



# Unit 11      Advanced Settings

## Learning Outcomes

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

- ✓ Turn off all profile pictures
- ✓ Always display the Skype for Business window on top of any other windows
- ✓ Use the Microsoft Skype for Business Recording Manager
- ✓ Prevent Skype for Business from starting automatically



## Unit 11

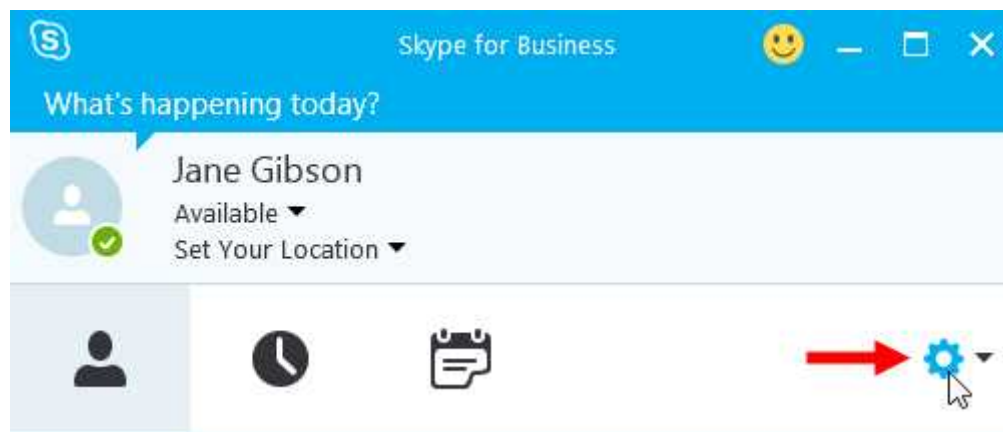
### Advanced Settings

#### Turning Off All Pictures

To begin, open and sign into Skype for Business.

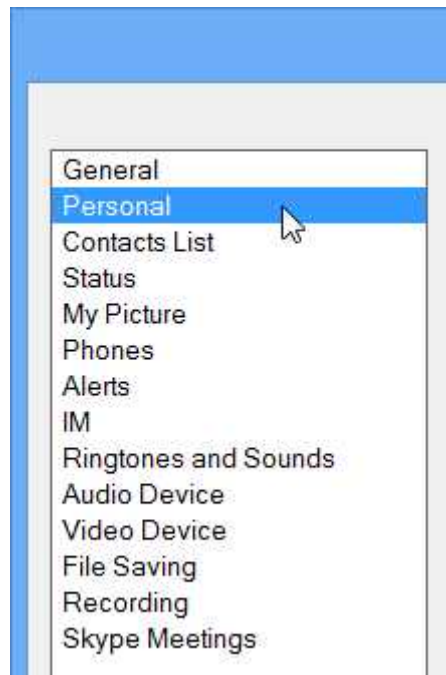
By default, your profile picture and those of your contacts will be displayed in the Skype for Business window. You can see these pictures beside each contact in the Contacts list as well as your own picture in the top-left corner of the window. If you wish, you can make the Skype for Business window a little more compact by hiding all of these pictures.

To hide all of the profile pictures in the Skype for Business window, first open the Skype for Business – Options dialog by clicking the Options button (⚙️):

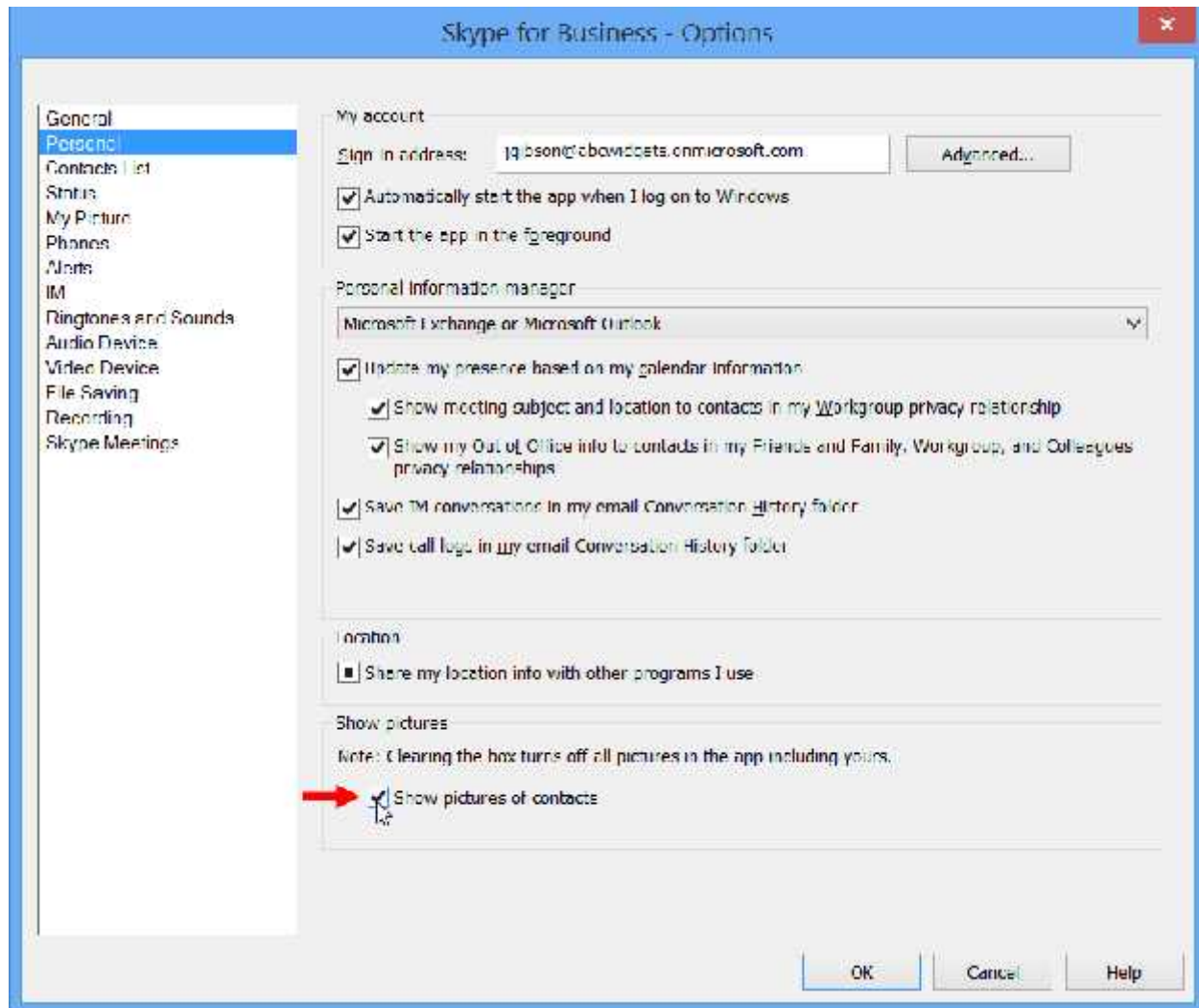




With the Skype for Business – Options dialog now open, click the Personal category:



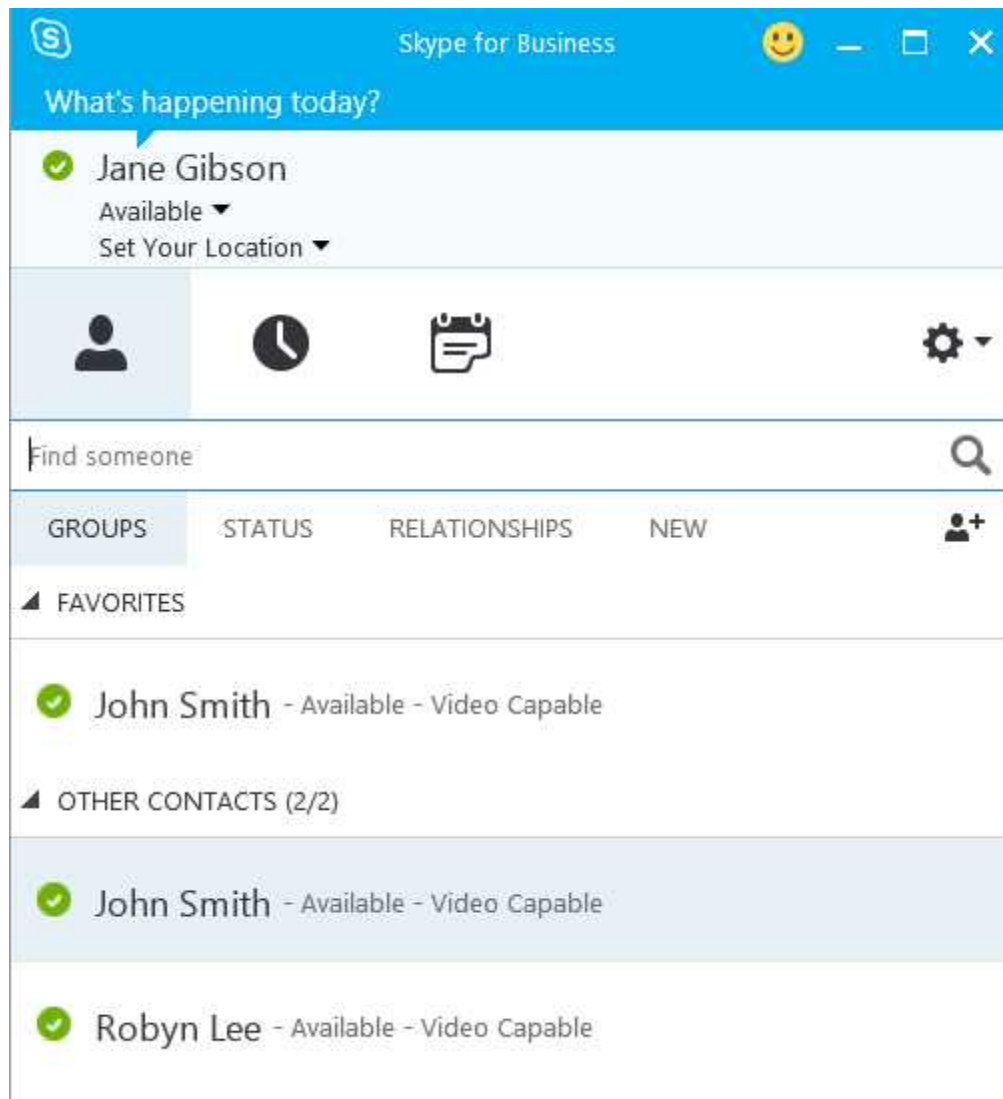
With the Personal category displayed, clear the “Show pictures of contacts” checkbox:



Click the OK button to apply the new changes that you have made:



Return to the Skype for Business window. You will see that all of the profile pictures that are normally displayed beside each contact on the Contacts list have been hidden:

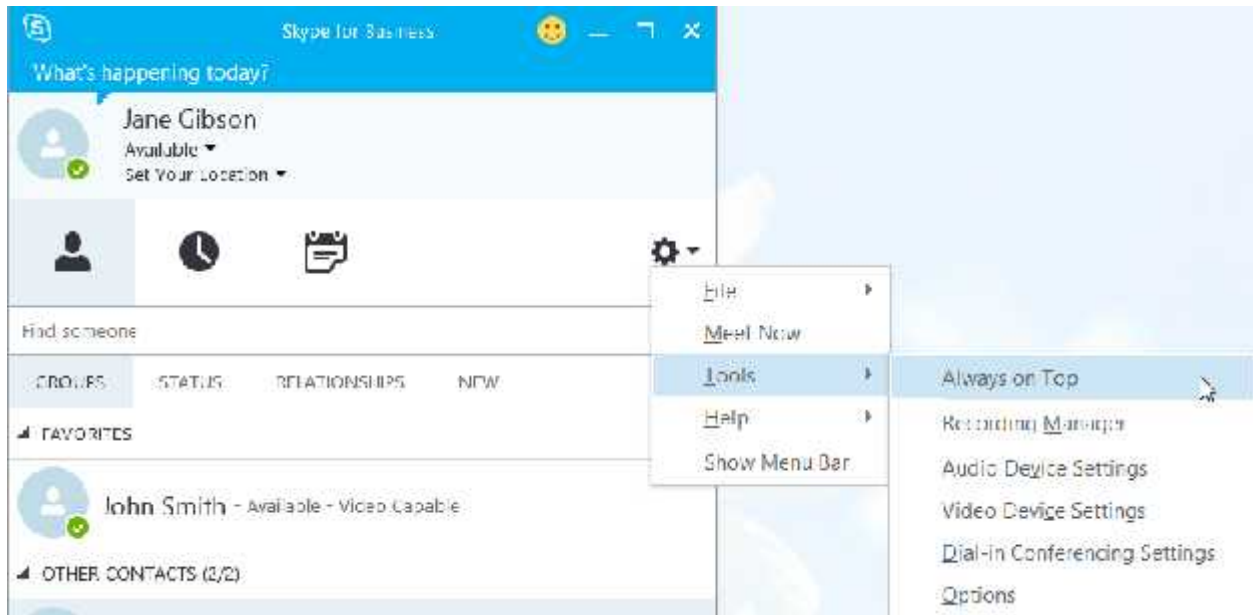


(Note that this setting will not hide your profile picture from other contacts.)

## Always Display the Skype for Business Window on Top

To begin, open and sign into Skype for Business.

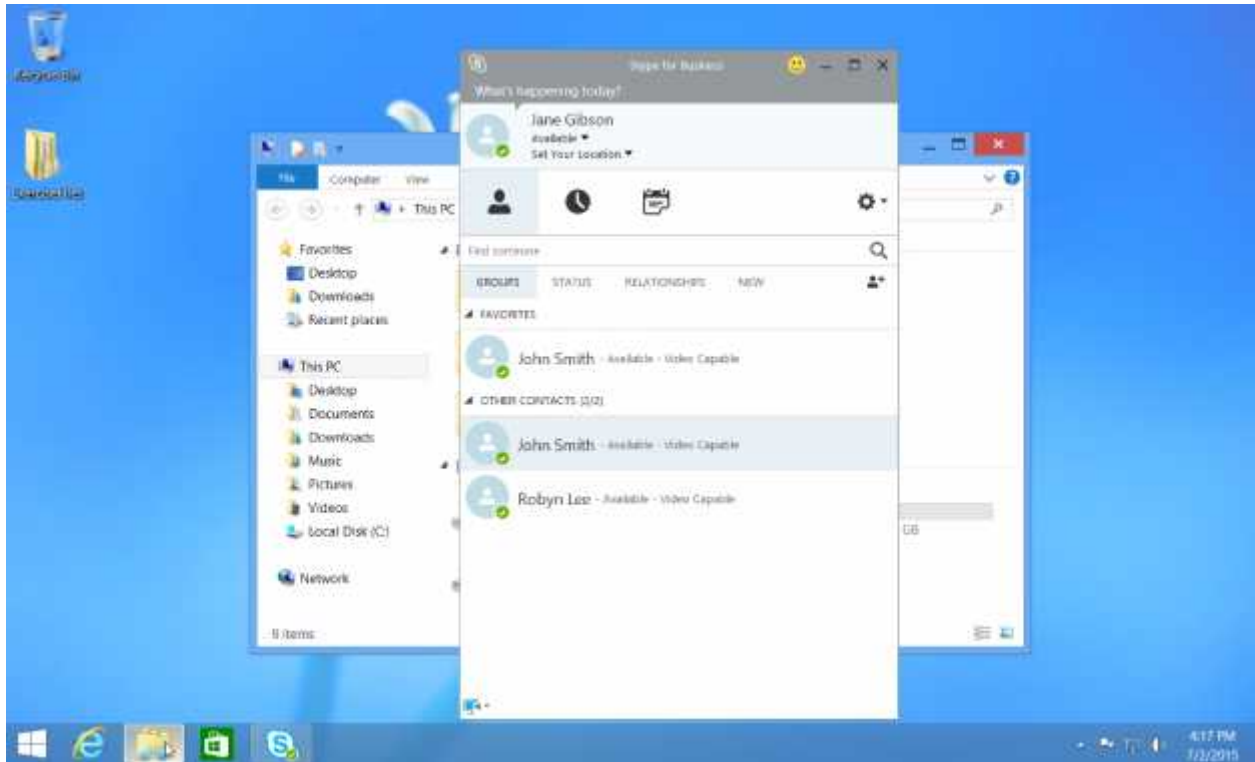
To ensure that Skype for Business alerts are always noticeable, you can choose to have the Skype for Business window in the foreground. On the Skype for Business window, click Options (⚙️) → Tools → Always on Top:



Click the File Explorer icon that has been pinned to the taskbar along the bottom of your screen:



When File Explorer opens in its own window, you will see that it appears under the open Skype for Business window even though it should be on top:



You can disable this feature by following the same command sequence that was outlined above.

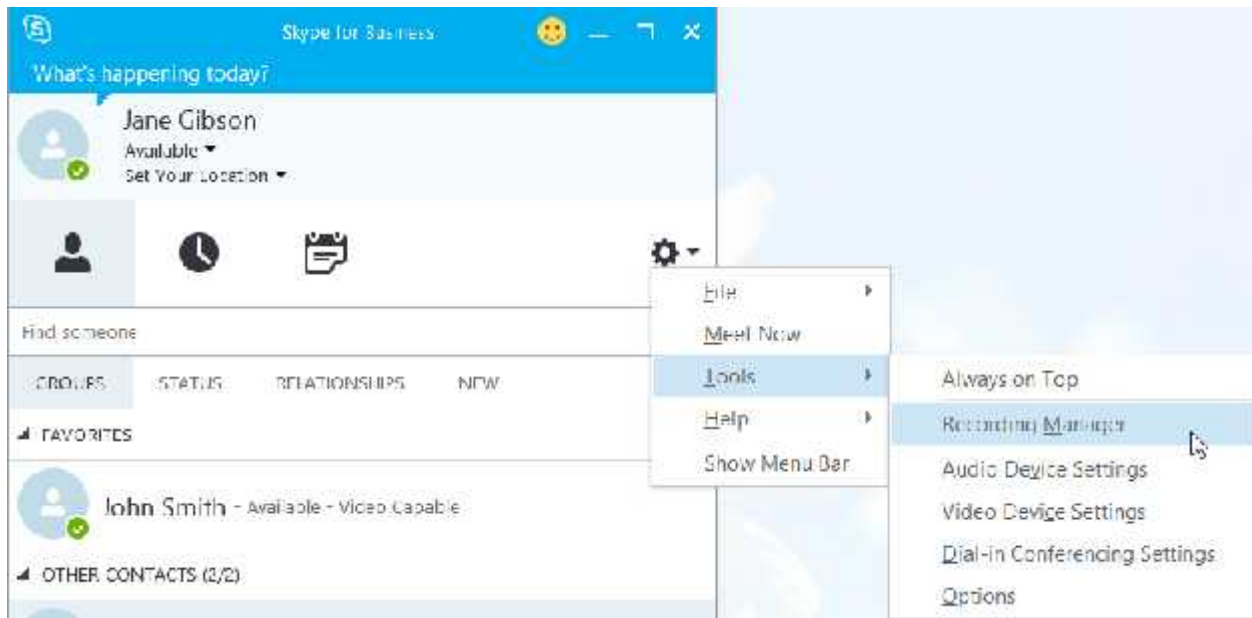
Close the File Explorer window.

## Using the Skype for Business Recording Manager

To begin, open and sign into Skype for Business.

The Skype for Business Recording Manager is where the files for any audio and/or video calls that you have previously recorded will be stored. Using this application, you can manage these files, play them back, and more.

Open the Skype for Business Recording Manager by clicking Options (⚙️) → Tools → Recording Manager:



The Skype for Business Recording Manager will now be open. Listed will be any recordings that you have previously made of an audio or video conversation:



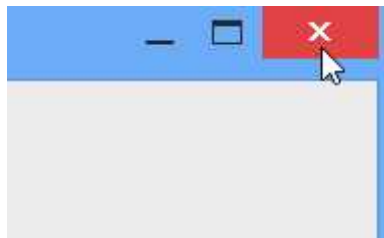
Play any recording that is listed here by first clicking to select the recording in question and then clicking the Play button:



At this point, Windows Media Player will open and play the recording:



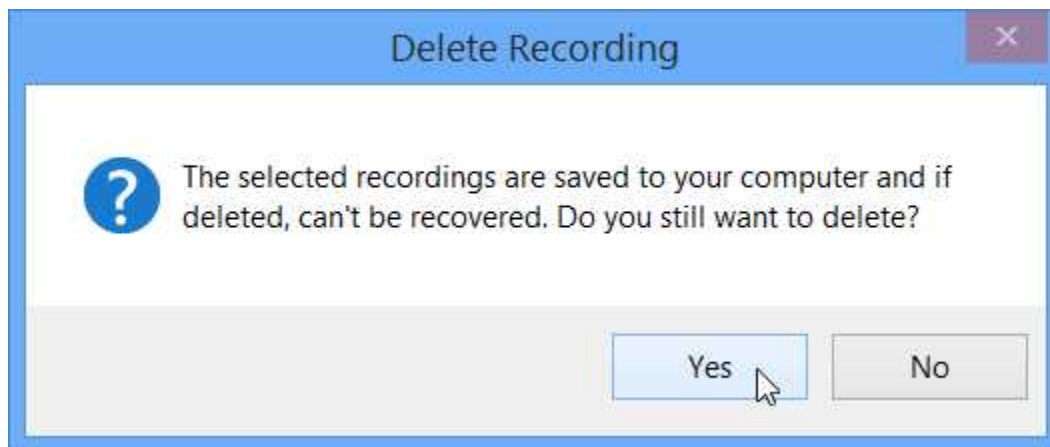
Click the Close button in the upper right-hand corner of this dialog:



Delete a recording by clicking to select it and then clicking the Delete button:



The Delete Recording dialog will now be displayed that asks you to confirm your choice to delete it. Click Yes to continue:



The selected recording will immediately be deleted from the Skype for Business Recording Manager.

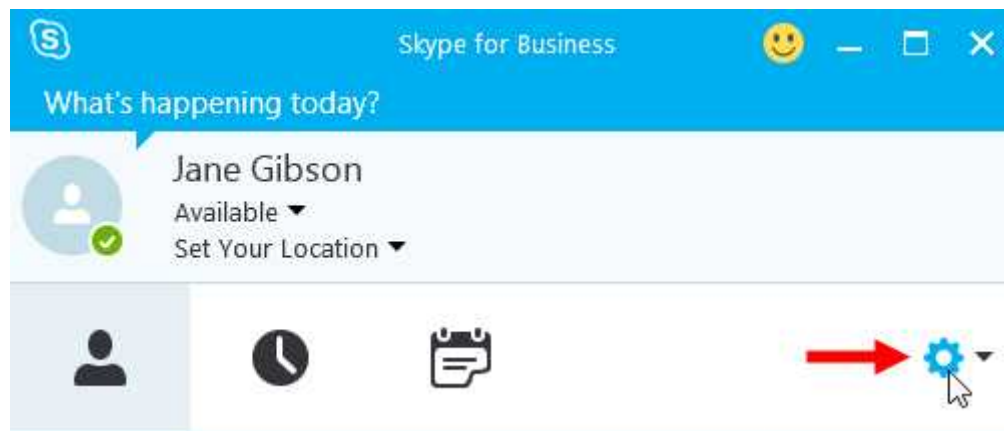
Close the Skype for Business Recording Manager by clicking the Close button in the upper right-hand corner of the window:



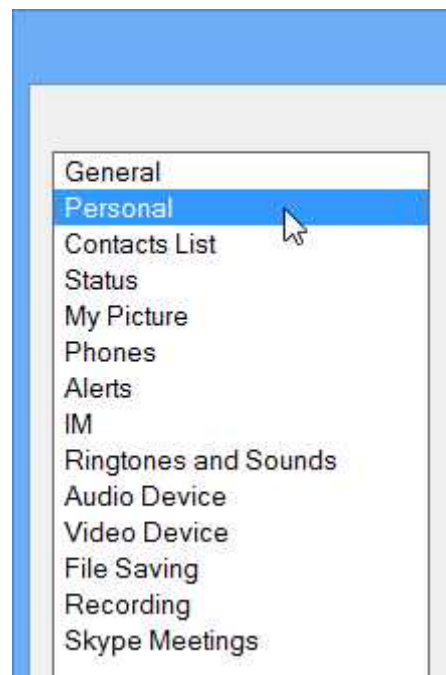
## Preventing Skype for Business from Starting Automatically

To begin, open and sign into Skype for Business.

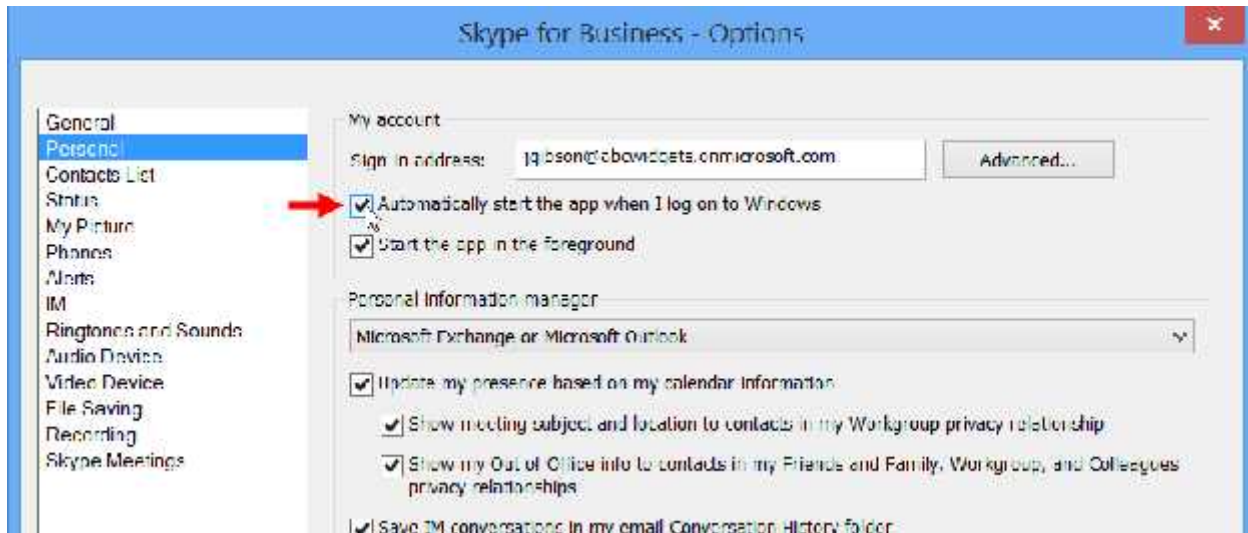
By default, Skype for Business will automatically start whenever you log into your Windows account. While this feature can be useful, it can sometimes get in the way. To prevent Skype for Business from starting automatically, first open the Skype for Business – Options dialog by clicking the Options button (⚙️) on the Skype for Business window:



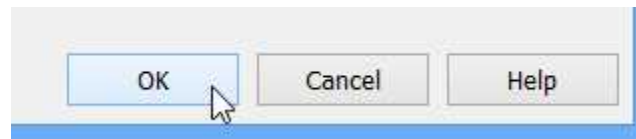
With the Skype for Business – Options dialog open, click the Personal category:



With the Personal category selected, clear the “Automatically start Skype for Business when I log on to Windows” checkbox:



Click OK to apply the new setting:



Skype for Business will no longer automatically start when you log into your Windows account.