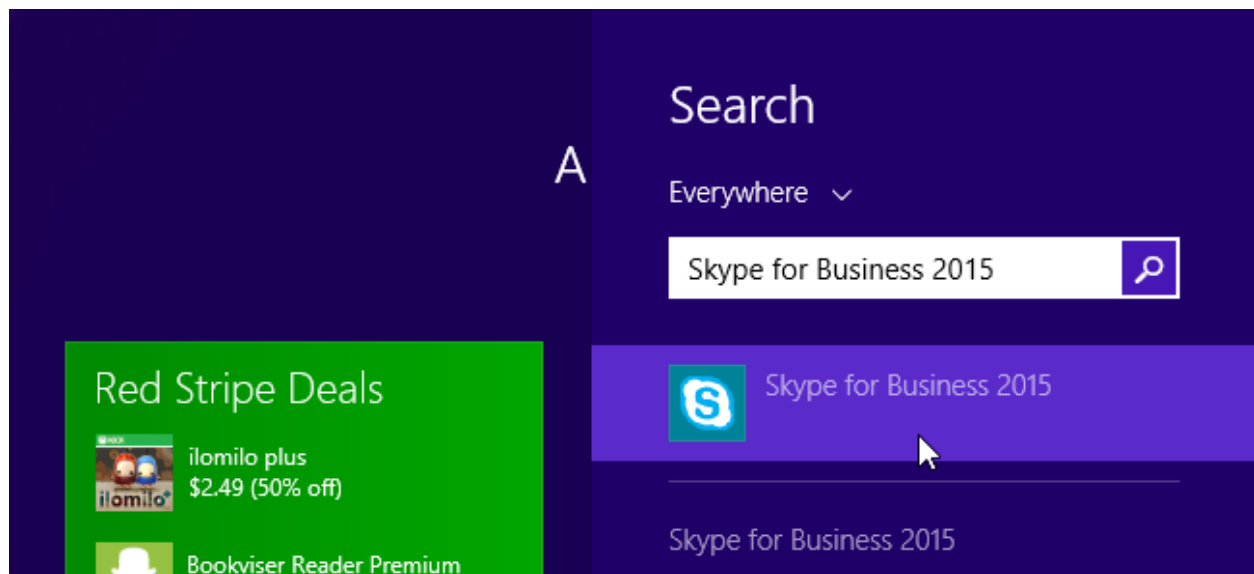
The Basics

Opening Skype for Business

Instructor Tip: We recommend that students copy the Exercise Files folder to a readily accessible location, such as the desktop.

At its core, Microsoft Skype for Business (previously known as Microsoft Lync) is an instant messaging client (much like Google Talk and Apple Messages). However, this application not only includes instant messaging capabilities, but also voice calling, video conferencing, and some powerful collaborative features.

To open Skype for Business using Windows 8, click the Skype for Business 2015 tile if it has been pinned to the Start screen. If you do not see this tile, type “Skype for Business 2015” with the Start screen open and then click on the most relevant result:



(If you are using Windows 7 or Windows Vista, click Start → All Programs → Microsoft Office → Skype for Business 2015.)


If you are opening Skype for Business for the first time, you will see a Welcome window that provides you with some tips for using it:





S

Welcome - Skype for Business

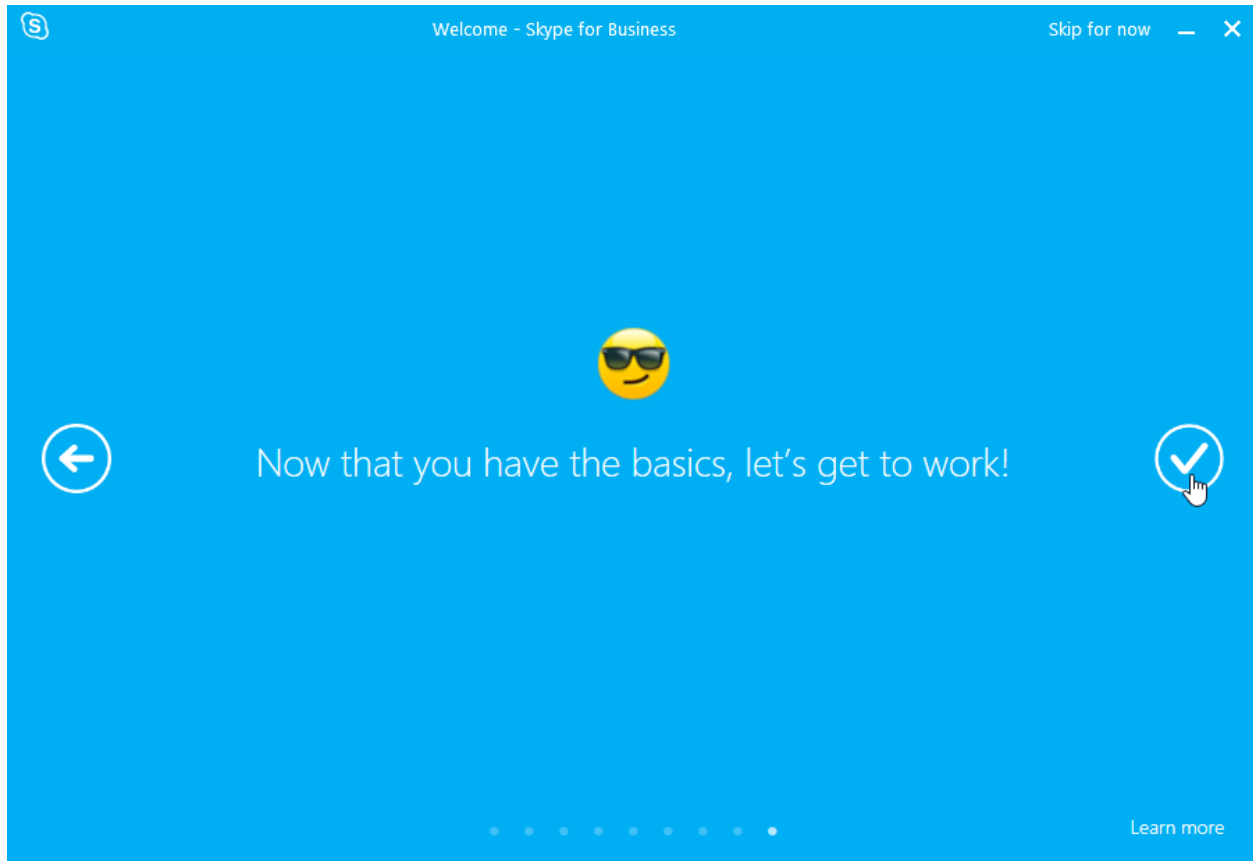
Skip for now — X

 **Skype for Business**

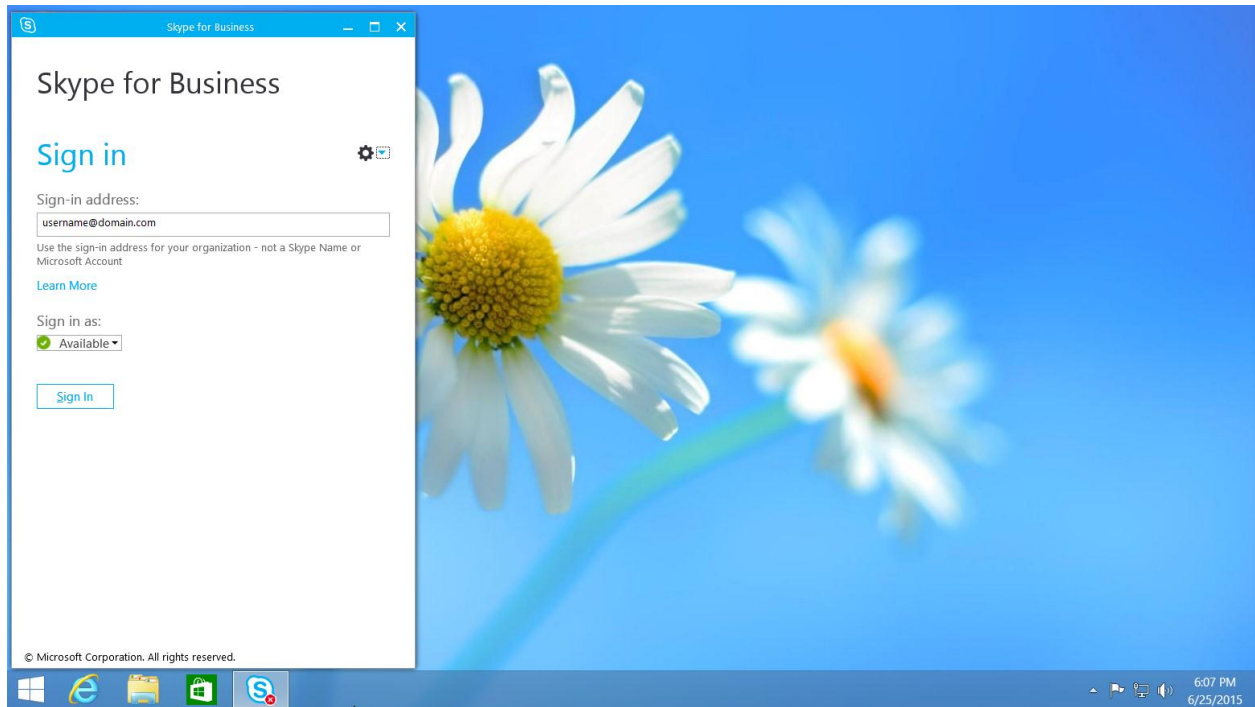
7 quick tips most people ask for



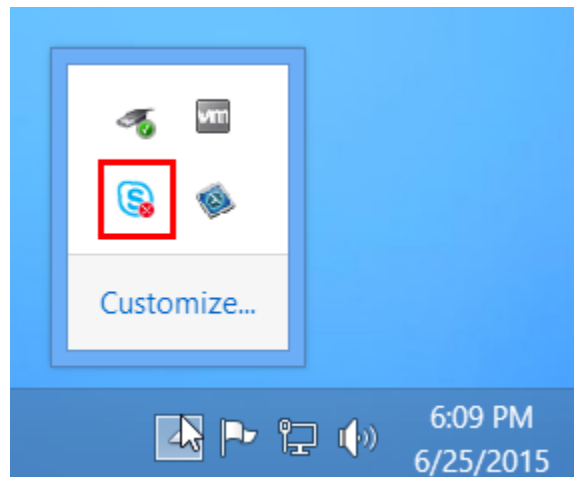
You can skip this window by clicking the “Skip for now” button that is near its top right-hand corner or you can browse through these tips by clicking the Next button until you’ve reached the end:



Skype for Business itself will open on your desktop in a small window:



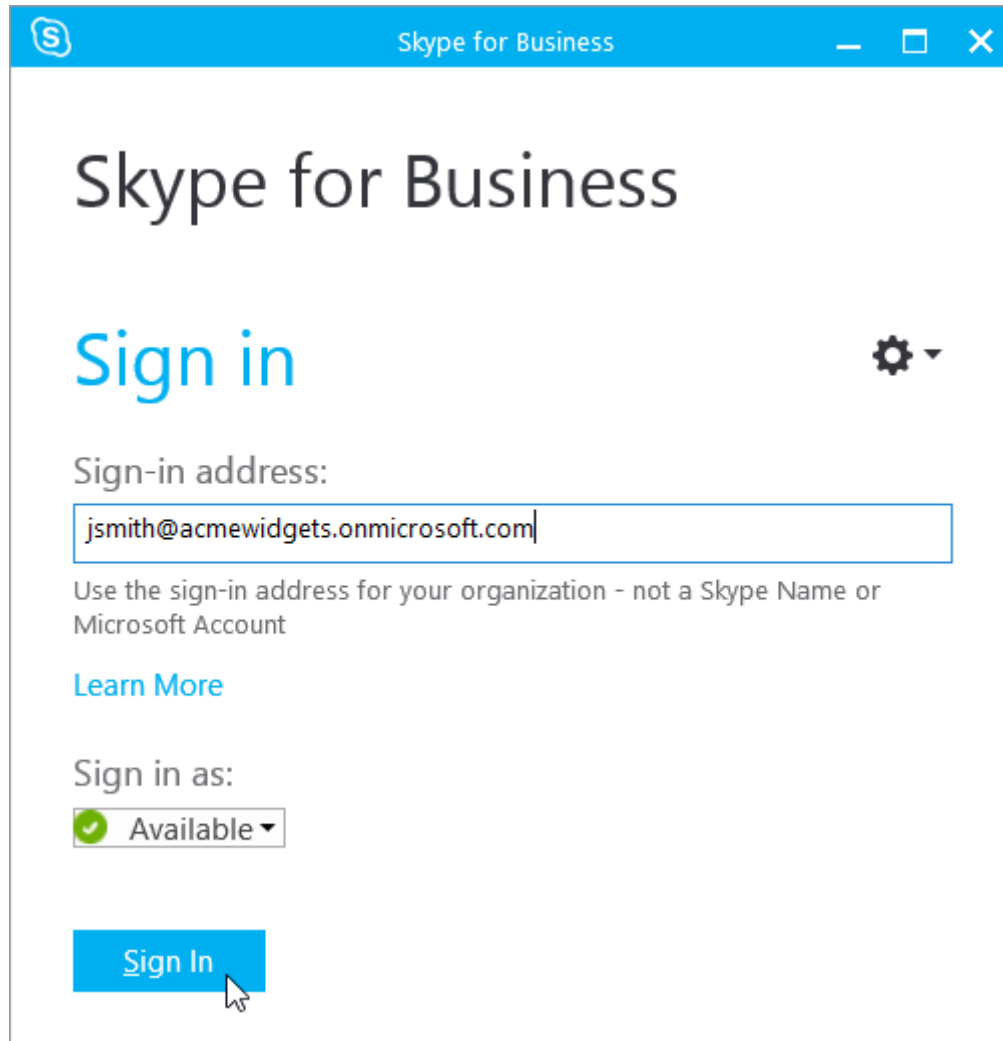
A Skype for Business icon will also be displayed in the notification area on the taskbar:



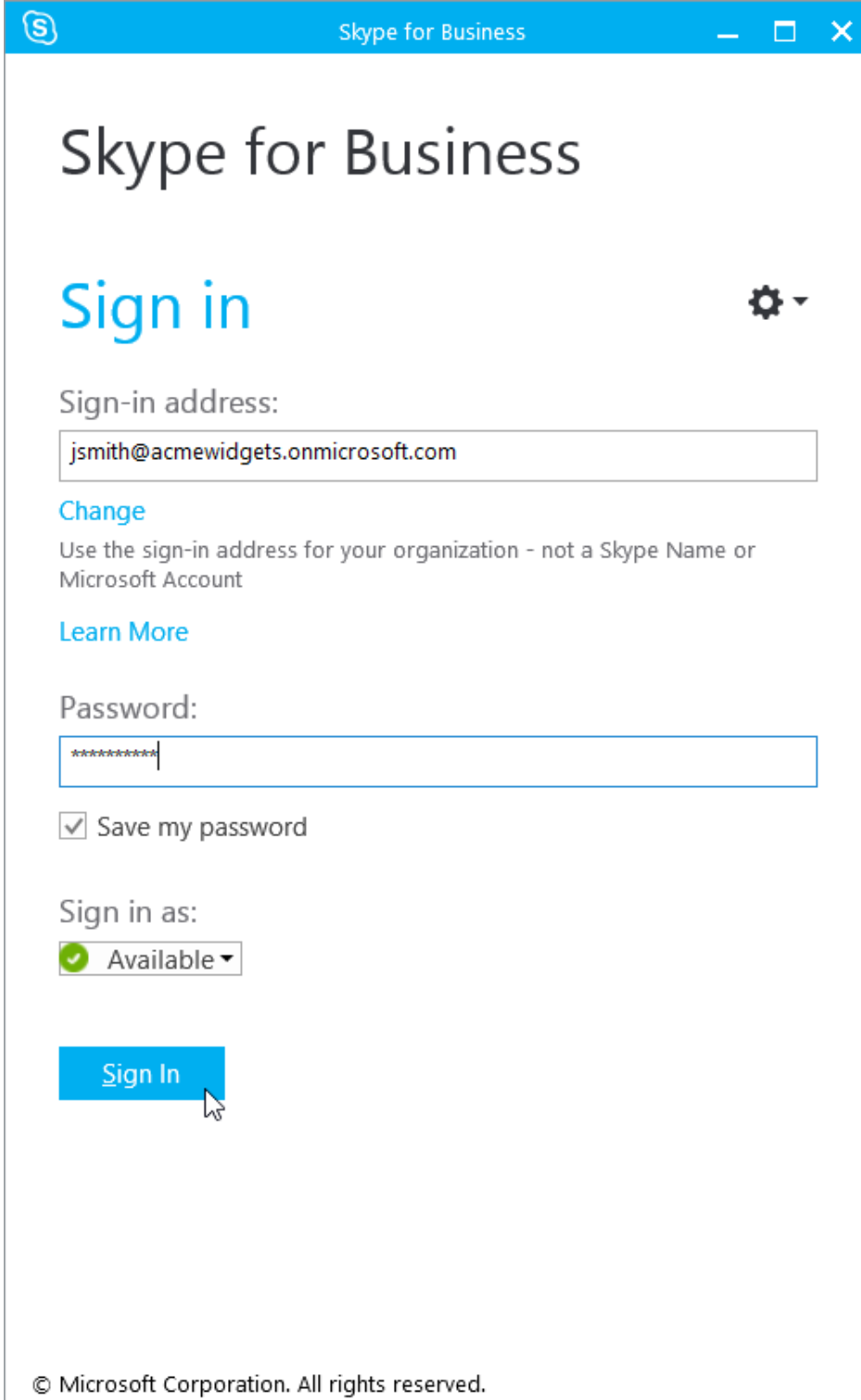
Signing In

To begin, ensure that the Skype for Business window is open on your screen.

Inside the “Sign-in address” text box, type your sign-in address (your organizational e-mail address). Click Sign In:



After a moment, you will be asked to enter your password. Type it into the provided text box and then click Sign In:



Skype for Business

Skype for Business

Sign in

Sign-in address:

[Change](#)

Use the sign-in address for your organization - not a Skype Name or Microsoft Account

[Learn More](#)

Password:

Save my password

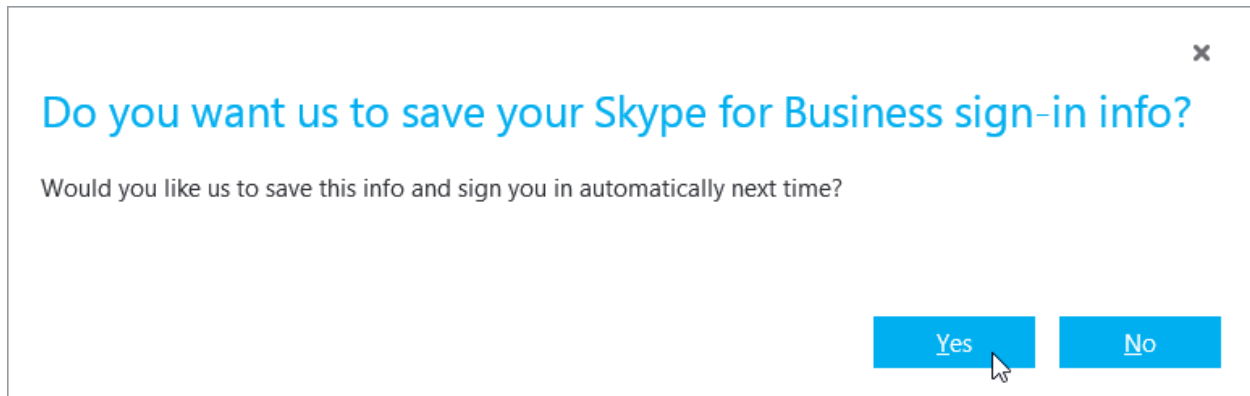
Sign in as:

Available

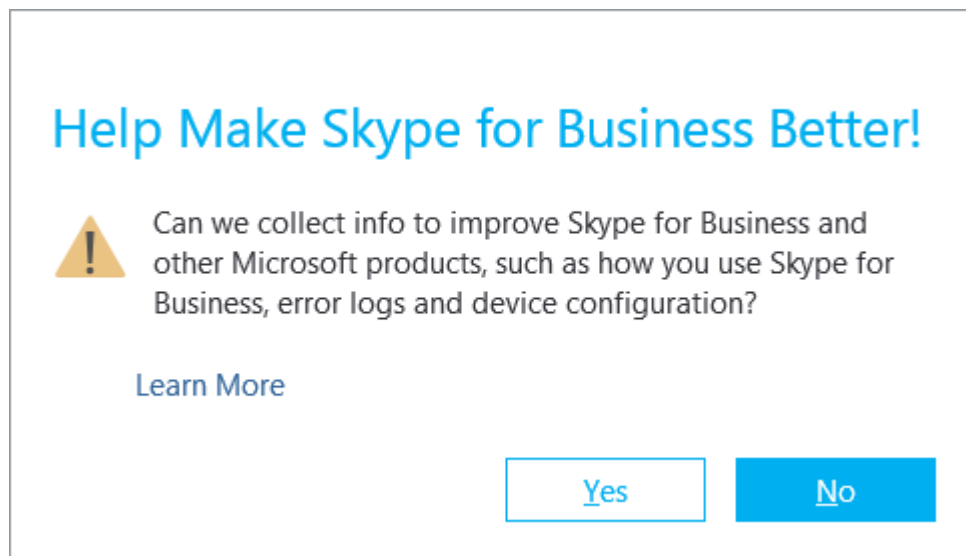
[Sign In](#)

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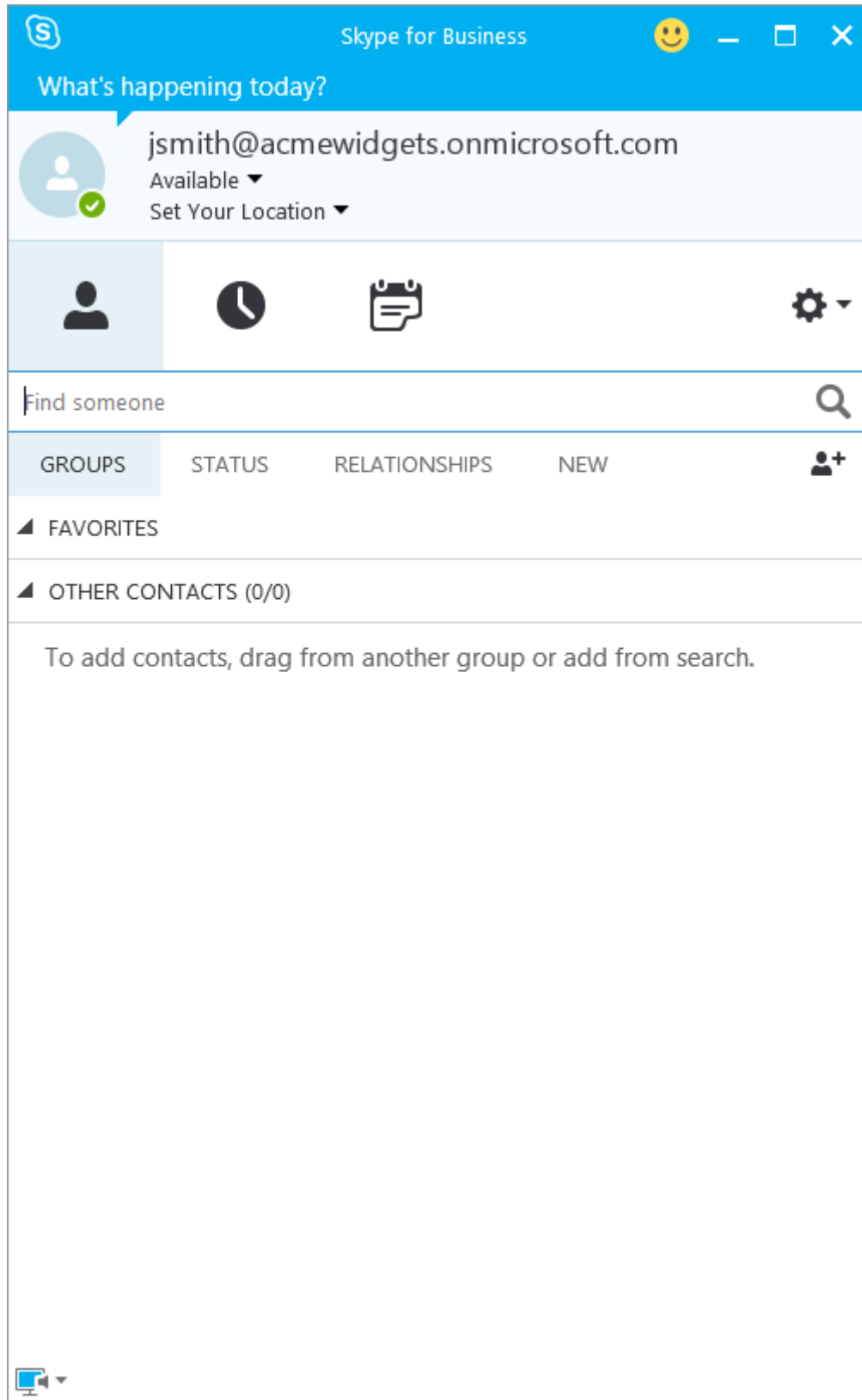
A pop-up dialog will appear that asks you if you would like to save your sign-in information. If you are using your own computer, click Yes. However, if you are using a shared computer, click No:



If you are signing in for the first time, you will be asked if you want to allow Microsoft to collect anonymous data to help improve their products. Click Yes or No to continue:



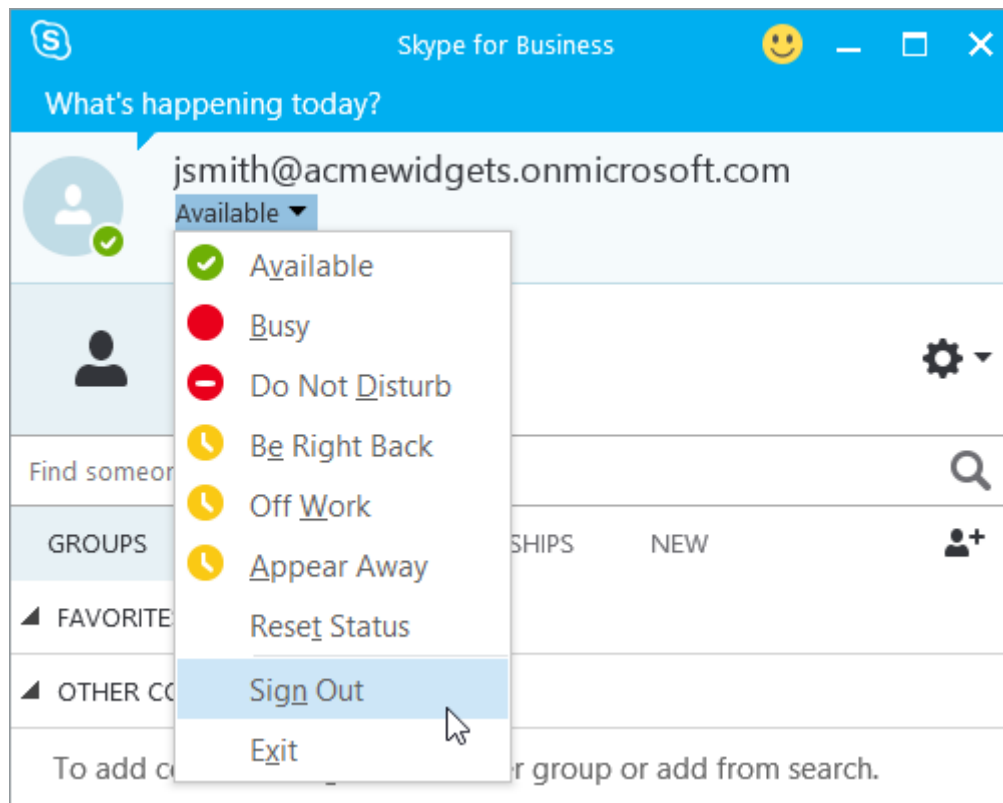
You will now be signed into Skype for Business:



Signing Out

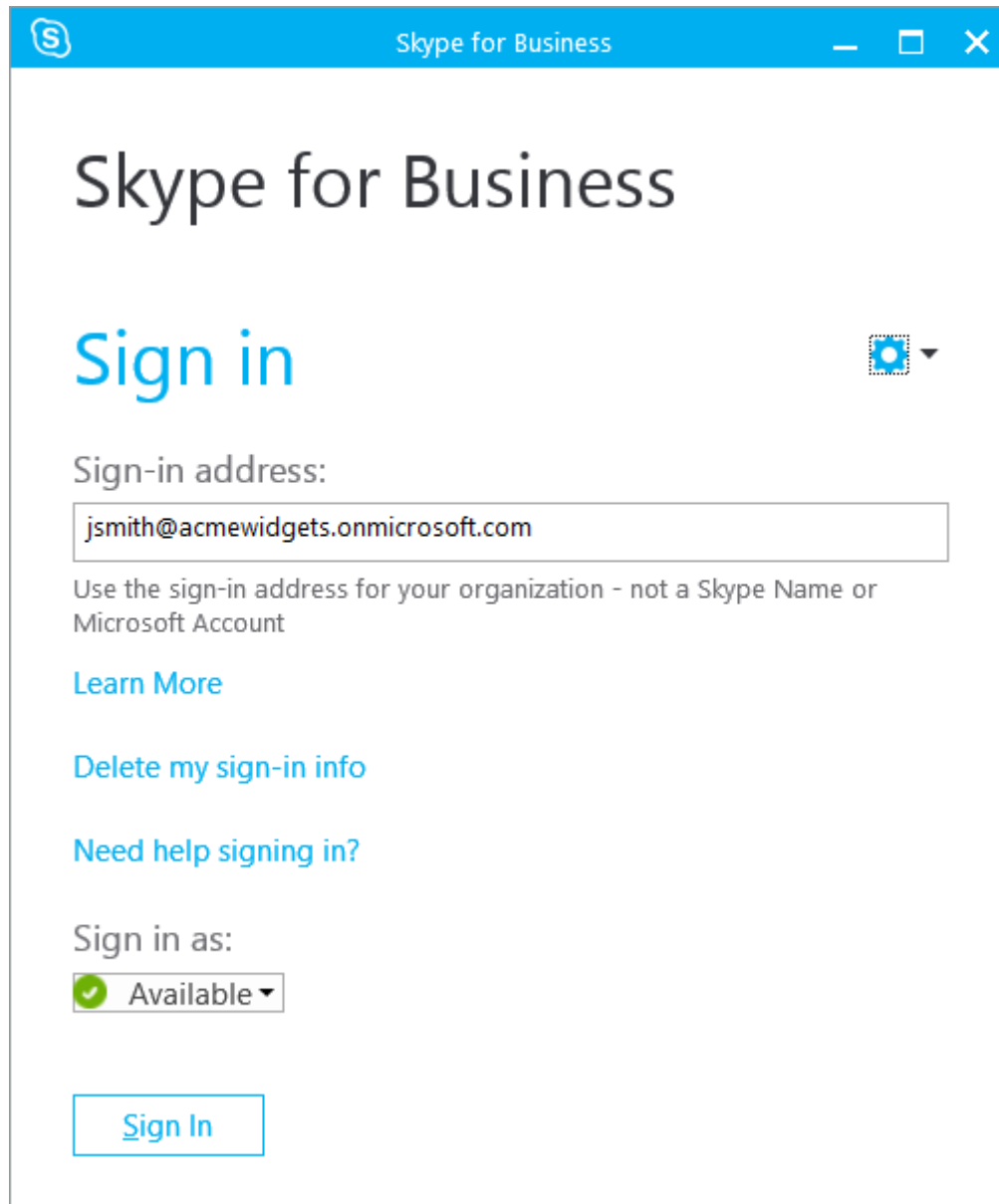
To begin, open Skype for Business and sign into your Skype for Business account if you have not already done so.

Once you have finished with Skype for Business, you should always sign out of it. On the Skype for Business window, just below your name, click the presence status drop-down command and click Sign Out:



Alternatively, you can also sign out of Skype for Business by clicking Options (⚙️) → File → Sign Out.

You will now be signed out of your account, but the Skype for Business window will still be displayed:



Closing Skype for Business

If you click the Close button (✕) in the upper right-hand corner of the Skype for Business window, Skype for Business will be minimized to the taskbar. To close the Skype for Business client entirely, click Options (⚙) → File → Exit:

