

Answer the following questions:

1. What is the default presence status in Skype for Business 2015?
2. What happens if your presence status is set to Do Not Disturb and someone tries to send a message to you?
3. How do you change your presence status once you have already logged into Skype for Business?
4. Where on the Skype for Business window do you find the text box that you use to enter a personal note?
5. How do you set your location in Skype for Business 2015?