

Microsoft Skype For Business

Topics

Getting Started with Skype

- What Is Skype for Business
- Skype for Business Features and Plans
- Starting Skype for Business in Windows 10
- Signing into Skype for Business
- The Skype for Business Window
- Skype Presence and Status
- Changing the Profile Picture
- Glossary of Skype for Business Terms
- Accessing Help

Instant Messaging

- The Conversation Window
- Sending and Replying to Instant Messages
- Formatting Instant Messages
- Sharing Files
- Opening Shared Files
- Working with Views
- Resuming a Conversation

Skype Contacts

- Adding Contacts
- Working with Contacts
- Working with the Contact Card
- Working with Groups
- Deleting Groups and Contacts
- Tagging for Status Change Alerts

Working with Calls

- Placing a Call
- Working with the Call Window
- Receiving a Call
- Call Controls

Meetings

- Online Meeting Best Practise
- Setting Up Skype Meetings
- Creating a Meeting in Outlook
- Accepting a Meeting in Outlook
- Joining a Meeting
- Creating an Impromptu Meeting
- Recording Meetings
- Saving and Publishing Recordings
- Understanding Meeting Options
- Understanding Meeting Actions
- Using the Lobby
- Understanding the Skype for Business Web App
- Leaving a Meeting

The Skype for Business Mobile App

- The Conversations View
- Working with Contacts
- Instant Messaging in Skype Mobile
- Working with Conversations
- Working with My Info

Presenting

- Understanding Presenting
- Presenting the Desktop
- Controlling the Desktop
- Presenting a Program
- Working with a PowerPoint Presentation
- Annotating PowerPoint Presentations
- Managing PowerPoint Presentations
- Presenting the Whiteboard
- Creating a Poll
- Working with Polls
- Creating a Q & A
- Working with Q & A
- Co-Authoring a Document

Skype for Business Options

- Understanding Skype for Business Options
- Personalising Skype for Business
- Changing the Contacts List Display Options
- File Locations