

## Skype for Business Connection Instructions

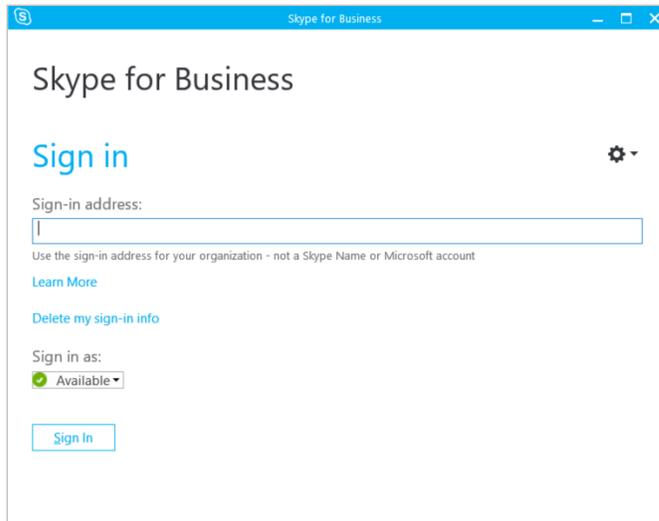
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For instructions on how to use Skype for Business, please see below.

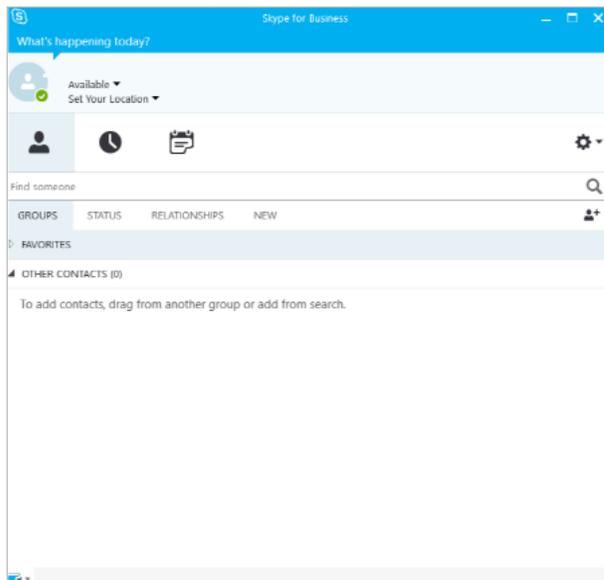
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## A. Connecting to Skype for Business

1. Follow instructions to connect to the Library's network.
2. Click on the  icon in the system tray to open the application. If this icon is not in your system tray, open the Start Menu and search: **Skype for Business 2016**.
3. On the sign-in screen pictured, enter your Library email address and click **Sign In**:



4. The app will recognize your Library credentials and allow you to sign in. Your home screen will display:



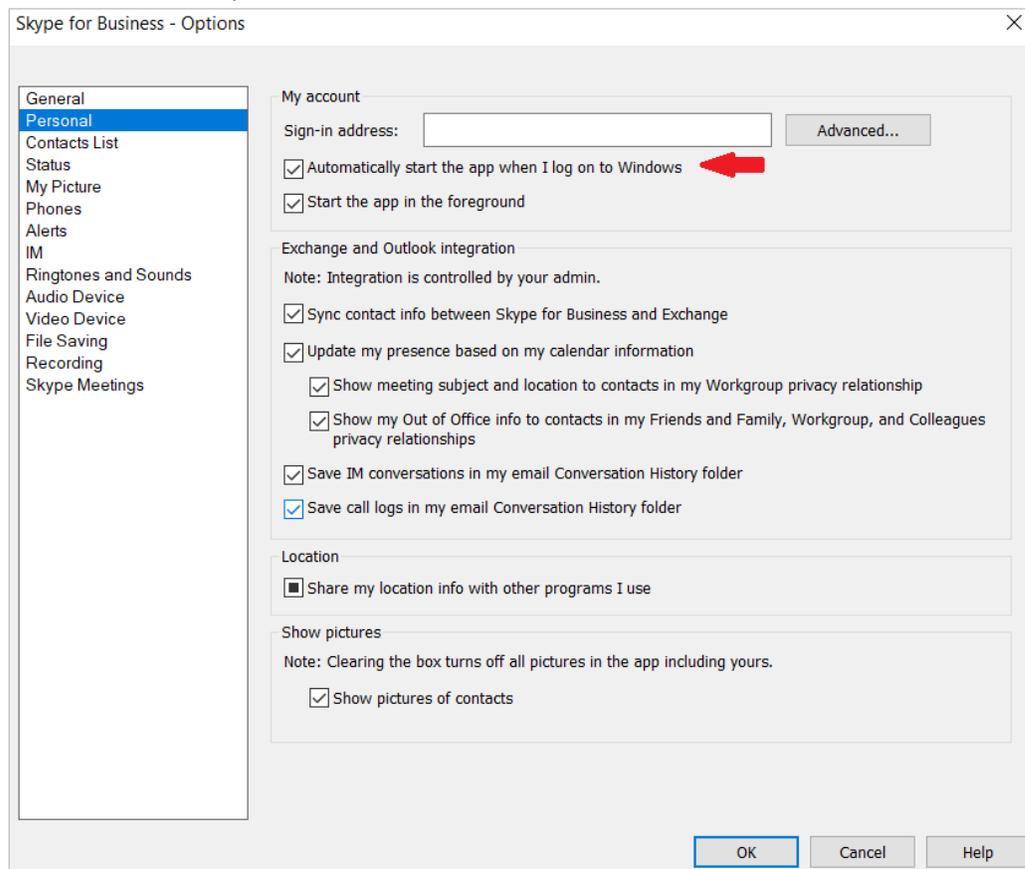
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## B. Set Skype to Launch on Startup

Skype will not start automatically when you log in to your computer unless that setting is manually selected. There are two ways to do so:

### In Skype Application: Set Skype to Launch on Startup

1. Click the **Settings**  icon in your home screen.
2. In the left-hand menu, click **Personal**.
3. Check the box next to **Automatically start the app when I log on to Windows** to set Skype for Business to launch on startup:

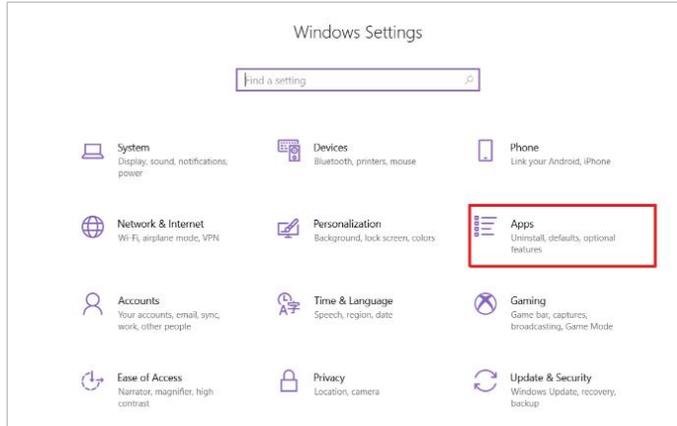


4. Click **OK** to save your updates.

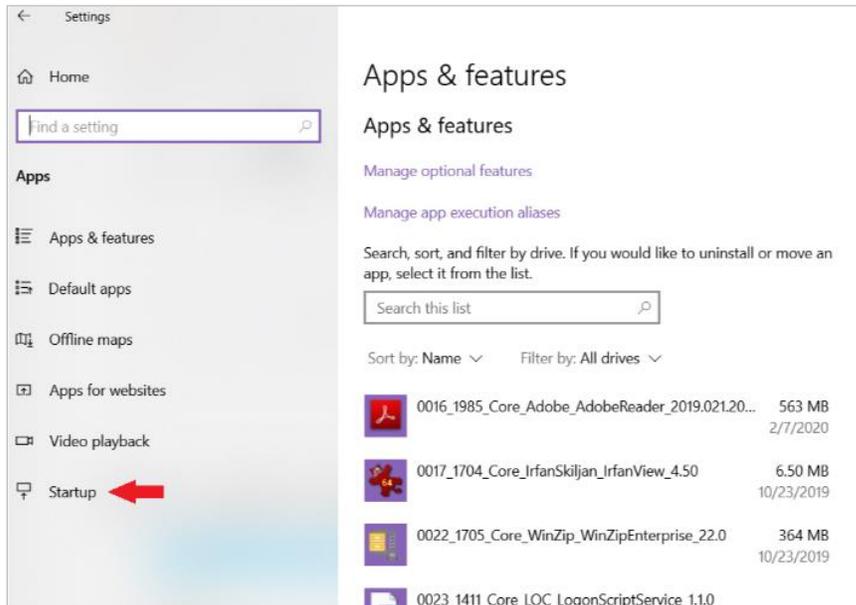
## In Windows Settings: Set Skype to Launch on Startup

1. Click the **Settings**  icon from the Start Menu.

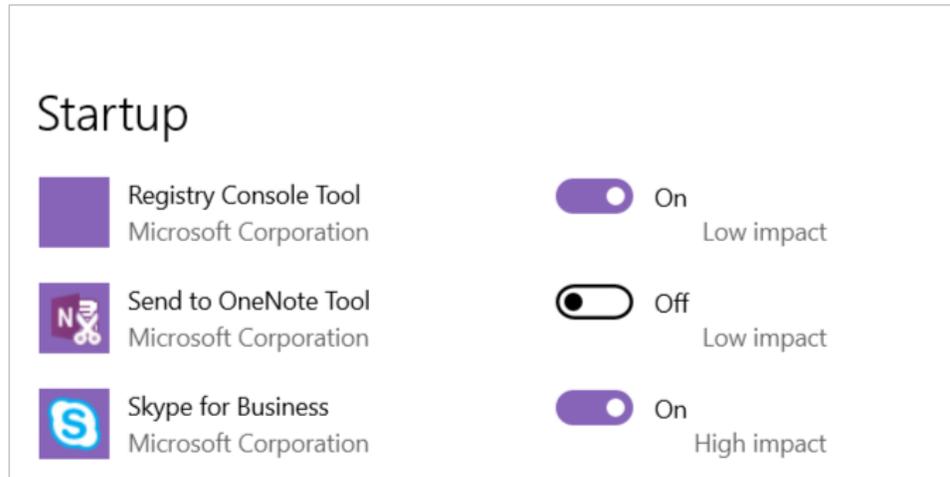
2. In the **Windows Settings** window, click the **Apps** option:



3. In the **Apps and features** menu, choose **Startup** in the left-hand column:



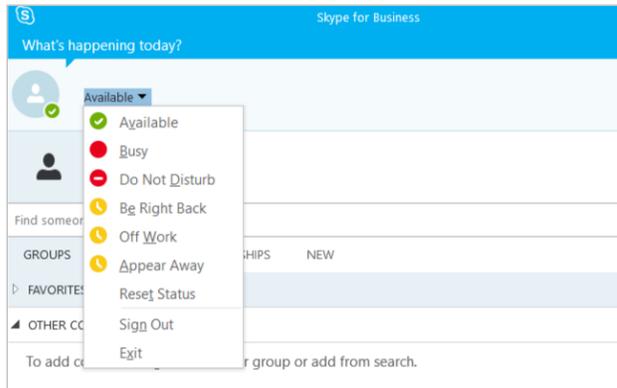
4. To configure Skype to start when you log in, locate **Skype for Business** in the menu and slide the status bar to **On**:



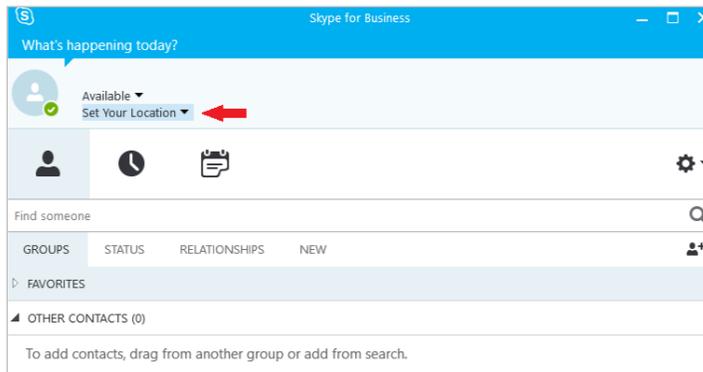
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## C. Display your Availability Status

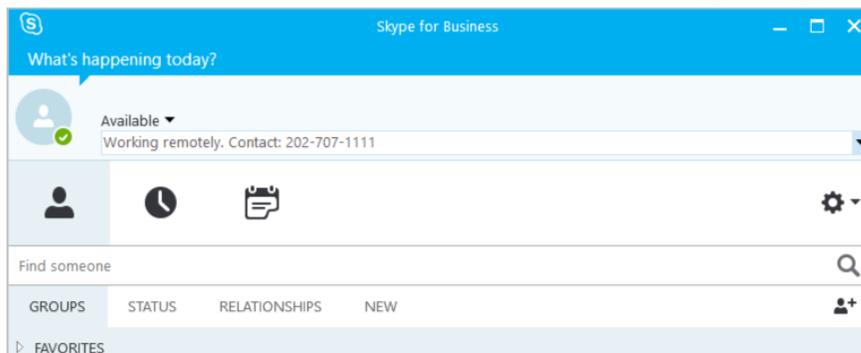
1. After logging in to Skype for Business, choose your availability status from the dropdown menu on the home screen:



2. To set a location and/or contact information, click on **Set Your Location** on the home screen:



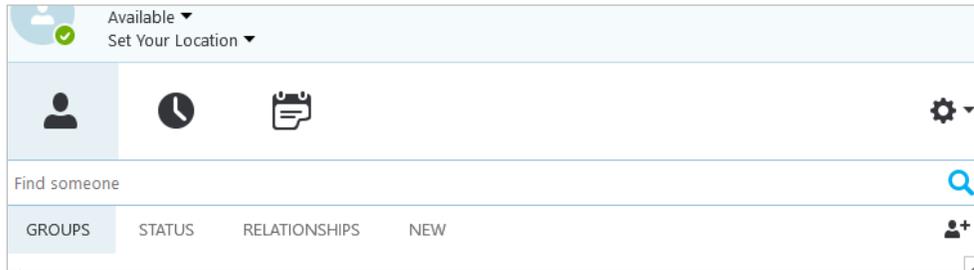
3. Type in the information you want to share and hit **Enter** on your keyboard to display your status:



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## D. Find Contacts and Chat

1. To search for a contact from the Library Staff Directory, type their name into the **Find someone** dialog box on the home screen:



2. To begin chatting with a contact, double click their name. A new chat window will open. You may have multiple chat windows open at once.
3. To invite more people to the chat, click the  icon in the top right corner of the chat window:



4. Up to 250 attendees can join a single Skype chat, video call, or audio call. To set up a Skype meeting with multiple attendees using Outlook, see instructions below on how to [Schedule a Meeting with Outlook and Skype for Business](#).
5. If you would like to host an external video conference, online meeting, or webinar, please follow WebEx instructions to do so. Skype is intended solely for Library staff and contractors whereas WebEx can accommodate both internal and external attendees.

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## E. Respond to a Chat Alert

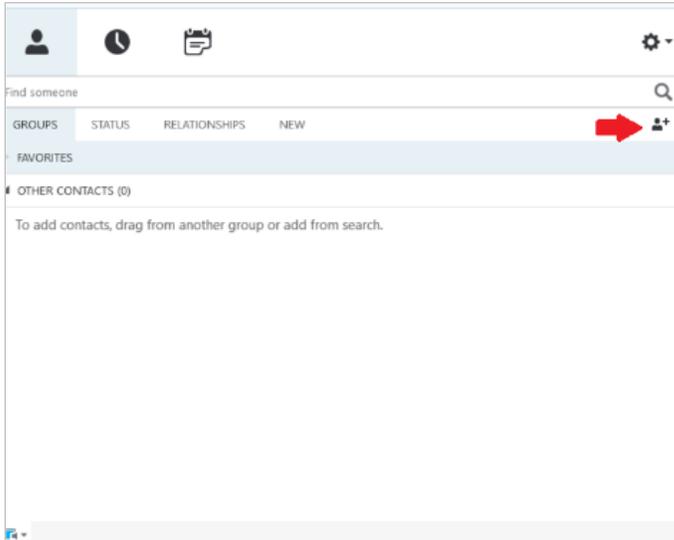
1. If you are logged into Skype for Business, other users may start a chat conversation with you. When someone else starts a new chat conversation with you, an alert will appear on your desktop screen:



2. To see the message, click anywhere on the photo area to accept it. The chat window will open to display the message.
3. To reject the message, click **Ignore**.
4. If you do not want to receive message alerts, set your availability status to **Do Not Disturb**.

## F. Create a Group

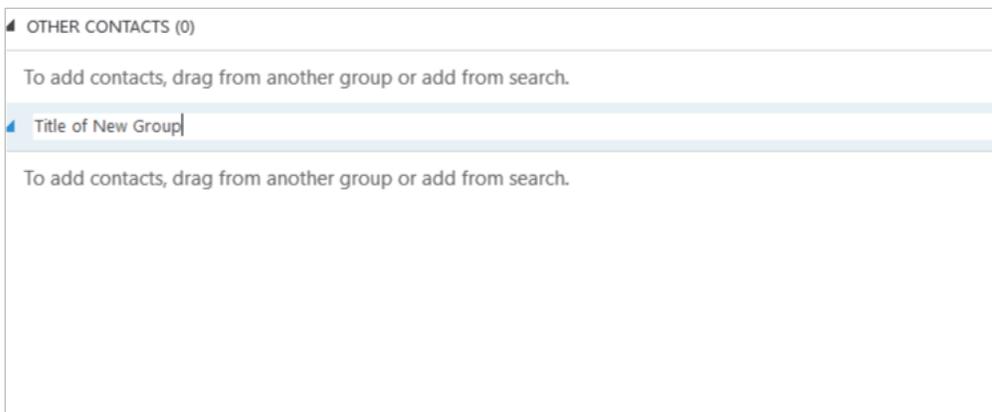
1. To create a group of contacts, select the  icon on your Skype for Business home screen:



2. From the menu options, click **Create a New Group**:

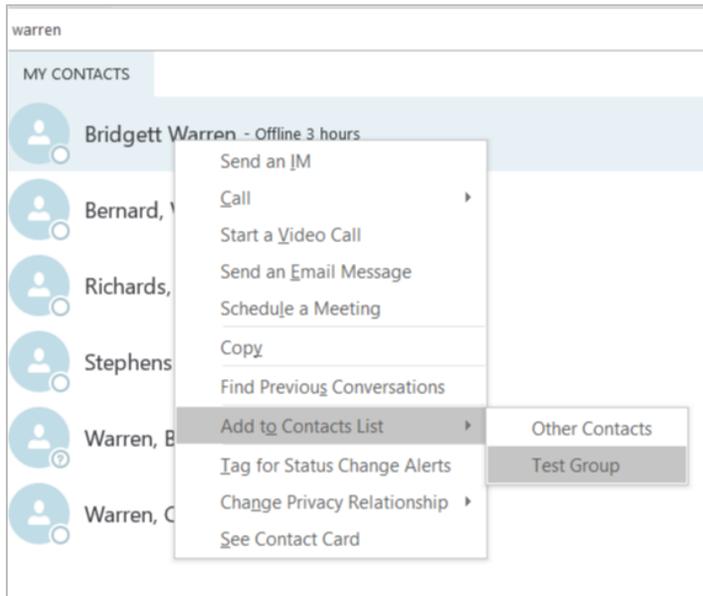


3. A **New Group** box will appear on your home screen. Rename it by writing in a new group name of your choice:

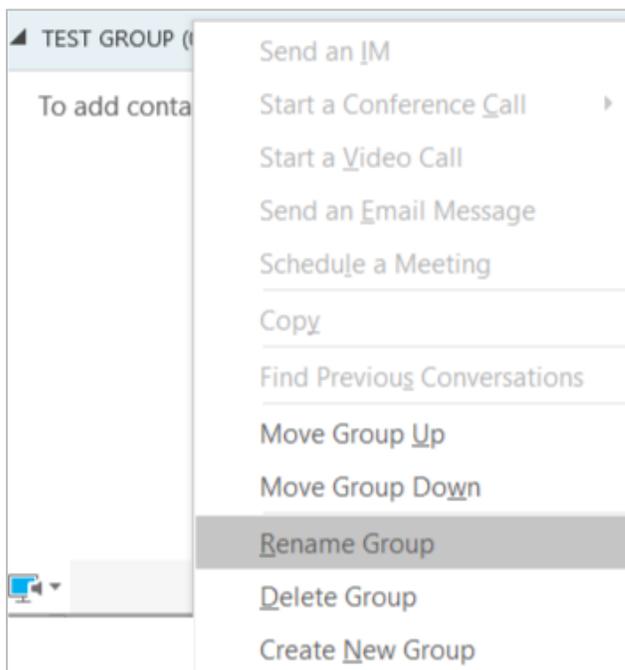


4. To add contacts to your group, search for a contact's name in the **Find someone** dialog bar.

5. Right click your contact's name and scroll down to **Add to Contacts List** in the dropdown menu. Then click the name of the group to which you would like to add your contact.



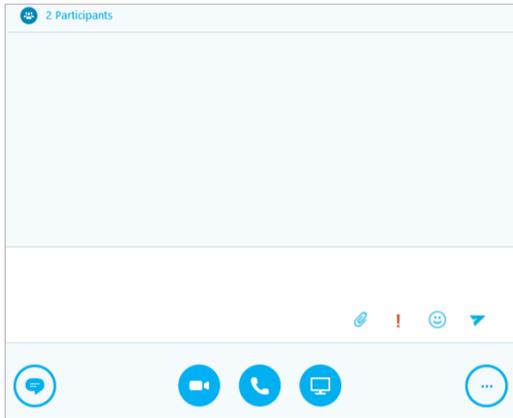
6. To rename or delete a group, right-click the group name and choose an option from the dropdown menu:



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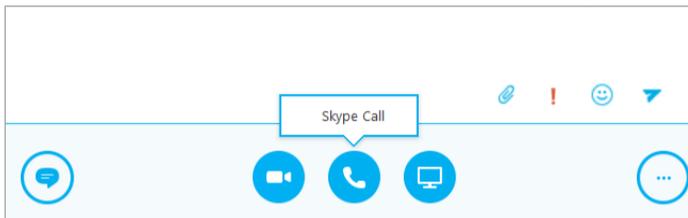
## G. Make an Audio or Video Call

1. To begin a new video  or audio  call, open a new chat window. Select the corresponding icon:

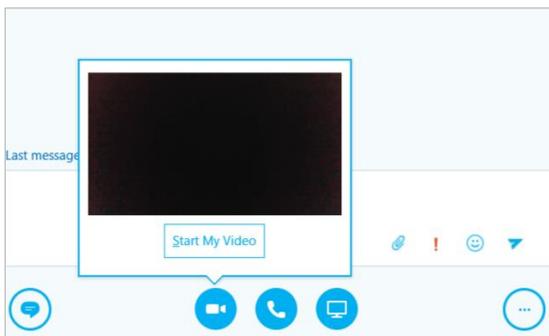


*Note:* These options may not be available to you if you do not have an existing microphone or camera on your device or laptop. The Library will not provide external cameras or microphones.

2. For an audio call, select the  icon and click **Skype call** to dial your contact:



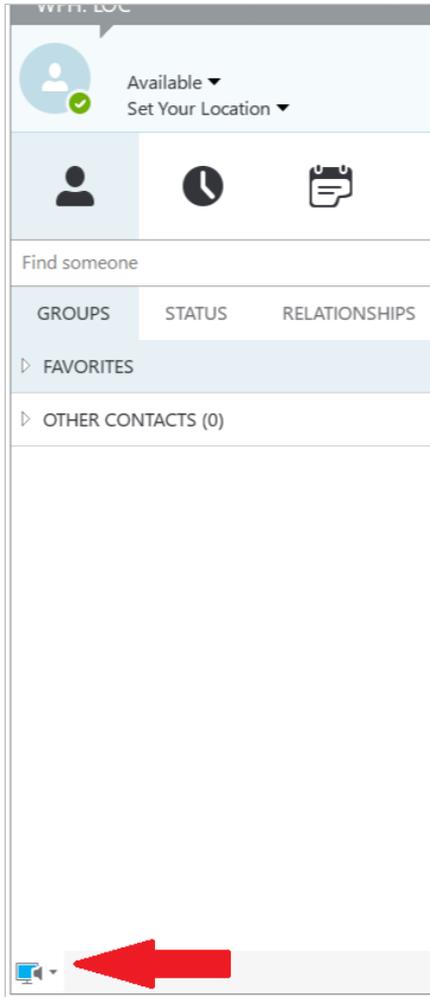
3. For a video call, select the  icon, and click **Start My Video** to begin a video call with your contact:



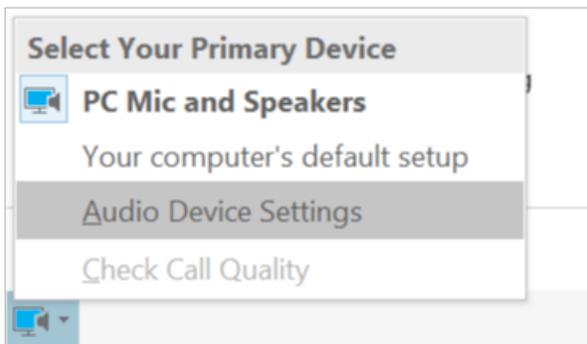
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## H. Adjust Your Audio Settings

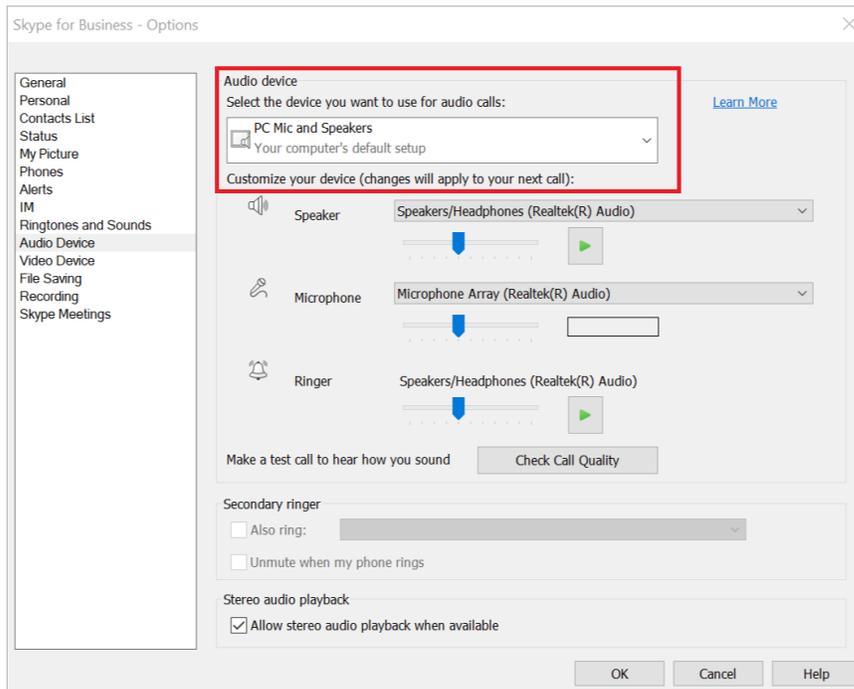
1. To check and adjust your audio settings, click the audio/video  icon on the bottom left of your home screen:



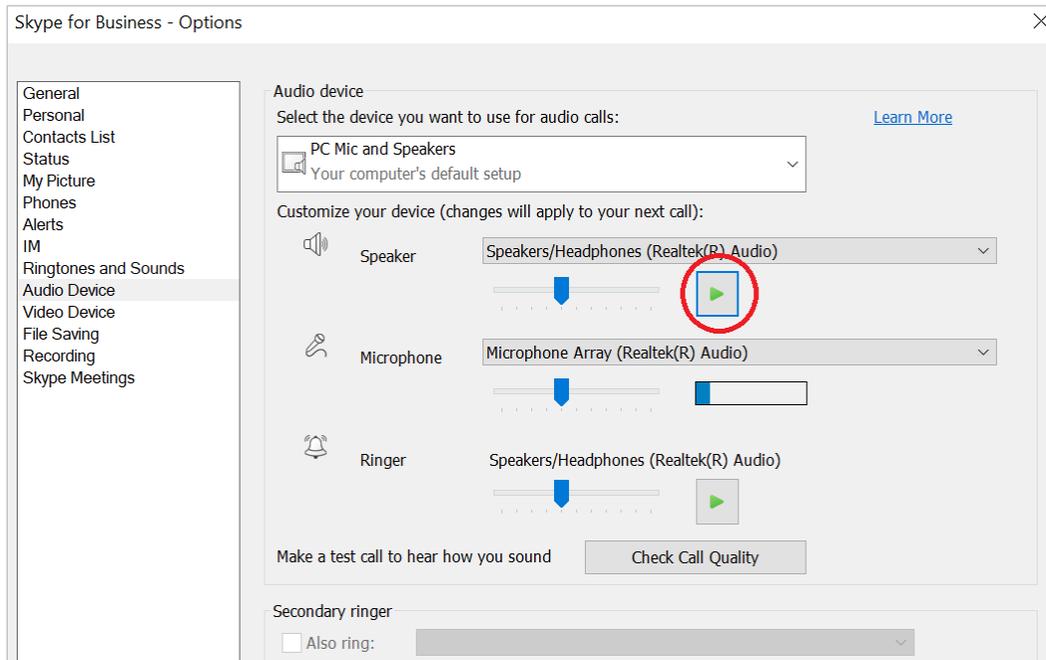
2. In the menu, select **Audio Device Settings**:



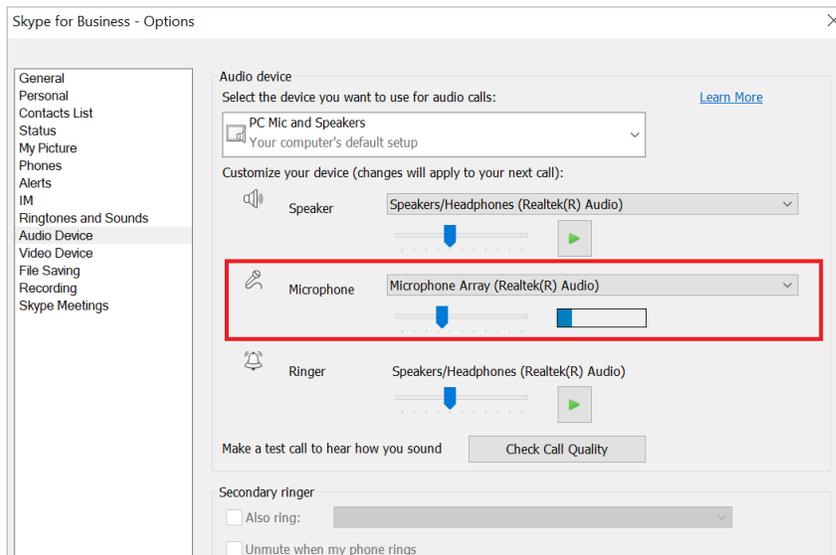
3. Select your device from the **Audio device** dropdown menu. If you are using your Library-issued laptop, select **PC Mic and Speakers**:



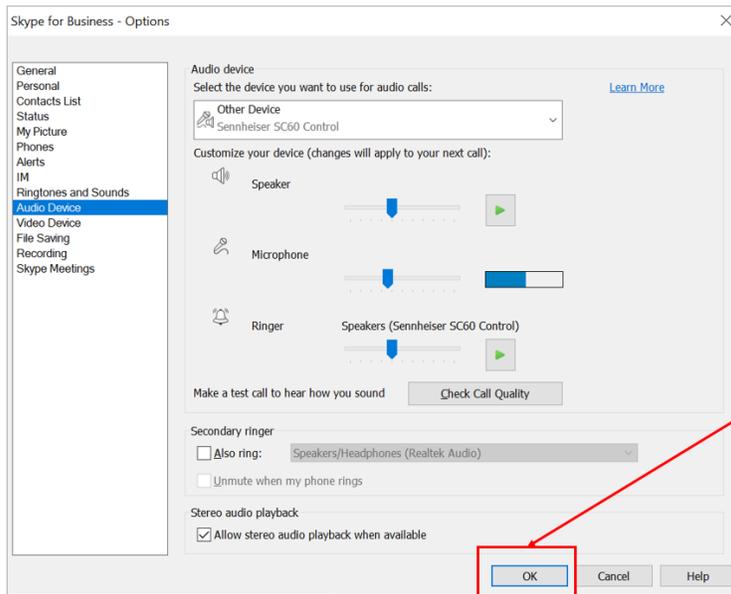
4. Make sure the sound on your computer is turned on.
5. Click the play icon on the **Speaker** settings to test your audio:



6. Speak into your microphone, and you should see the **Microphone** sound bar move when it hears your voice. Adjust the volume as appropriate:



7. Click **OK** to save your settings:



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## I. Send a File or Image in Chat

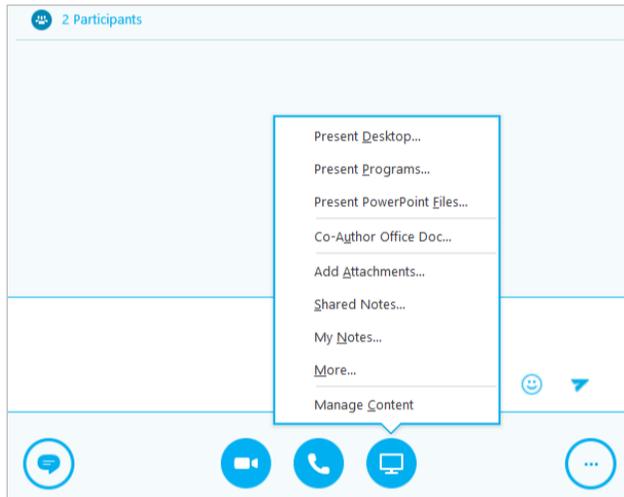
1. To send a file or image to someone in a chat window, you can:
  - Drag and drop a saved file or image into the text input area

**OR**

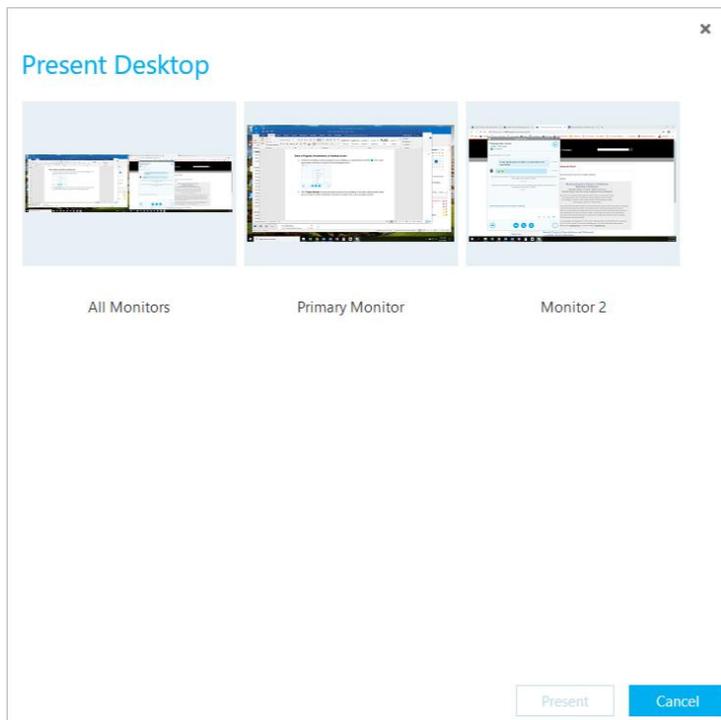
  - Click the  icon in your chat window. Double-click the file or image you wish to share.
2. The recipient will get a notification in their Skype Window of content being made available that they can then open and save.

## J. Share a Program, Presentation, or Desktop Screen

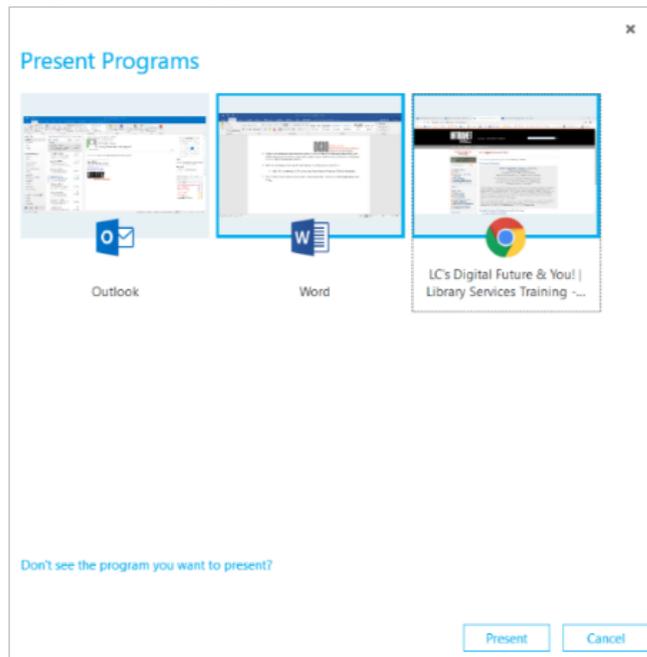
1. To share your desktop screen, a program on your desktop, or a presentation, click the  icon in your chat window and select an option from the dropdown menu:



2. Click **Present Desktop** from the menu to show the entire contents of your desktop. If you have a dual-monitor setup, you can choose to select all monitors, the primary monitor only, or the secondary monitor.

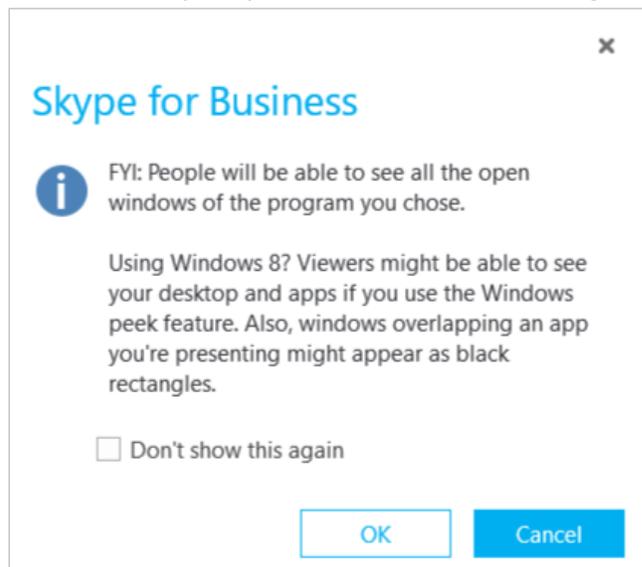


3. To share a specific program on your desktop, click **Present Programs** in the dropdown menu. Select the program window(s) you want to share and click **Present**:



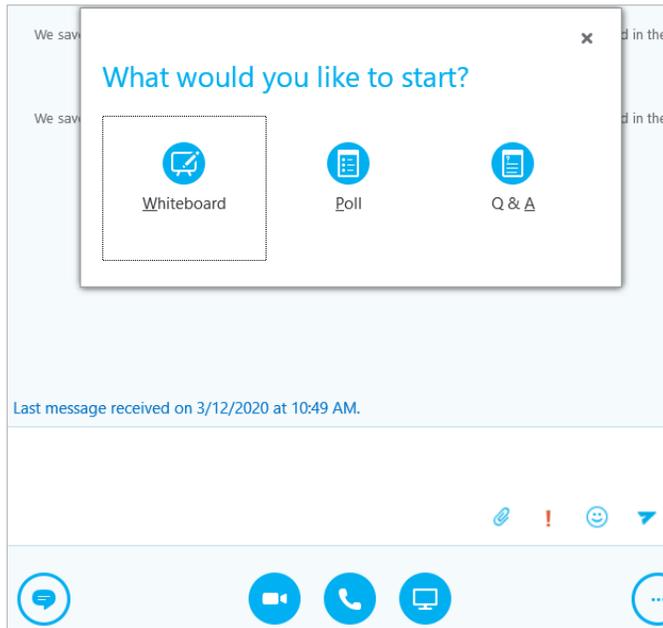
*Note:* The program you wish to share must already be open on your desktop to display among the selection options.

4. Click **OK** when prompted with an additional dialog box notifying you that you are about to begin sharing:

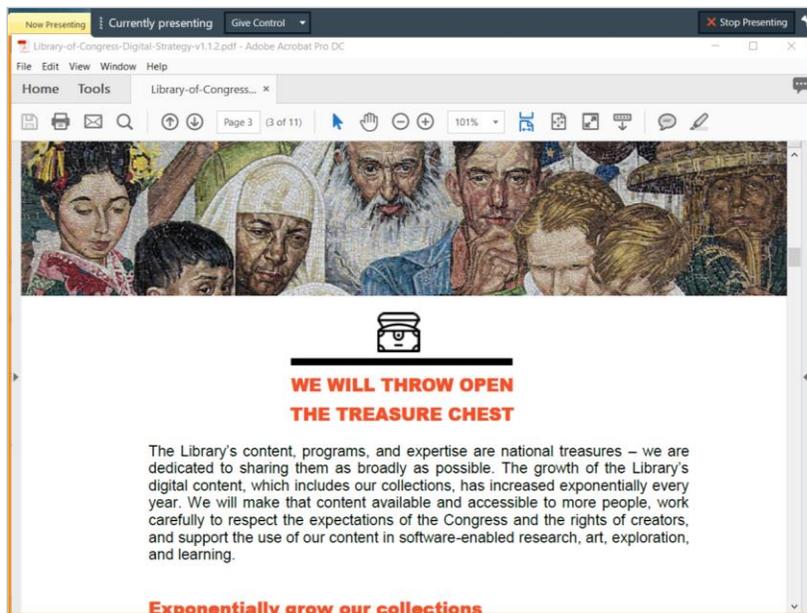


*Note:* To turn off these notifications in, check the box next to **Don't show this again** and then click **OK**.

5. Click on the display icon and then click **More** in the dropdown menu to access other presentable content items such as Whiteboard and Polling:



6. When you share a program file or desktop, the window you are sharing will have a yellow border and a **Now Presenting** dialog bar will display on your desktop:

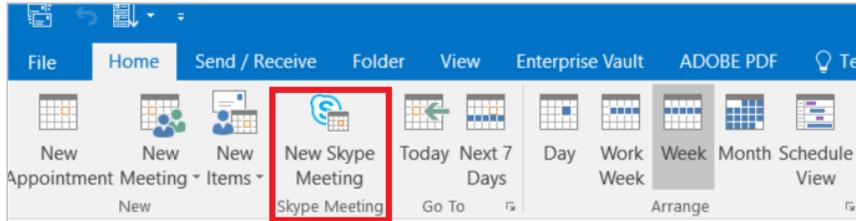


7. To stop your presentation or screen share, click **Stop Presenting** in the top right of the presentation dialog bar.

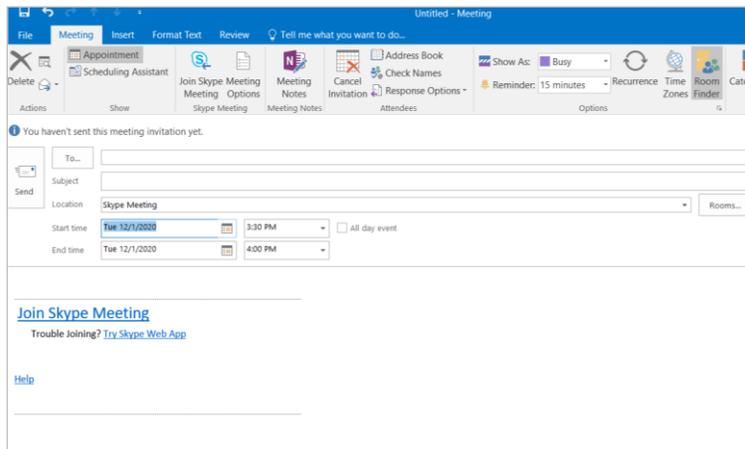
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## K. Schedule a Meeting with Outlook and Skype for Business

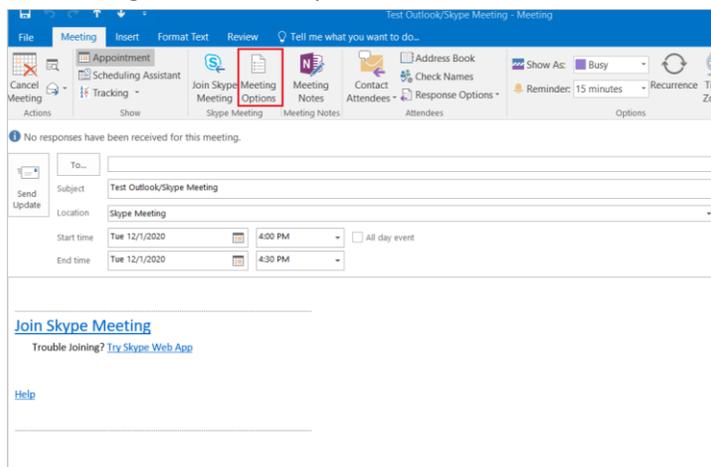
1. To schedule a meeting with Skype for Business, start as you normally would by going to your Outlook calendar.
2. Click the **New Skype Meeting** icon on the top navigation bar:



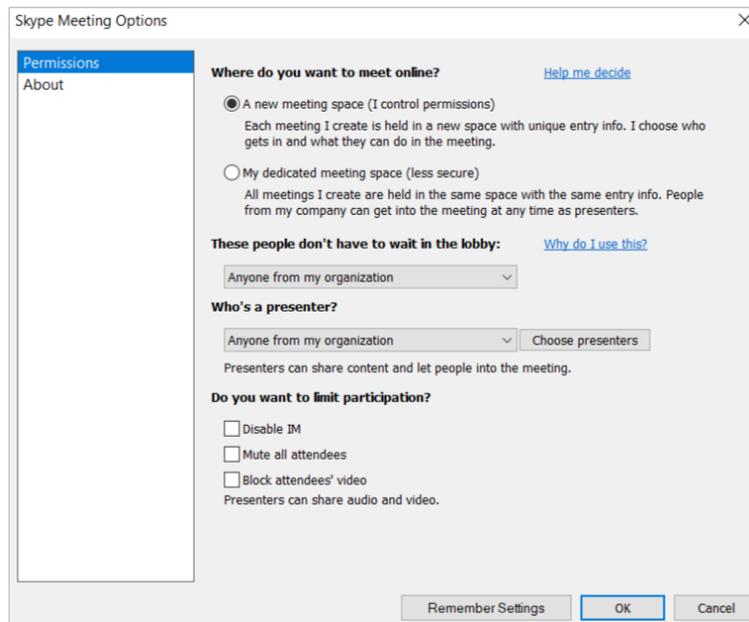
3. In the meeting request window, a meeting link to Skype will be automatically generated and added in. Type in the attendee(s) and date/time information as you would for a standard meeting:



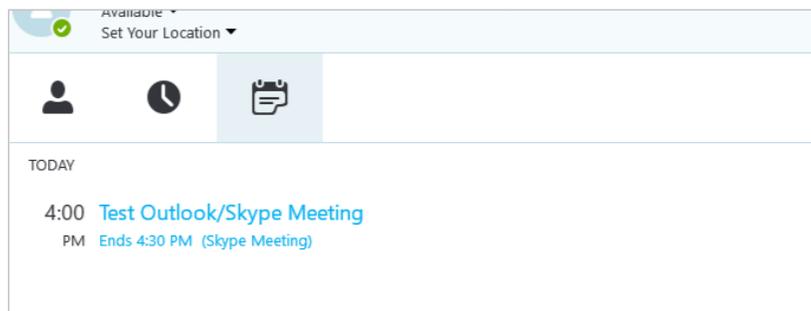
4. Click **Send** to deliver the meeting invitation.
5. Once the meeting request is created, you have access to the **Meeting Options** feature in the Outlook event navigation bar. To open the event, double click the entry in your calendar:



6. To view or change guest permissions, click **Meeting Options** in the Outlook event. Select **Permissions** from the left-hand menu:



7. Click **OK** to save any updated permissions.
8. When it is time to join the meeting, you can do so by:
- Opening the meeting event in your Outlook Calendar and clicking the Skype meeting link;
  - Joining directly via an Outlook event reminder pop-up on your desktop;
  - Clicking the meeting name under the  icon on your Skype for Business home screen:



## L. Adding Skype for Business to Your Library-Issued Mobile Device

1. To download Skype for Business on your Library-issued iPhone, make sure you have strong signal or are connected to the **LOCDeviceWiFi** network.

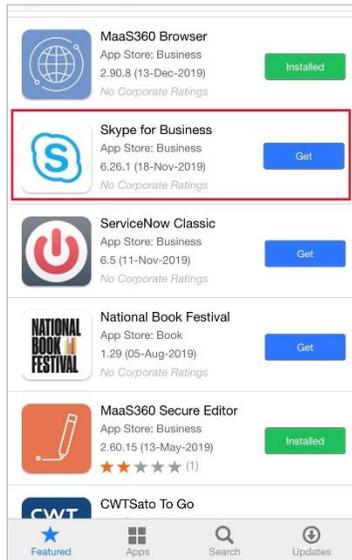
2. On your iPhone, select the **LoAppCatalog** application. The logo will appear as:



3. In the application, search for **Skype for Business**. The logo will appear as:



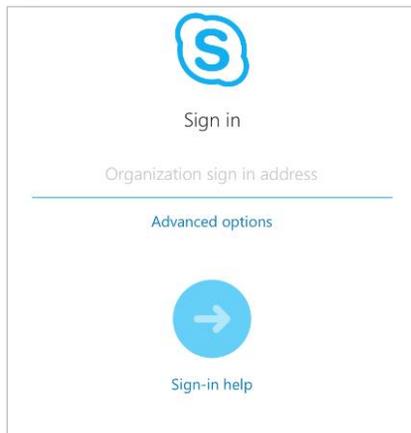
4. Click **Get**:



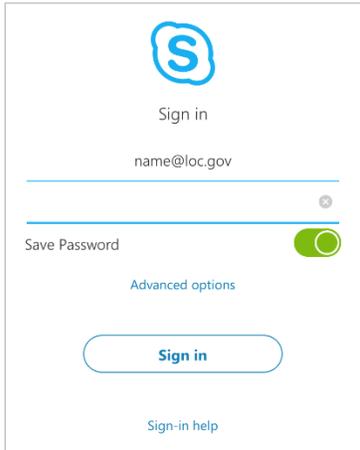
*Note:* Installation will take a few minutes.

5. Once the application has installed, tap the **Skype for Business**  logo on your device to launch the application.

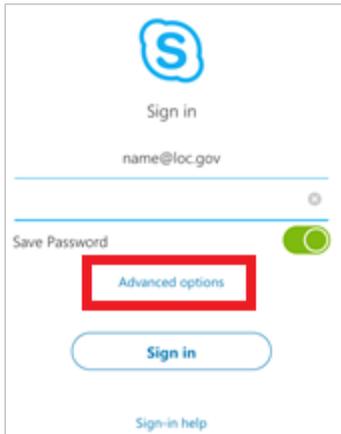
6. On the **Sign in** screen, enter your Library email address ([name@loc.gov](mailto:name@loc.gov)) and tap the sign-in arrow  logo to continue:



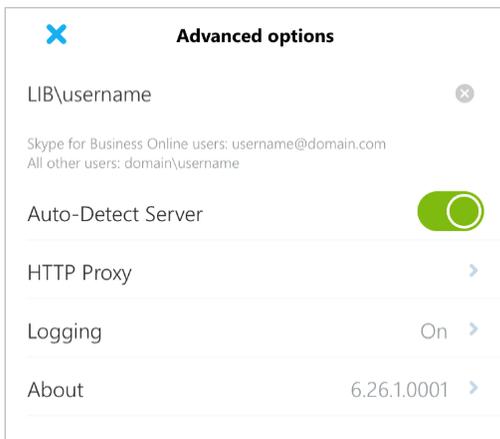
7. Ensure your Library email address is entered on the Sign in page and type in your Library password:



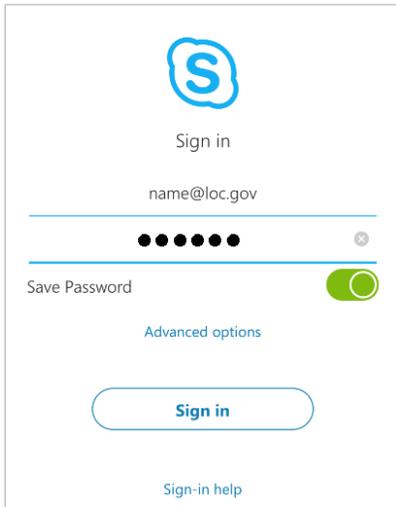
8. Tap **Advanced Options**:



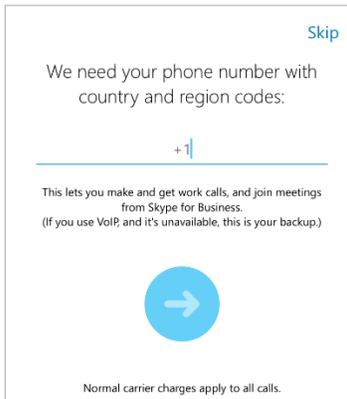
9. In the **Advanced Options** window, type in **LIB\username** the User Name bar and tap the **X** at the top left of the window.



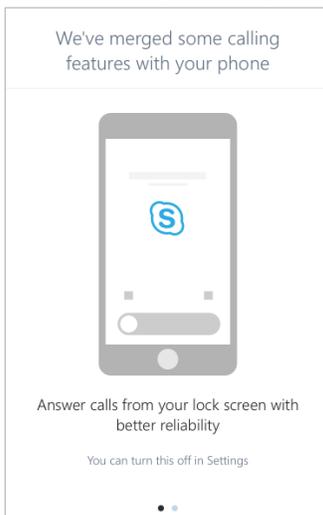
10. Tap **Sign in**:



11. The first time you sign in, enter your mobile device phone number:



12. Read and swipe through the tutorial:



13. Click **Got it** to confirm:

