Using Microsoft Skype for Business on a personal computer

Downloading Skype for Business (For Onyen users)

If you are not using a classroom computer, but have an Onyen and Microsoft Office or 365 installed you can use the Skype for Business application. Your user name is your onyen@ad.unc.edu and your password is your Onyen password. More information can be found at http://help.unc.edu/CCM3_035460.

Opening Skype for Business

How to open Skype for Business:

- Click the Windows Start Button.
- Click All Programs.
- Click the Microsoft Office folder.
- Finally, click Microsoft Skype for Business 2015.

How to find contacts in Skype for Business

- You can find a contact using the search feature in Skype for Business.
- Click the Contacts icon.
- Under the Contacts icon there is a search field that says “Find a contact.” Click that and type the name of your contact.
- When you find your contact, double click the name to open a chat window.
Search for contacts here

Click contact to send a message
**Sharing Content**

After opening a message window, click the present button. This opens a drop down menu of choices. From the drop menu you can share things such as your desktop or a PowerPoint presentation.
How to create an Online Meeting through Outlook

Using Windows:

- Open Outlook 2013.
- Go to Calendar.
- Click on the New Skype Meeting icon.
- Add the attendees email address to the To field.
- This will generate an email with links to the Online Meeting.

Using Mac:

Skype for Business for Mac allows you to create an Online Meeting. For instructions using Skype for Business for Mac, click here: https://technet.microsoft.com/en-us/library/jj984275%28v=office.14%29.aspx
Joining a conference with Skype for Business installed

If you have an Onyen and you have both Microsoft Outlook and Skype for Business installed on your computer follow these steps to join:

- Open Microsoft Outlook.
- Open your calendar click the Invitation.
- Then click “Join Skype meeting”.
- Select “Use Skype for Business” under the Join Meeting Audio settings so audio and video can be shared.

→ Join Skype Meeting

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

Help

Join Meeting Audio

- Use Skype for Business (full audio and video experience)
- Call me at: 
- Don’t join audio
- Don’t show this again

FYI: Find these settings in Options under Phones.

OK  Cancel
More Info:

Add a contact

Sending a message

Share a PowerPoint Presentation

More help documentation