Skype for Business Basics - Making, Answering, and Joining Calls

This document is designed to explain how to make a call, answer a call, and join a Skype meeting.

Making a Skype Call within CCSD

- 1. Open Skype.
- 2. In the **Find someone** section, start typing the person's first and last name you wish to Skype.

- 3. When their name appears, click on the **circle** to the left of their name.
- 4. Click on the video camera icon to start a video call.





Answering a Skype Call

 With Skype open on your computer, if someone is calling, it will ring. A box will pop up in the bottom right corner of the computer screen. Click **Accept**.





Joining a Skype Meeting

There are 3 ways you can join a Skype meeting.

 Via a link – This link can be found in an email, a blog post, or website.

a. Click on the **link**. Note: When located on a blog or website, it may say something other than Join Skype Meeting.

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

- 2. Via the Outlook Calendar scheduled Skype Meeting.
 - a. Open meeting appointment within your Outlook calendar.
 - b. Click on Join Skype Meeting.

| Send | Subject | Planning f | |
|---------------------|--------------------------|--------------------------------|---------------|
| Jpdate | Location | Skype | |
| | Start time | Thu 10/19/2017 | All day event |
| | End time | Thu 10/19/2017 3:00 PM | |
| → <u>Jo</u> | n Skype | e Meeting Try Skype Web App | |
| → <u>Jo</u> Troi | n Skype | e Meeting Try Skype Web App | |
| → <u>Jo</u> Trot | n Skype | Meeting Try Skype Web App | |
| → <u>Jo</u> Trou | n Skype | e Meeting Try Skype Web App | |
| → Jo Trou | n Skype | e Meeting Try Skype Web App | |
| → <u>Jo</u> Troo | n Skype Ible Joining? | e Meeting Try Skype Web App | |
| → <u>Jo</u> Trou | n Skype | Meeting Try Skype Web App | |

- 3. Via the calendar feature built into Skype.
 - a. Click on the **calendar icon**.
 - b. Click on the **meeting name**.

| What's happening today ✓ LeAnna Available ▼ Set Your Location ▼ | ? | | |
|--|--------------|---|----|
| | F | | ¢- |
| 1:00 Skype PM Ends 1:30 PM (Sk | ype Meeting) | | |
| | ype meeting | _ | _ |

