



# VERMONT

## Skype for Business

### Quick Launch User Guide

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# Accessing Skype for Business (Desktop)

## Starting Skype for Business on your desktop

### Windows:

The Skype for Business Windows client is installed by default on the State of Vermont's standard desktops as part of the Office 2016 suite. (NOTE: You must be licensed as a G3 user)

- Click the **Windows Start** button at the bottom left of

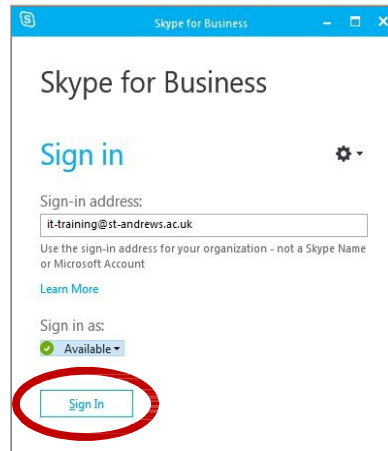


your screen

- Select **All Programs >> Skype for Business 2016**

\*\*If you don't have Skype for Business on your computer, please skip to the instructions below – Accessing Skype for Business (Online Portal)

- When the Skype for Business window appears, enter your **Sign-in email address** in the format **firstname.lastname@vermont.gov**, then click the **Sign In** button. It will then request your password. Enter your network password.



## Set Startup Preferences for Skype for Business on your desktop

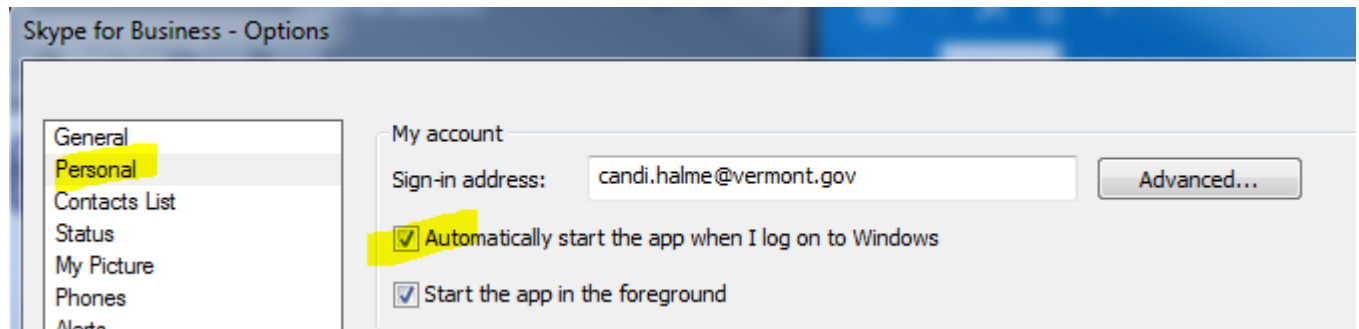
### How to start Skype For Business automatically opening when logging in.

Click the Gear in the Skype for Business client – this will take you to the Settings:



#### Click on Personal

Check 'Automatically Start the app when I log on to Windows'



### How to stop Skype For Business automatically opening when logging in.

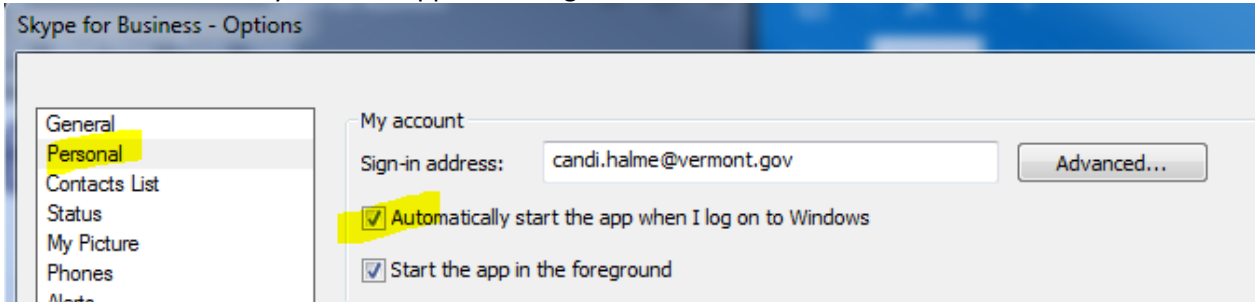
PLEASE NOTE: If you do not have the Skype for Business client start automatically, you will be unable to schedule meetings, or send/receive instant messages. You will need to start the client to use that functionality. We recommend keeping it running.

Click the Gear in the Skype for Business client – this will take you to the Settings:



Click on Personal

Uncheck 'Automatically Start the app when I log on to Windows



## How can you manually set presence in Skype For Business?

See our [Instant Message, Contacts, Presence Quick Start Guide](#)

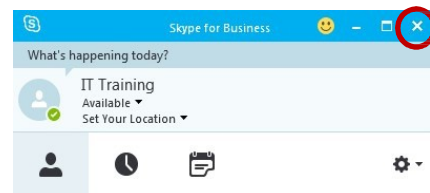
## Exiting Skype for Business Application

When you have finished using Skype, you can either **1) close** the Skype window, **2) sign out** of your session or **3) exit** from the program. The differences are summarized here:

Option	Is Skype running?	Can others see your status?
Close	Yes	Yes
Sign out	Yes	No
Exit	No	No

### Closing the Skype for Business window

You can close the Skype window by clicking the **X** in its upper-right corner. Although the window closes, your session continues to run, so others can still see your availability status and you still receive alerts.



The Skype icons on your taskbar will appear as they do when you have the Skype window open, indicating your presence status. Re-open the Skype window at any time by clicking the large icon in the program section of the taskbar.



### Sign out

**Sign out** closes your Skype session, but continues to run Skype in the background, making it easier to sign in again when you're ready. The Sign out option is available from your status dropdown in the main Skype window or by right-clicking the small icon in the system tray at the end of the taskbar. Once you have signed out in this way, others cannot see your status or interact with you.

Skype icons on your taskbar appear with crosses:



## Exit

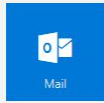
**Exit** closes your Skype session and stops Skype running on your computer. Both icons will disappear from the taskbar at the bottom of your screen. After exiting, use the **Windows start** menu if you want to restart Skype (pin it to the task bar for easy access).

## Accessing Skype for Business (Online Portal)

### Starting Skype for Business within the online portal

#### Online portal:

- Log onto the online portal (<https://portal.office.com>) with your work email address and password.



- Click on the Mail tile to Open Outlook.



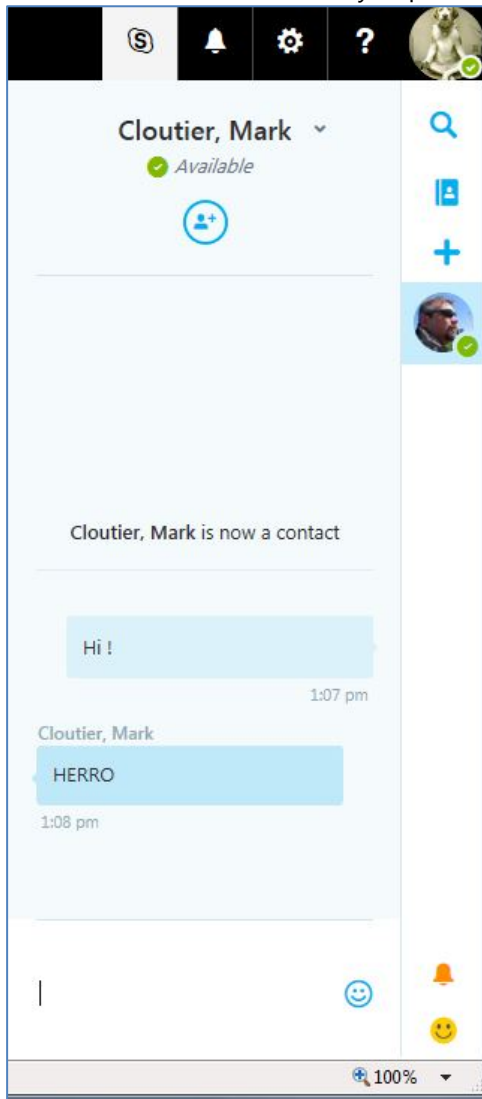
- Once Outlook is open, Launch Skype by clicking the Skype icon which is located on the Office 365 toolbar towards the right side of the webpage

- This will open your Contacts list. Select the contact from the list, or search for the contact by




clicking the Search icon and typing in the name or email address of the person you want to message.

- Once you have selected your contact by clicking on their name, you can begin typing a message in the bottom text box. Once you presser on your keyboard your message will send.



## Exit

- To close out of Skype, click the Skype icon once more and it shall close the Skype program but you will not be logged out of it. This means you are still available to receive Skype messages. At the top right corner of the Office 365 toolbar
- To sign out of Skype instant messages, but stay logged onto Office 365, click on the user photo box  at the top right corner of the Office 365 toolbar.

- Click on "Sign out of IM"

