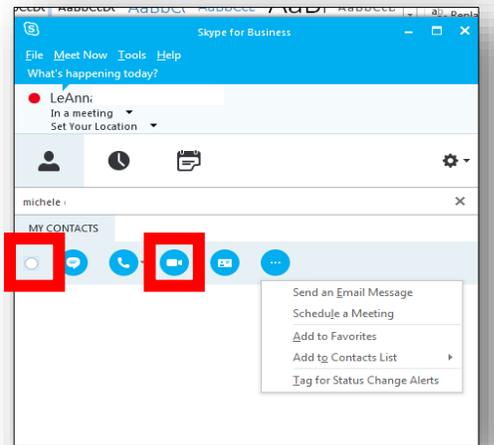
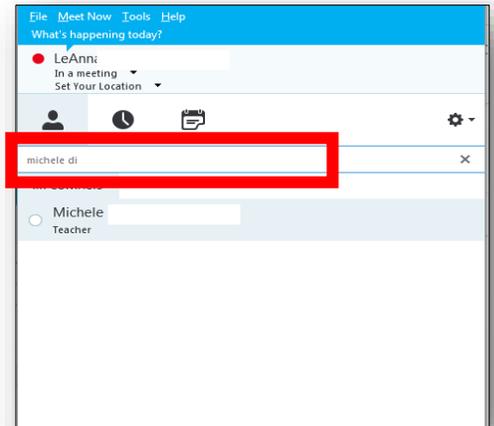


# Skype for Business Basics - Making, Answering, and Joining Calls

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

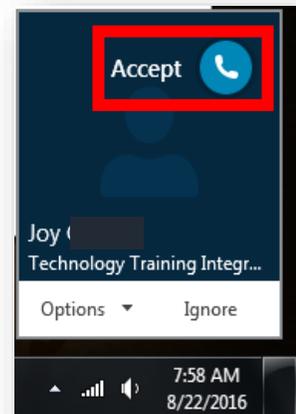
## Making a Skype Call within CCSD

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

1. 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.

1. 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.*

2. Via the Outlook Calendar scheduled Skype Meeting.

- a. Open meeting appointment within your Outlook calendar.
- b. Click on **Join Skype Meeting**.

3. Via the calendar feature built into Skype.

- a. Click on the **calendar icon**.
- b. Click on the **meeting name**.

