



Skype for Business: Calling and Messaging

To get in touch with a contact on Skype for Business, double click on their name in your contacts list on the home screen.

You will then see this screen with the following options:



The default option is sending an instant message. Simply start typing your message in the white box and press return to send.



Send a file



Mark the message as important



Insert a smiley



Send the message



Start a video call



Start a voice-only call



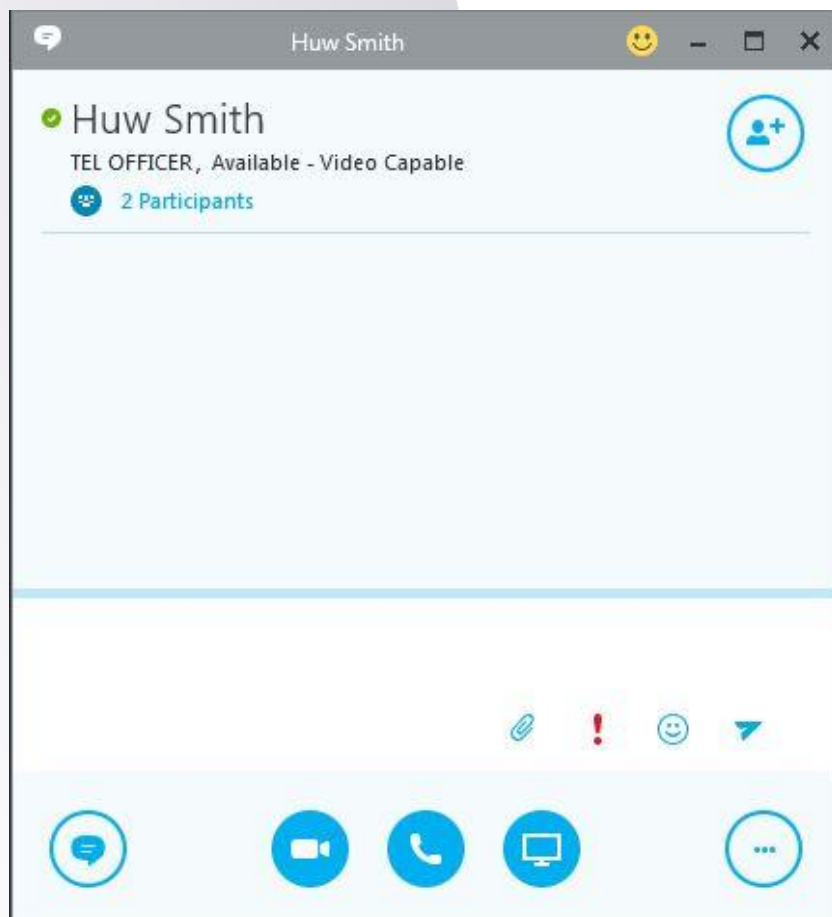
Share your screen with no audio or video (e.g. useful when in the same room). A more detailed guide on screen sharing is available in a separate resource.



Add more participants into the conversation.



Opens the settings menu.



When in a video or voice-only call you will see this screen:



Toggle video on and off



Mute your microphone



Share your screen (see detailed guide for more information)



Hang up



Call Settings



Other Options



Add more participants