

Using Microsoft Skype for Business on a personal computer

Downloading Skype for Business (For Onyen users)

If you are not using a classroom computer, but have an Onyen and Microsoft Office or 365 installed you can use the Skype for Business application. Your user name is your onyen@ad.unc.edu and your password is your Onyen password. More information can be found at http://help.unc.edu/CCM3_035460.

Opening Skype for Business

How to open Skype for Business:

- Click the Windows Start Button.
- Click All Programs.
- Click the Microsoft Office folder.
- Finally, click Microsoft Skype for Business 2015.

How to find contacts in Skype for Business

- You can find a contact using the search feature in Skype for Business.
- Click the Contacts icon.
- Under the Contacts icon there is a search field that says “Find a contact.” Click that and type the name of your contact.
- When you find your contact, double click the name to open a chat window.

Skype for Business

File Meet Now Tools Help

What's happening today?

Gainer, Max-erick Downing
Available
Set Your Location

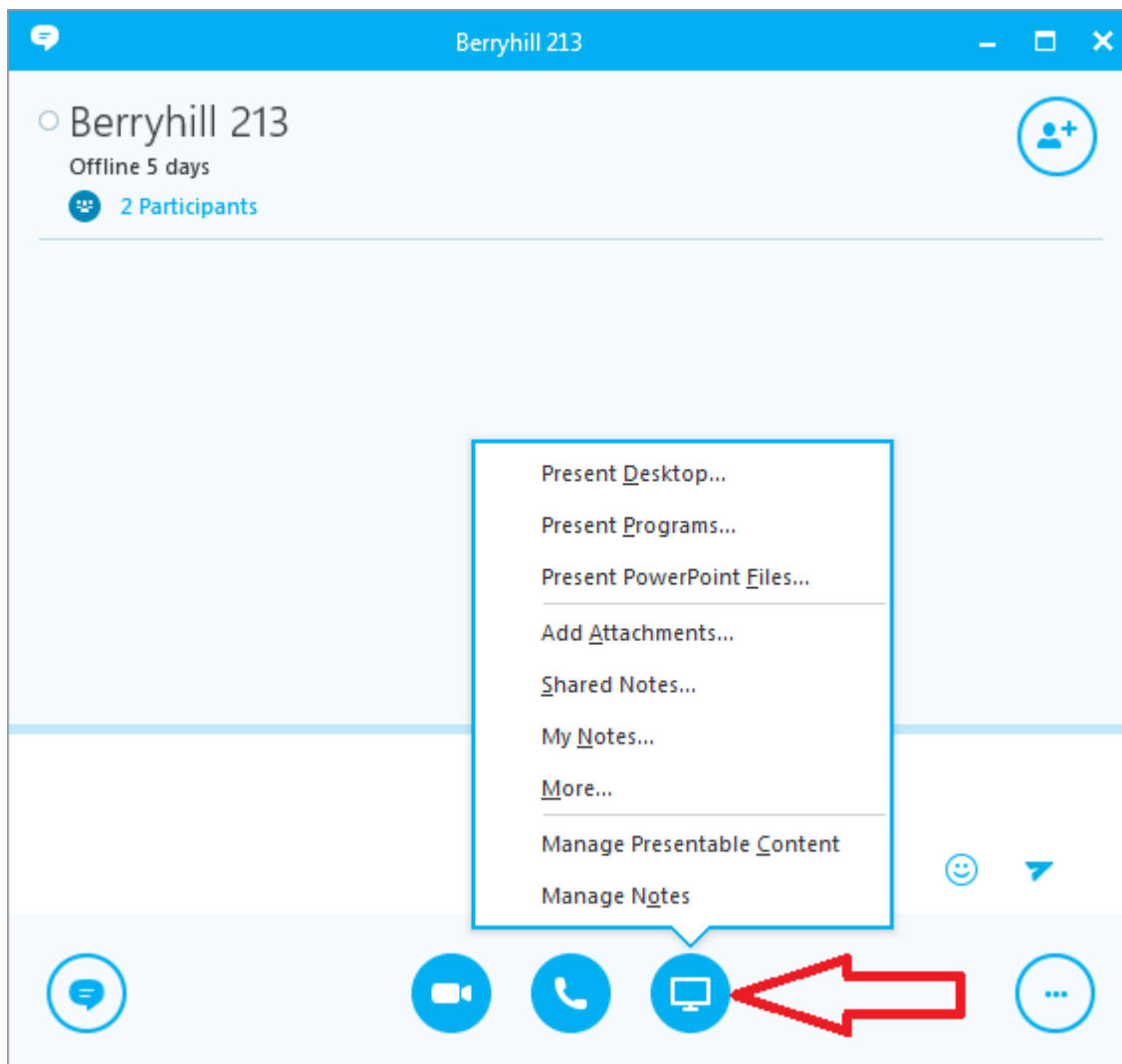
Berryhill Search for contacts here

MY CONTACTS SKILL CHAT ROOMS

- Berryhill 212 - Offline 5 days
- Berryhill 213 - Offline 5 days
- Berryhill 401 - Offline 5 days
Click contact to send a message
- Berryhill 402 - Offline 5 days
- Berryhill 404 - Offline 5 days
- Berryhill 408 - Offline 5 days
- Berryhill 411 - Offline 5 days
- Berryhill 501 - Offline 5 days
- Berryhill 502 - Offline 33 days
- Berryhill 504 - Offline 5 days

Sharing Content

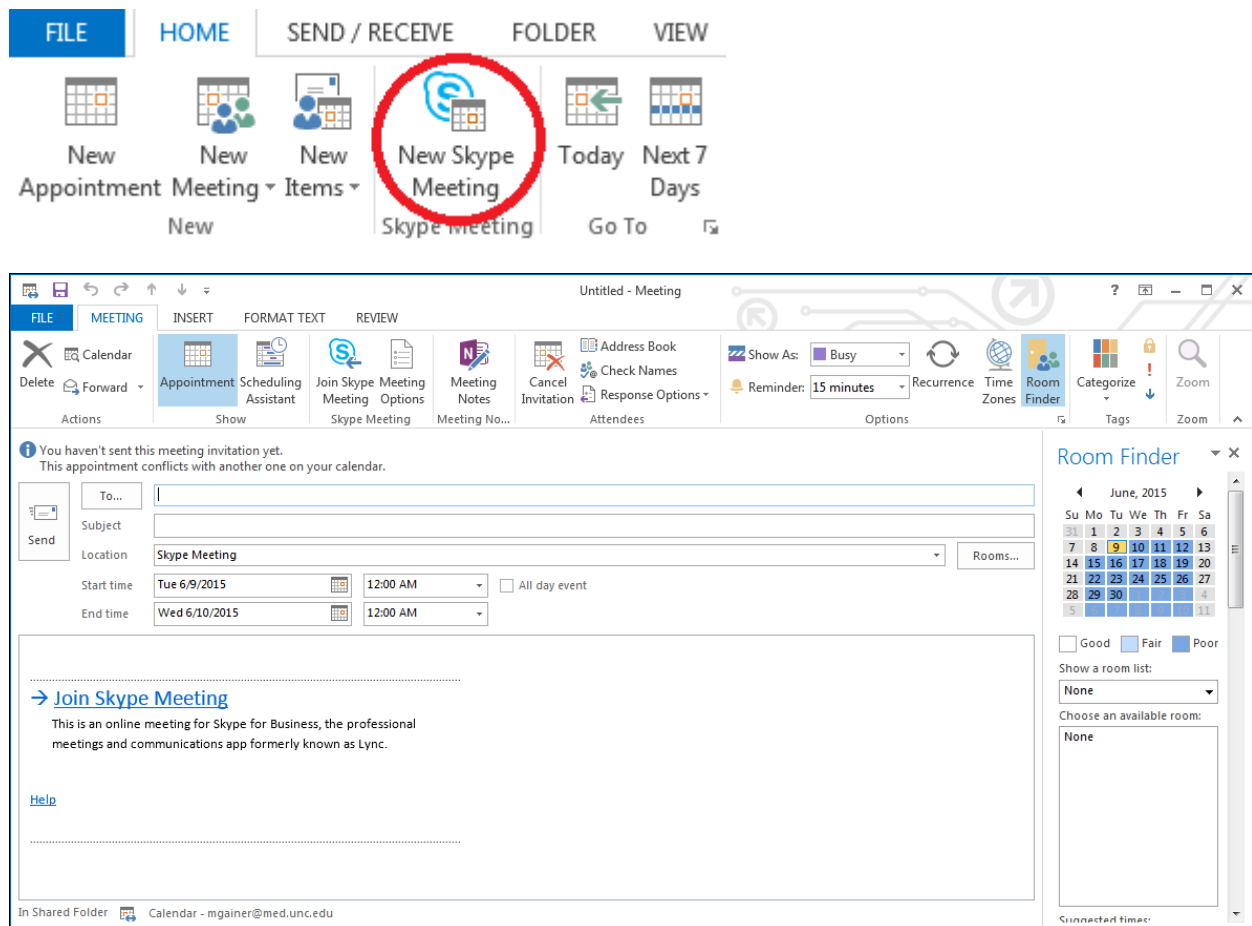
After opening a message window, click the present button. This opens a drop down menu of choices. From the drop menu you can share things such as your desktop or a PowerPoint presentation.



How to create an Online Meeting through Outlook

Using Windows:

- Open Outlook 2013.
- Go to Calendar.
- Click on the New Skype Meeting icon.
- Add the attendees email address to the To field.
- This will generate an email with links to the Online Meeting.



Using Mac:

Skype for Business for Mac allows you to create an Online Meeting. For instructions using Skype for Business for Mac, click here: <https://technet.microsoft.com/en-us/library/jj984275%28v=office.14%29.aspx>

Joining a conference with Skype for Business installed

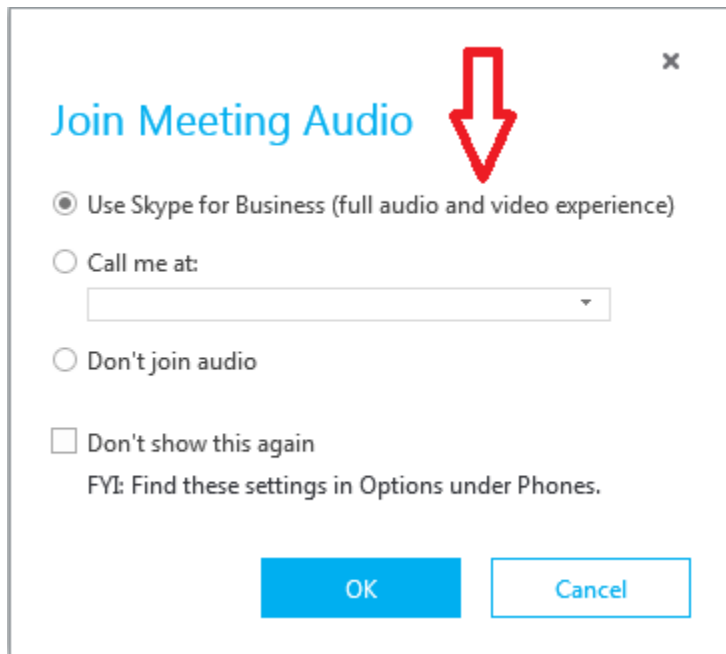
If you have an Onyen and you have both Microsoft Outlook and Skype for Business installed on your computer follow these steps to join:

- Open Microsoft Outlook.
- Open your calendar click the Invitation.
- Then click “Join Skype meeting”.
- Select “Use Skype for Business” under the Join Meeting Audio settings so audio and video can be shared.

→ [Join Skype Meeting](#) ←

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

[Help](#)



Join Meeting Audio

Use Skype for Business (full audio and video experience)

Call me at:

Don't join audio

Don't show this again

FYI: Find these settings in Options under Phones.

OK Cancel

More Info:

[Add a contact](#)

[Sending a message](#)

[Share a PowerPoint Presentation](#)

[More help documentation](#)