


Contacts


Add internal contact

- Use the search bar
- Right click: Add to contacts list

Add External Contact

- Click: Add a Contact 
- Click: Add a Contact Not in My Organizations
- Click: Other
- Type the email you want to add

Create a Group

- Click: Add a Contact 
- Click: Create a New Group
- Type the name you want
- Press Enter

Move a Contact

- Right click the contact
- Click: Move Contact To
- ➔ Or Click and drag it to the group

Quick Actions

- Hover mouse over the contact picture



Chat
Phone
Video
Contact card
More ...

	Available		Out of the office
	Be Right Back		Offline
	Away		Unknown
	Off Work		Do Not Disturb

Skype for Business

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Skype for Business

Contents

- Adding contacts
- Presentation Options
- Shortcuts
- Voice, Video & Chat
- Additional Online Resources



Niagara College Help Desk
Monday-Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
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Presenting Options

Share Desktop

- Click Present
- Select Present Desktop
- Select an option
- Click Present

Share a Program

- Click Present
- Select Present Programs
- Select an open program
- Click Present
(Only that program will be shared)

Share a PowerPoint Presentation

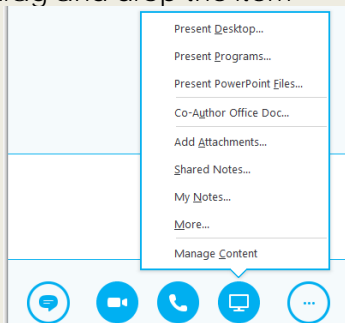
- Click Present
- Select Present PowerPoint Files
- Find and select your presentation
- Click Open

Share or Take (One)Notes

- Click Present
- Select Shared Notes
- Pick a OneNote page/section or click New Notebook

To Attach a File or Image

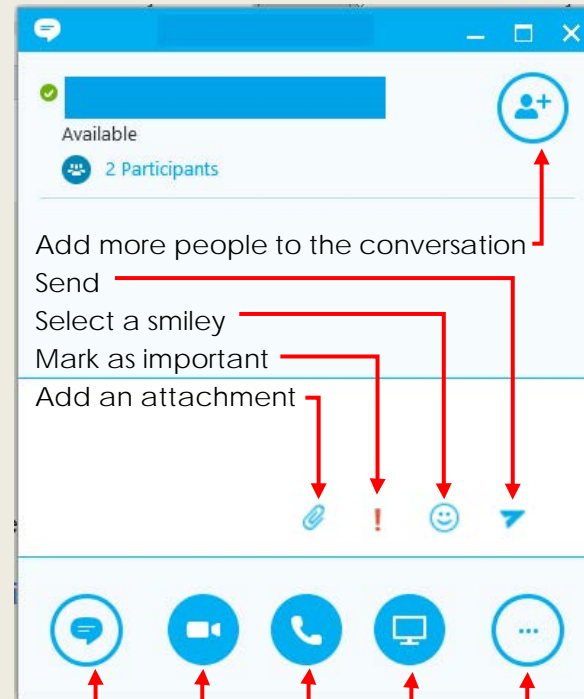
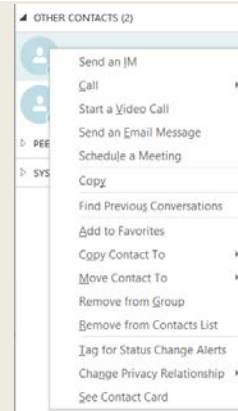
- Click Present
 - Select Add Attachments
 - Find and select file to insert
 - Click Open
- ➔ Or drag and drop the item



Starting Voice, Video or Chat

To Start

- Right Click the contact
- Select option desired



Chat

Add Video

Add Audio

Add Presentation

More Options

Add more people to the conversation

Send

Select a smiley

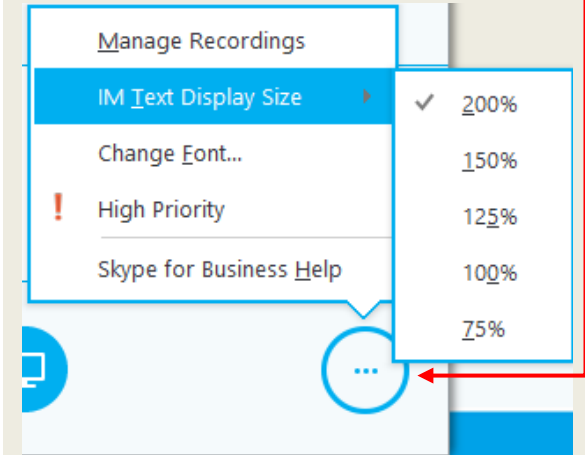
Mark as important

Add an attachment

More Tips

Change Text Display Size and Font

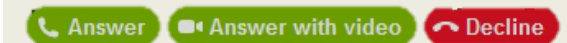
- Click: More Options
- IM Text Display Size
- Select Size



Remove a contact or group

- Right click
- Delete

Answer or decline call



Some Shortcuts

Switch between tabbed conversations

Ctrl + Tab

Mute / Unmute

⌘ + F4

Tab / Untab conversations (Docking)

Ctrl + O

Close current tab

Esc

Switch between tabbed conversations

Ctrl + Tab