

## Video Calls

Just as you generate an IM or Skype call, if you have a webcam, you can place video calls. Participants who have webcams will be seen in the conversation window, while an icon will appear for those who do not have a webcam.

### Initiating a Video Call

1. Click the profile photo of your desired contact and click the **Video** icon to begin a video conference.
2. If you are already in a conversation or call, you can click the **Video** icon in the active Skype window to begin a video conference at any time.

Participants are seen in picture-in-picture layout; the image of the person who is speaking will be automatically featured as the largest in the window.

#### Other video options:

1. Add more participants to the video conference by click the People icon at the top right of the window.
2. Begin an instant message conversation simultaneously with the video conference participants by clicking the **IM** icon at the lower left.

## Conference Calls

1. Click the Skype **Show Menu** button, and click **Meet Now**. A conversation window opens.
2. Click the **People** icon, or click the **Invite More People** button in the **Participants** panel.
3. Search for contacts, and click **Okay** to add them to the conference.

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### Provide a URL

You can also provide a hyperlink (URL) for those who do not have Skype for Business.

1. Click the **More Options** icon and choose **Meeting Entry Info**.
2. In the Meeting Entry Info pop-up window, a URL will be provided under "Meeting link." Click the **Copy all info** button.
3. Open Outlook and past the information into either the meeting invite, or a new email and send it to the participants.

### Join a Conference

Join a scheduled online meeting through Outlook.

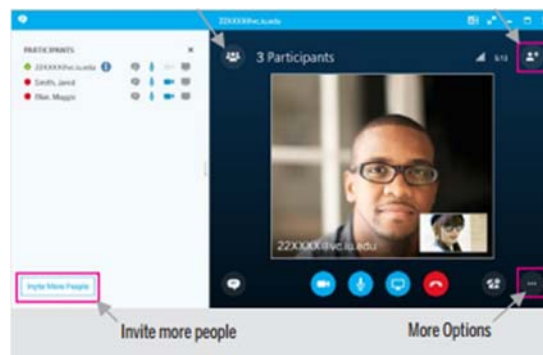
1. In the Microsoft Outlook Calendar, open the meeting you want to join.
2. In the meeting request, click **Join Skype Meeting**.
3. Visit the hyperlink on your internet browser.

Join a meeting via a hyperlink (URL). This should be provided to you in the email invitation

1. Skype will automatically start up.
2. Log in with your username and password. Non-MU participants may sign in as guests.

### Schedule a Conference Call

1. Click the New Skype Meeting button in Outlook under the Home Tab.
2. Send the meeting invitation to the participants.



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# Skype for Business

**INSTANT MESSAGING,  
VIDEO & CONFERENCE CALLS**  
Using Skype for Business



**FOR ADDITIONAL INFORMATION**

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## What is Skype for Business?

Skype for Business (SFB) is a communications platform that allows you to interact with your contacts using instant messaging (IM), audio and video conversations, and SFB Meetings. It runs on Windows and Mac operating systems, and on mobile devices.

### More Info [www.marshall.edu/sfb](http://www.marshall.edu/sfb)

- About the Project
- Deployment Plan
- Get Help and Training
- Frequently Asked Questions

### Sign-In

Sign-in to SFB with your marshall email address then click the **Sign In** button. It will then request your MUID password.

## Instant Messaging (IM)

When you initiate a chat session in Skype, you generate a new conversation window. A conversation window is a small window that allows you to chat, screen-share, transfer files, manage PC-to-PC calling, and more. In a single conversation window, you can smoothly shift from one mode of communication to another. All these modalities may be used together or separately.

### Generating an IM

To generate an IM conversation by finding a name in the Search Field:

1. To find someone, type the name, username or 10-digit phone number into the **Skype Search Field**.
2. Double-click the contact.
3. Type your text into the bottom pane and press **Enter**.

To initiate an IM conversation in an existing conversation window:

1. Click the **IM** icon. An IM pane opens in the conversation window.
2. Type your text and press **Enter**.

### Switching IM to Audio, Video, or Present

You can easily switch from instant messaging to video or audio through your conversation window

1. Open the conversation window.
2. At the bottom of the conversation window select either the **Video** icon, the **Phone** icon, or the Present icon.



### Group IM

1. Open the conversation window.
2. In the top right corner of the conversation window, click Invite More People icon.
3. Select individuals you would like to add to the conversation.

### Attaching a file in an IM

1. Click the **Present** icon.
2. Choose **Add Attachments**.
3. Browse to the file you want to send. If accepted, the file will send as a link in the conversation window.

You can also drag a file to the contact's name. The contact will receive a notification that you are sharing a file with them. They can either accept or decline the file.

### Conversation Logs

All your IM conversations and phone logs can be stored in Outlook, inside a folder called Conversation History. By default, Skype will automatically store all IM conversation, phone logs, and Skype contacts in Outlook.

To manage how your IM conversation and phone logs are stored in Conversation History in Outlook:

1. Open Outlook and past the information into either the meeting invite, or a new email and send it to the participants.
2. Under the Personal tab, determine the desired settings from the following:
  - Save IM conversation in my email Conversation History folder
  - Save call logs in my email Conversation History folder.