

# GVSU Skype for Business: Quick Start Guide (using a MAC)


## What is Skype for Business:

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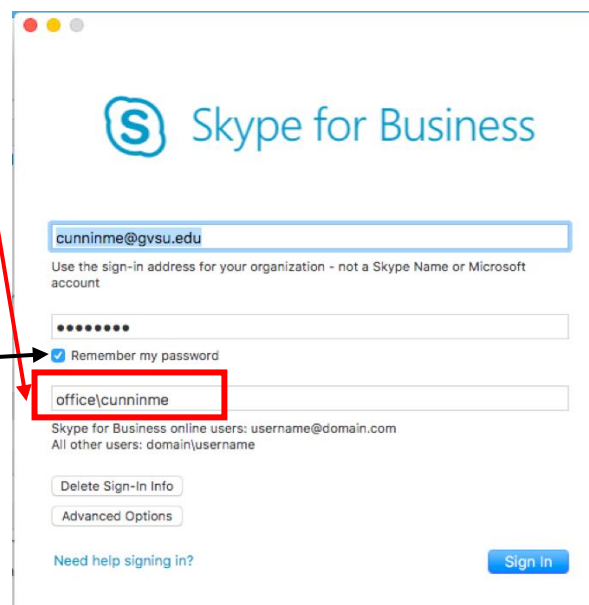
Skype for Business provides quick and simple ways of communicating and collaborating through a single, easy to use interface. You can 'text' with Instant Messaging and 'chat' using audio/video and web conferencing. You can work together in real time, work from any location using any device and communicate with people outside of GVSU. You can share your desktop, transfer files, and monitor your contacts' availability. Skype for Business gives you a much richer experience than Skype.

## Signing in and out of Skype for Business

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1. In the Dock, click the Skype for Business icon (  ) to open the app.
2. Enter your sign-in address (for example, **username@gvsu.edu**), password and enter **office\username** (if this is your first time signing in) and then click **Sign In**.

**Tip:** If you don't want to enter your password each time you sign in to Skype for Business on Mac, select the **Remember my password** check box.



1. Sign out of Skype for Business on Mac
2. On the menu bar, click **Skype for Business**, and then click **Sign Out**.

**Tip:** After you sign out, you cannot send or receive messages, and you appear offline to other people.

## Presence Indicator

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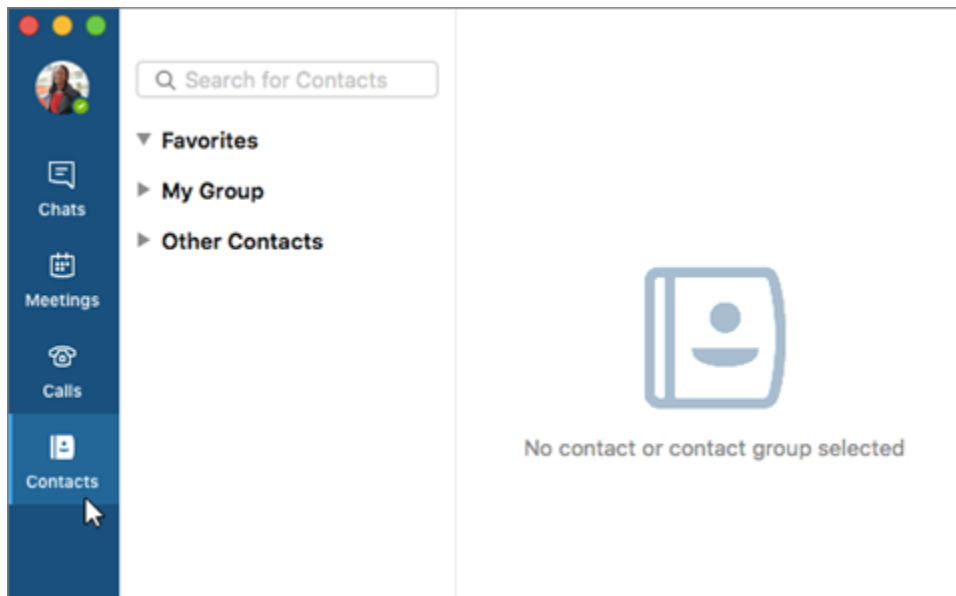
1. Click on your name icon and click on the drop down arrow to display the presence options.
2. Your presence indicator is linked to your Outlook calendar by default but you can select an alternative status to display from the **Availability** drop down arrow



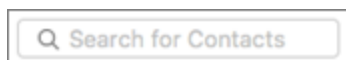
## Creating a Contacts List

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1. Go to the Contacts list.

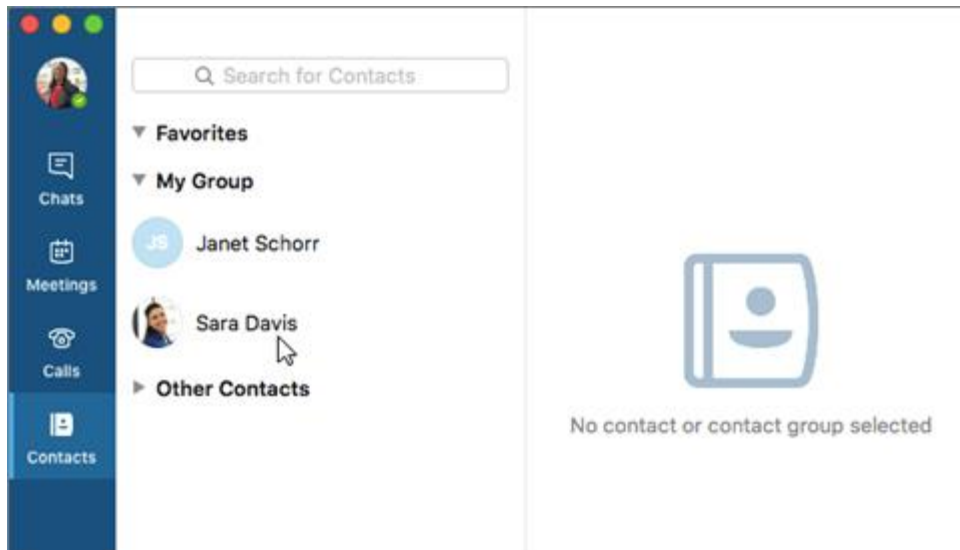


2. In the **Search for Contacts** box, type a name, email address, or desk phone number if they are in your organization.

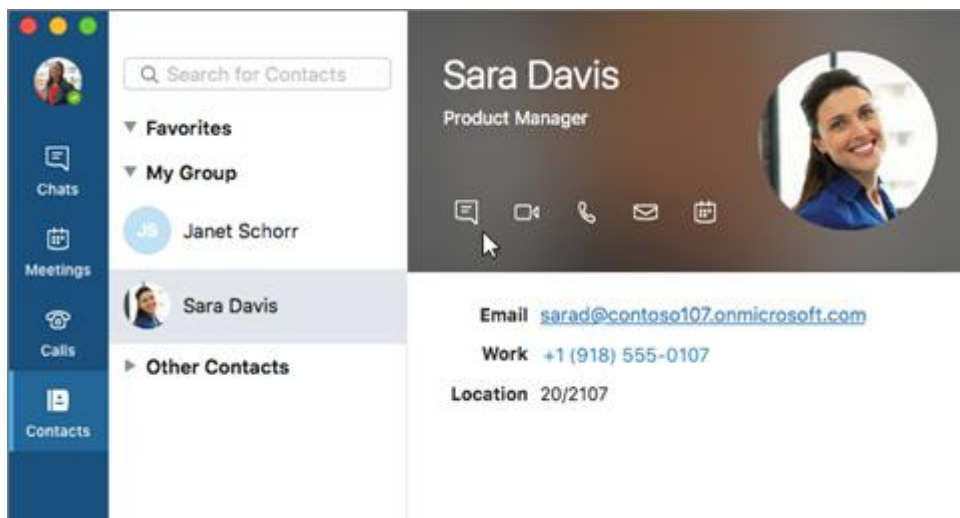


If your organization uses Office 365 Groups, you can also search for the group name. As you type, search results will start appearing below the search box.

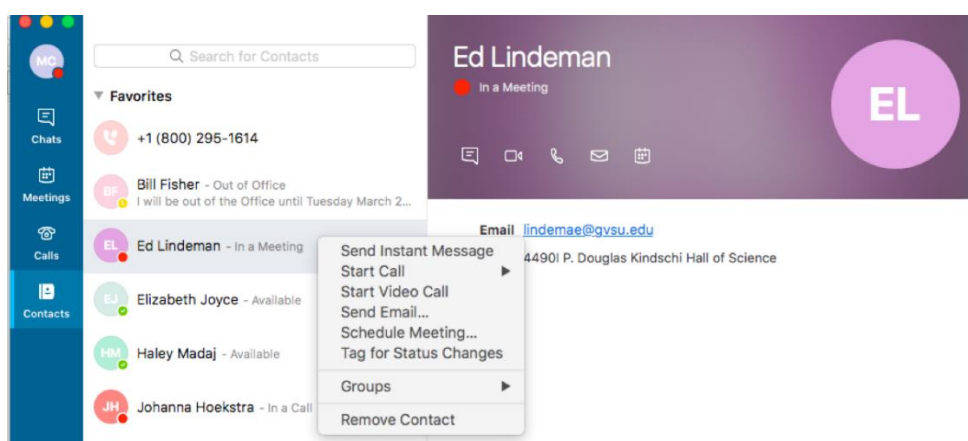
3. When you see the listing for the person IM or call, click their picture or picture display area.



4. Choose how you want to contact the person: IM, video call, phone call, email, or schedule a meeting.

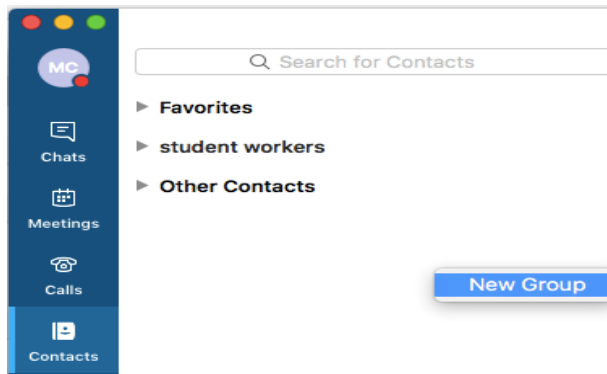


5. Another option to choose how you want to contact the person: right click on the name for a drop down of options to appear.

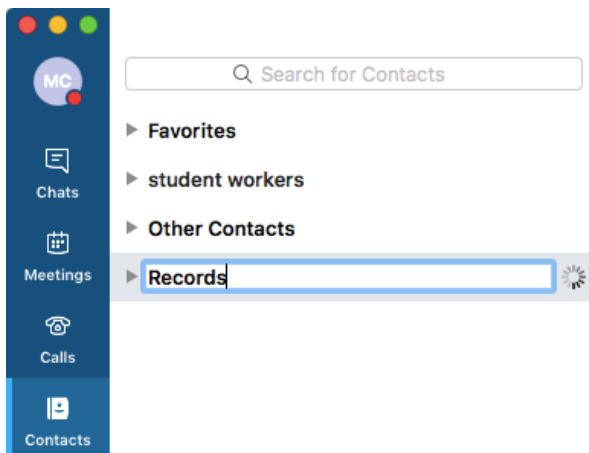


# Create a Group

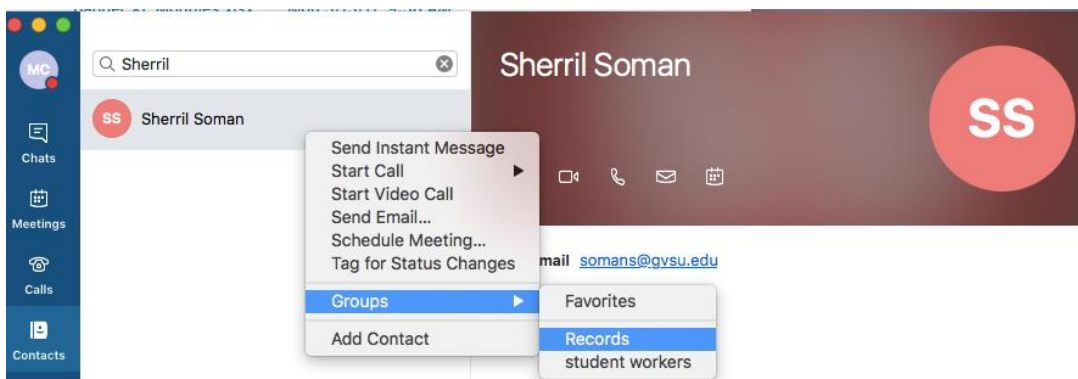
1. Right click in the white area to add a new group or click contacts at the top navigation bar – add group



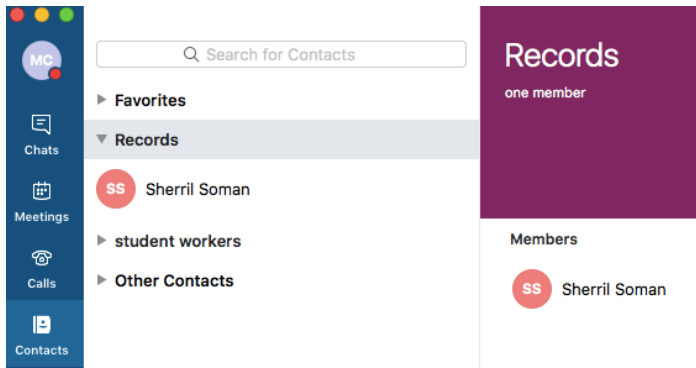
2. Name the group



3. Right click on the user you want to add to the group. Pick the group you want to add the user.



4. The user is displayed in the group.



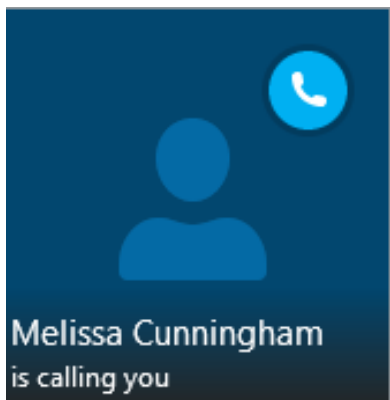
## Receiving a Call

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When someone tries to contact you a pop up alert will appear in the bottom right of your screen. A white/blue icon on the alert will indicate what type of call it is.

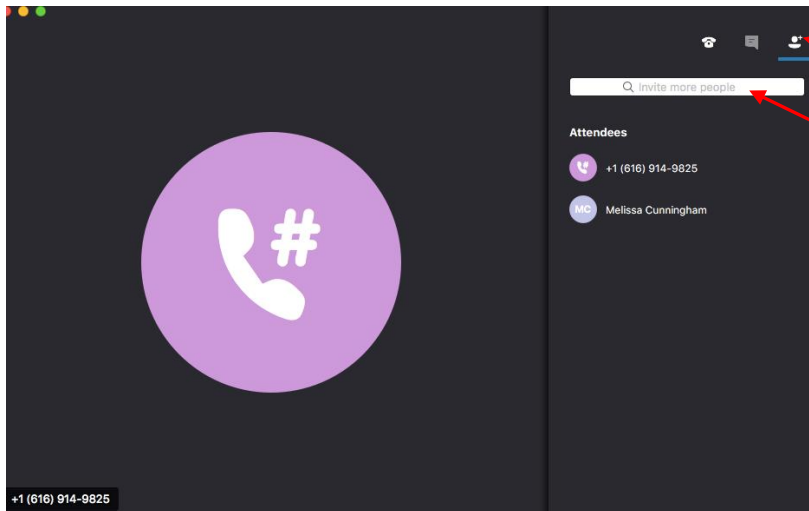
To accept the call - click on the picture, pick up the handset or push the button on your headset.

Hit the red button to decline the call



## Conference Call - Adding Contacts to a Call

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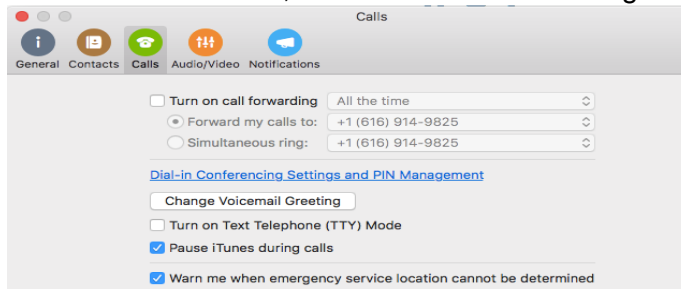


1. Click the invite more people icon.
2. In the new window, type the name of the person to add or type a phone number.
3. The phone window will display the additional call, when added.

## Call Forwarding

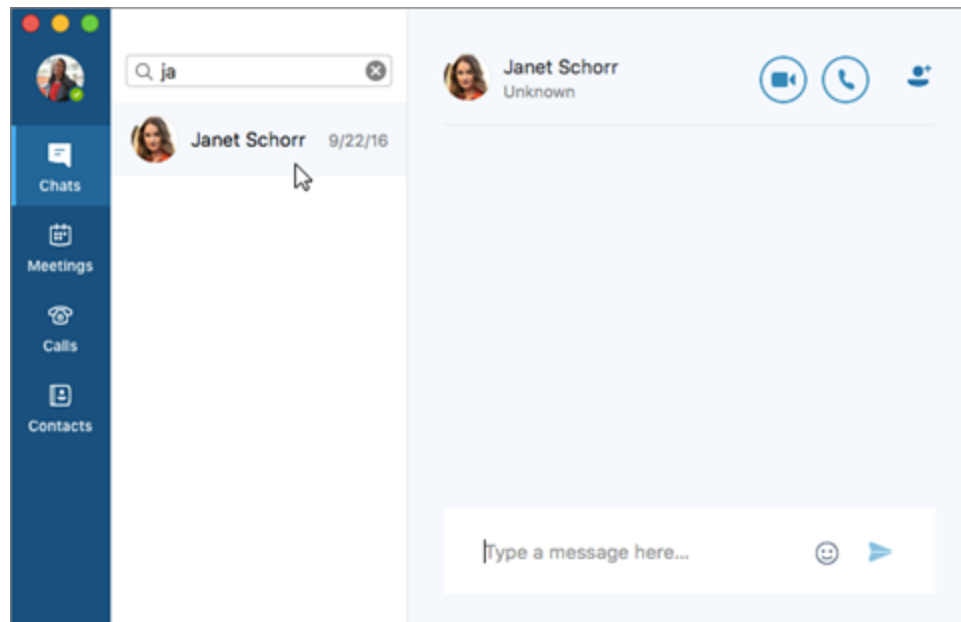
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1. In the Skype toolbar, click Skype for Business and then click preferences.
2. Click on the Calls tab, check the Call Forwarding box and enter the number.

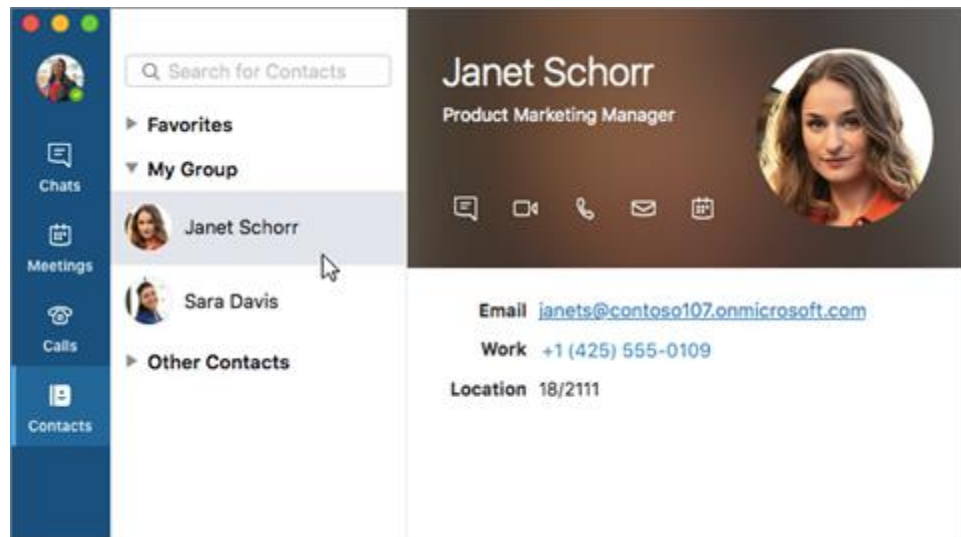


# Instant Messaging

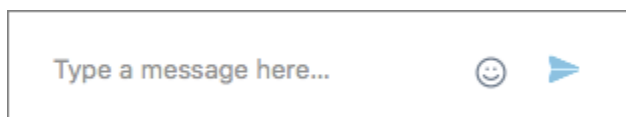
1. Send an instant message from anywhere in where you see a contact.
  - From the Chats list, click on the person you want to start a conversation with.




- Or, from the Contacts list, click on the person you want to start a conversation with, and then click the IM button .



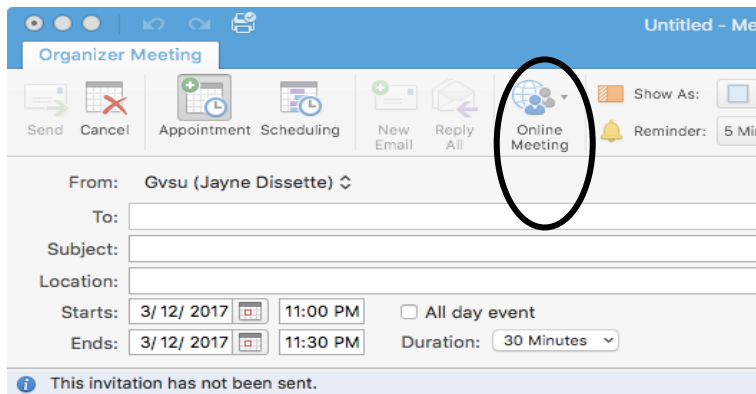
2. Type your message at bottom of the conversation window.



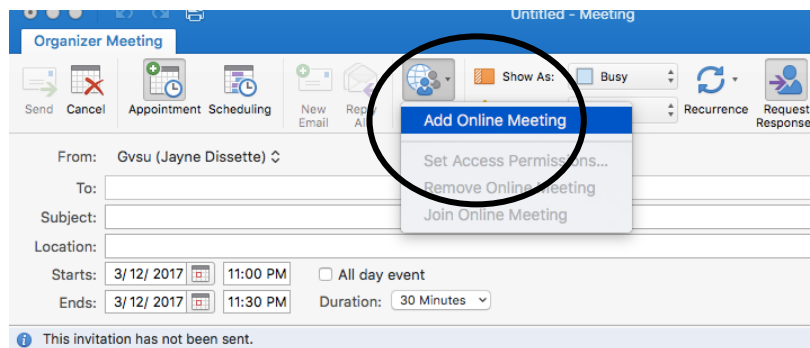
3. Press Enter on your keyboard (or press ) to send the message.

# Schedule a Skype for Business Meeting Mac

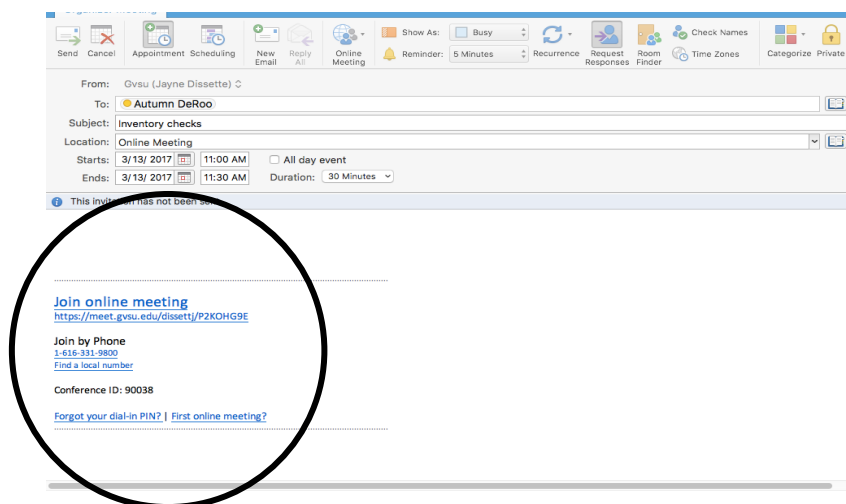
1. In the calendar view, click on Meeting and you will get an Organize Meeting dialog box.



2. Click the dropdown arrow on the Online Meeting Button and select Add Online meeting.





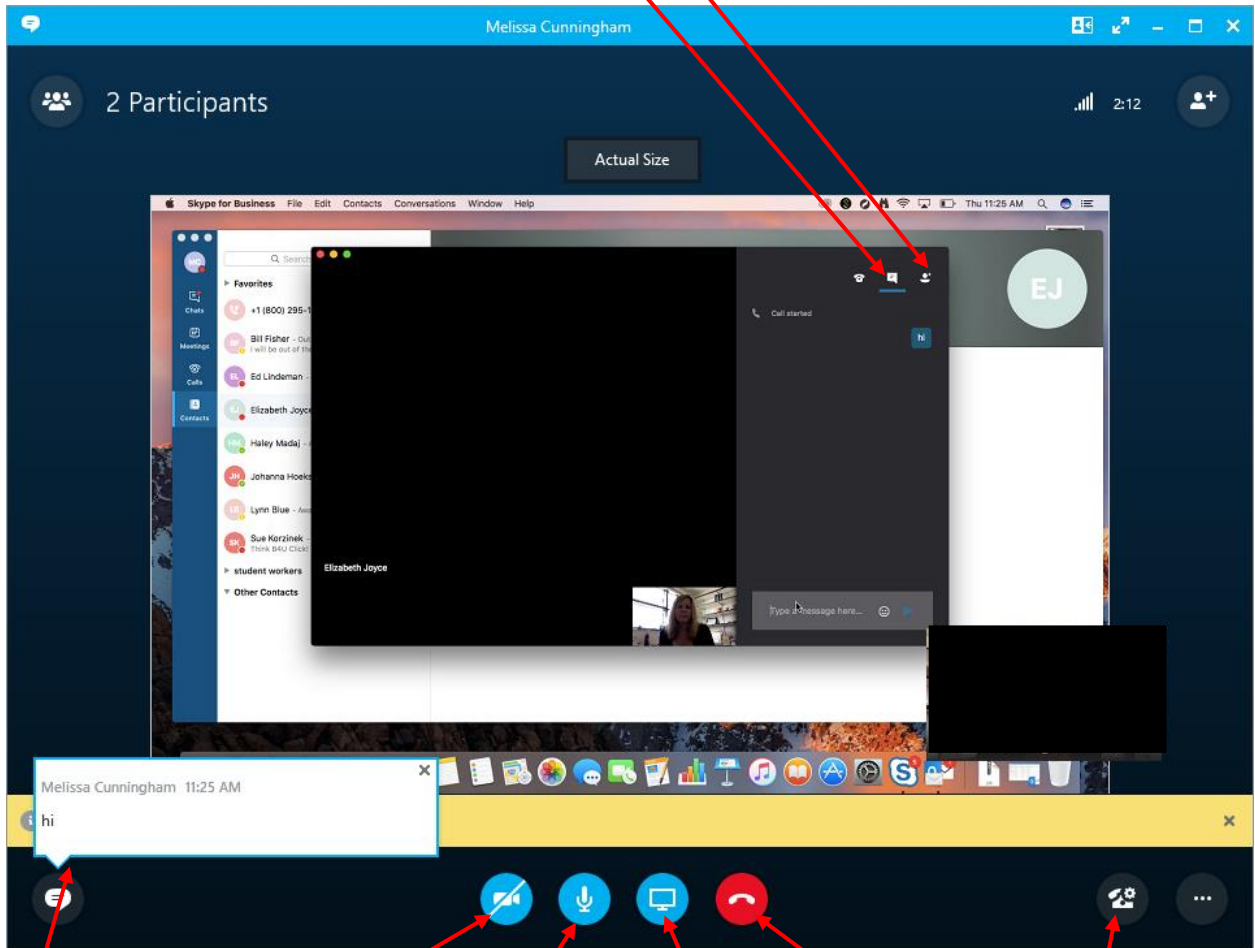
3. Add the meeting details and just as it will for the Window's invitation the participants will receive the invitation to the Online Meeting with a link to join.





# Audio/Video Calling - Presenting

1. It's easy to share your desktop with other people in a call or a meeting by clicking the  button. You need to be a presenter in a meeting to share your screen.
2. Invite more people to the call/presentation 
3. Chat with participants during the presentation.



Chat Window

Video or no video

Mute

Share your screen

Hang up

Call Controls