



Unit 12

Using Skype for Business in the Notification Area

Learning Outcomes

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

- ✓ View the Skype for Business notification area icon
- ✓ Change your presence status
- ✓ Sign in and sign out
- ✓ Open Skype for Business from the notification area
- ✓ Close Skype for Business from the notification area



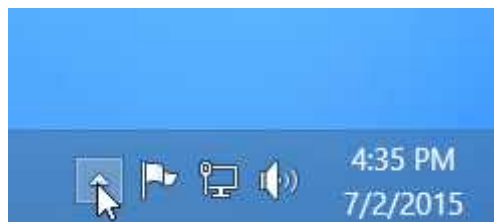
Unit 12

Using Skype for Business in the Notification Area

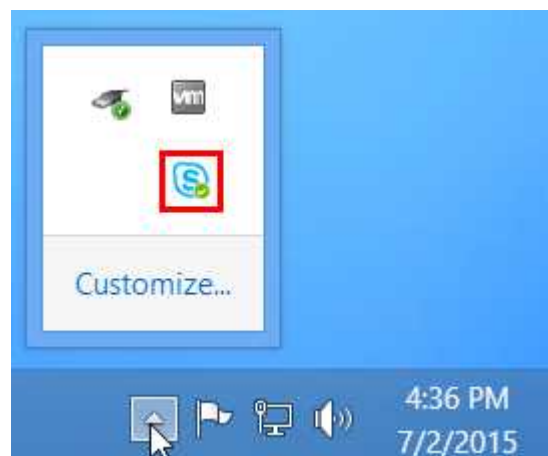
Viewing the Skype for Business Notification Area Icon

To begin, open Skype for Business and sign into your account.

When Skype for Business is open on your desktop, a Skype for Business icon will also be placed in the notification area. To view this icon, click the “Show hidden icons” button to expand the notification area:



The Skype for Business icon will represent your current presence status. In this case, it will most likely have a green checkmark to show that you have the Available status applied:

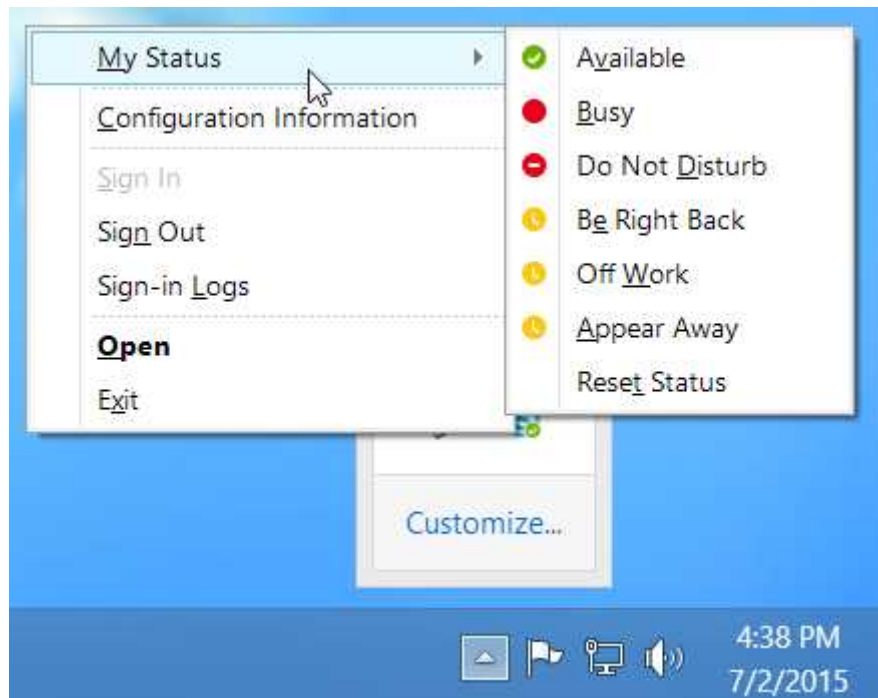


This icon will be present in the notification area for as long as Skype for Business is open.

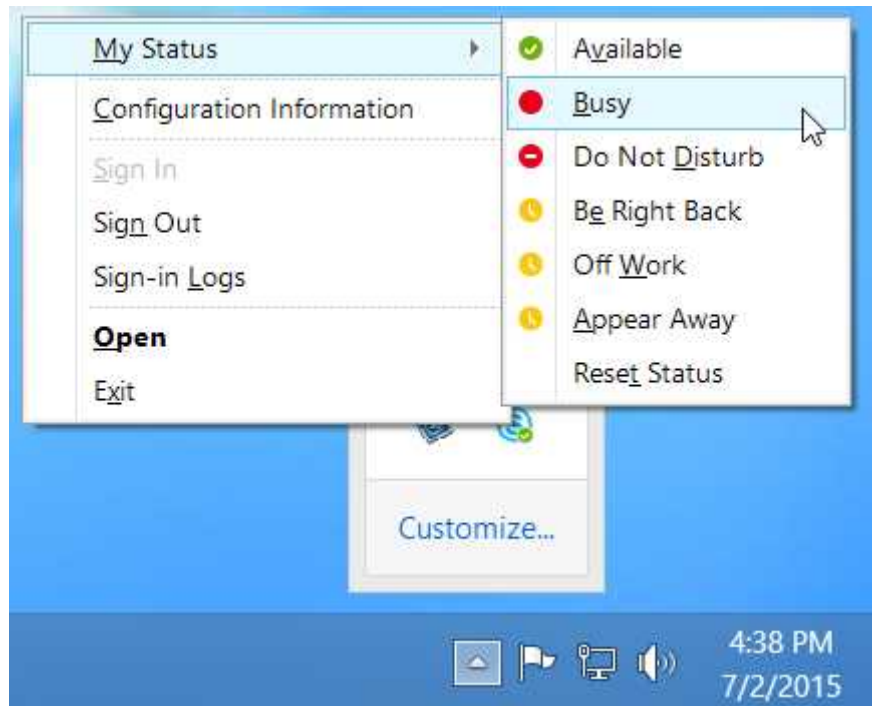
Changing Your Status

To begin, open Skype for Business and sign into your account.

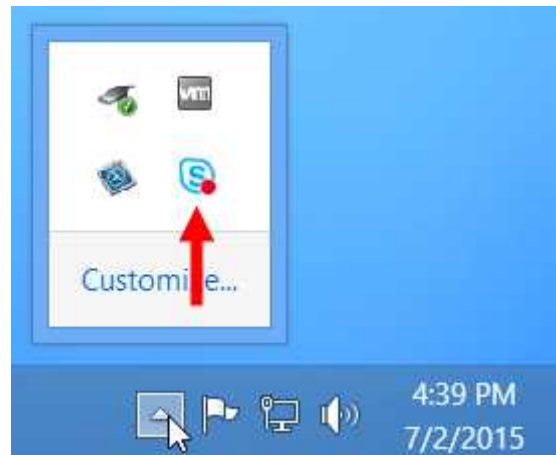
The Skype for Business notification area icon can be used to complete a variety of tasks, including changing your presence status. To use it to change your current presence status, right-click on the icon and move your cursor over the My Status option:



This action will produce a menu that lists all of the default presence status options. For this example, click Busy:



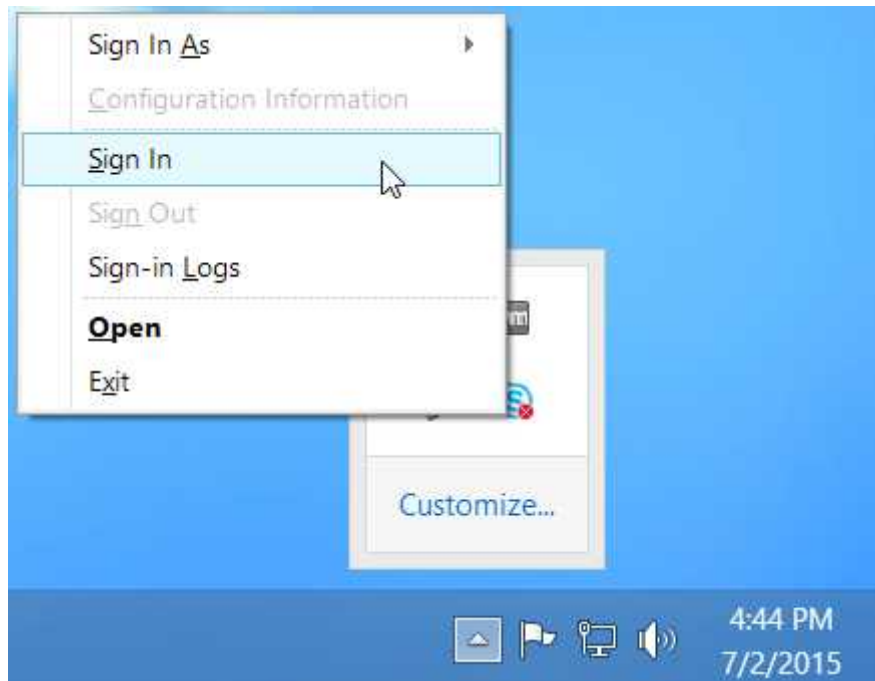
With the Busy presence status now applied, you will see that Skype for Business icon has changed to incorporate a red dot to indicate this new status:



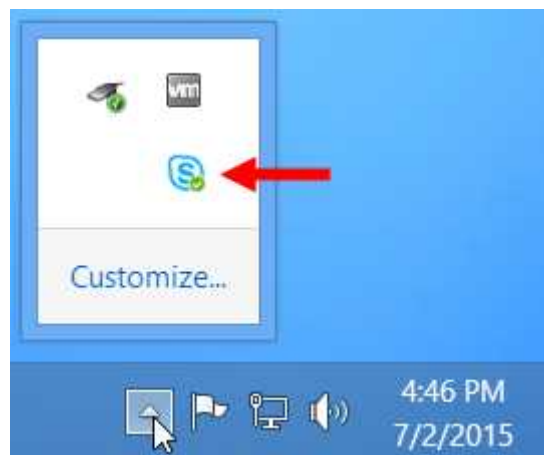
Signing In and Signing Out

To begin, open Skype for Business. Do not sign into your account or sign out of it if it has been signed into automatically.

Using the Skype for Business notification area icon, you can also sign into and out of your account. To sign into your account, right-click the Skype for Business icon and then click Sign In:

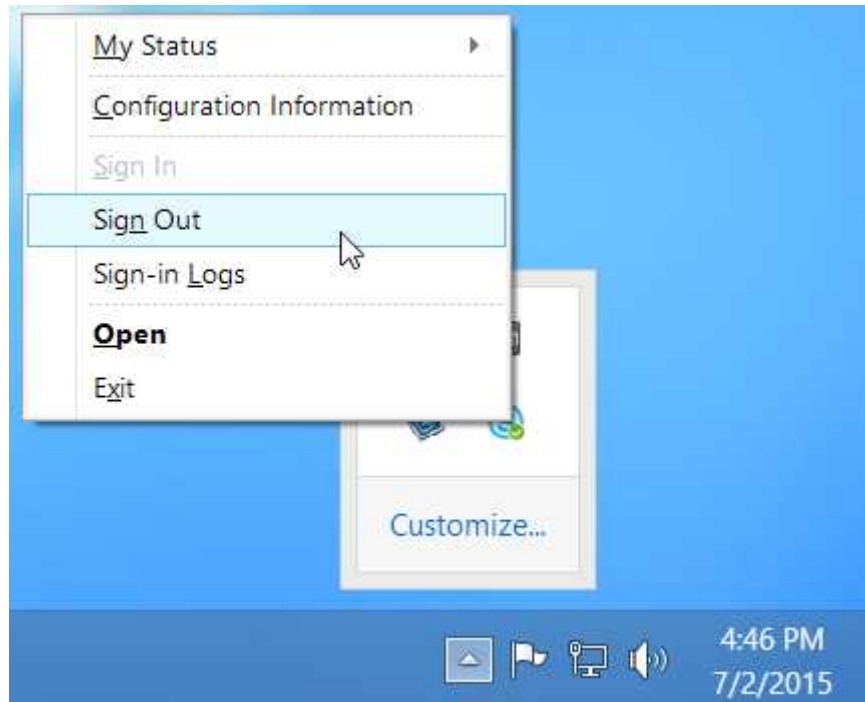


You will immediately be signed into your account using any credentials that you previously used and saved in Skype for Business:

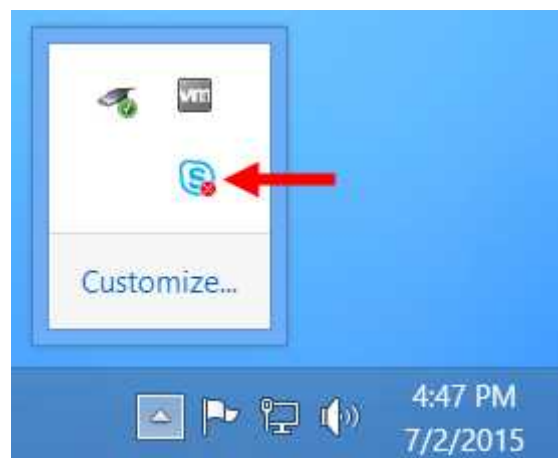


(If you have not used Skype for Business before, you will be asked to enter your credentials.)

Sign out by right-clicking on the Skype for Business icon and then click the Sign Out option:



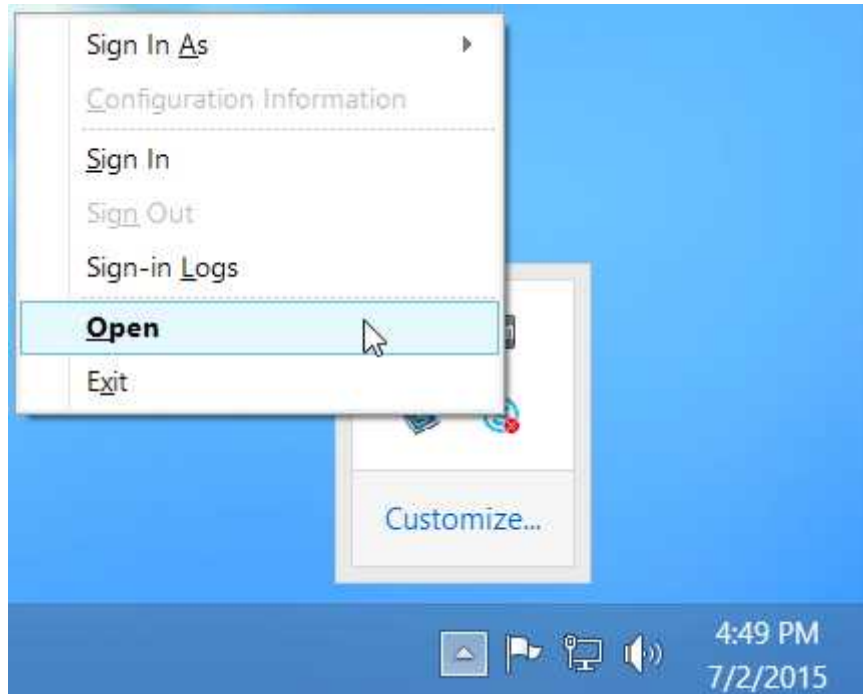
The Skype for Business icon will then change to indicate that you have been signed out of Skype for Business:



Opening Skype for Business from the Notification Area

To begin, open Skype for Business. Minimize the Skype for Business window to the taskbar.

While Skype for Business has been minimized, you can expand it again using the Skype for Business icon on the notification area. Right-click the Skype for Business icon and then click Open:



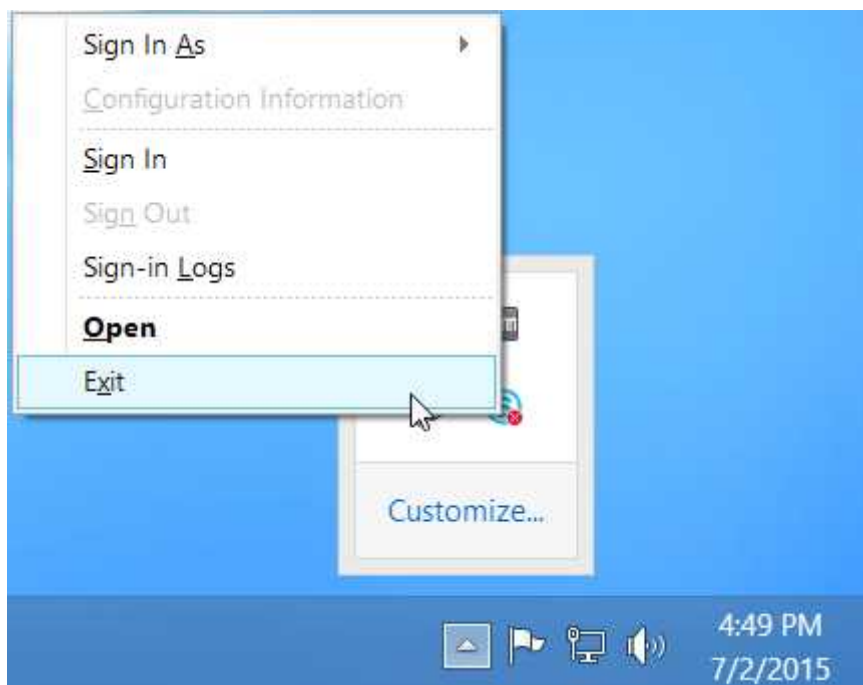
(Alternatively, you can double-click on this icon to achieve the same result.)



Closing Skype for Business from the Notification Area

To begin, open Skype for Business.

Closing the Skype for Business window will only minimize it to the taskbar along the bottom of your screen. If you want to close Skype for Business entirely, you can use the Skype for Business icon in the notification area. Right-click on the Skype for Business icon in the notification area and then click Exit:



Skype for Business will immediately close entirely.