

# Skype for Business



Skype for Business (S4B) helps you stay connected to the people who are important to you via instant messaging, email, audio and video calls, and online meetings and presentations. You can connect to all students, faculty and staff at LETU along with users of the standard Skype product. Continue reading (and watching the videos) below to learn more about what S4B can do and how it could help you!

## Ready to Launch Skype for Business?

- **Faculty/Staff on LETU Computers:**  
Skype for Business should already be installed on your computer. Go to Start > Microsoft Office 2013 (Windows 7) or Start > Office 365 (Windows 8 and Windows 10), and look for Skype for Business.
- **Students, Faculty and Staff on Personal Devices:**  
Skype for Business is included with Microsoft Office ProPlus (available for all LETU students faculty and staff). [Click here for instructions on installing your personal copy of Microsoft Office.](#)

## Adding Contacts outside LETU

With Skype for Business (S4B) you can message both users of Skype for Business at other schools and organizations, as well as standard Skype users worldwide. However it's important to add the contact correctly for each type of user since S4B doesn't automatically pick the correct directory.

[Click here for instructions on adding S4B and normal Skype contacts](#)

## Are you looking for a Webcam or headset?

- **For personal use by Students, Faculty or Staff:**
  - **Built-in:** If you have a laptop or tablet you may already have a built-in camera/microphone which will work.
  - **WebCam:** For those needing a webcam we recommend the [Logitech C920](#) and [C930](#) camera available from most major retailers.
  - **Headset:** You do not need a headset unless you need privacy not provided by your speakers or the microphone built into your camera or portable device. Should you desire a headset, any USB headset compatible with your device should work. Major retailers such as Amazon have a wide range of [corded](#) and [bluetooth cordless](#) headsets.
- **For Faculty or Staff on LETU-managed computers:**
  - Email [support@letu.edu](mailto:support@letu.edu) or call us at 903-233-3500 for your options.

**i** What features are available on Skype for Business?

- [Click here for a list of features currently supported on LETU's Skype for Business Service](#)

**i** Ready to learn More about Skype for Business?

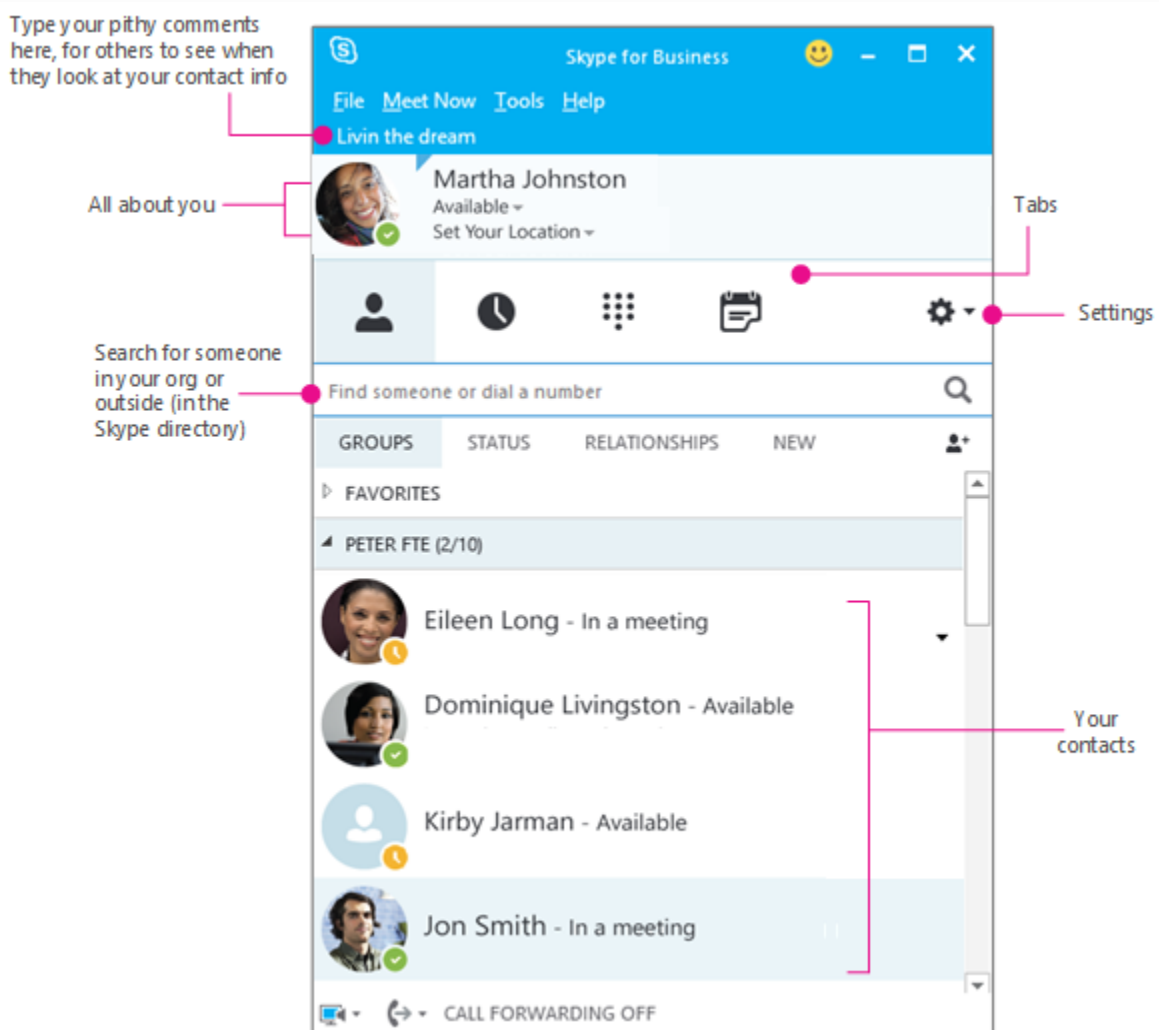
## What's Skype for Business?

Just a super efficient way to quickly connect with co-workers and business partners! Skype for Business is IM, calling, video calling, and sharing and collaboration all rolled into one package.

### Quick tour

We'll show you the basics, then check out the links below for details.

Here's what the main page of the app looks like. (Want to learn how to [add a contact](#)?)



When you hover over a contact's picture, a quick menu appears.



If you click the IM button, you'll get the conversation window.

TIP You can also just double-click a contact's picture to open the conversation window and start an IM.

Here's what the conversation (IM) window looks like. (Want to learn how to [send an IM?](#))

The screenshot shows a window titled "Martha Johnston" with a blue header bar. The contact's name "Martha Johnston" and status "SENIOR ANALYST, Available" are displayed. A "2 Participants" indicator is visible. The message history shows a conversation from Friday, March 6, 2015, with messages from both sides. The input area at the bottom contains the text "Maybe 😊" and icons for attaching files, adding importance, adding emoticons, and sending. A bottom toolbar includes icons for IM, video call, audio call, desktop sharing, and a menu.

This is who you're IMming with

Add another contact to this conversation

This is their side of the conversation

This is your side of the conversation

This is where you write your responses. Press **Enter** to send.

Attach a file, stress importance (!), or add emoticon

Start a video call, audio call, or present your desktop or a program

Open the Recording manager, change the font or font size, or get help

And here's what the meeting window looks like. (Want to learn how to [share your desktop or a program?](#))

Conversation (3 Participants)

**PARTICIPANTS**  
Presenters (3)

- Silas Lohr
- Mae Holt
- Jonathon Lunn

**CONVERSATION**

Event Budget - Excel

3 Participants

Open/close the meeting roster

Another way to invite more people while the meeting is happening

Here's who's in the meeting and whether or not they are muted, IMing, presenting...

Need to pull in more people?

Invite More People

Participant Actions

If you're leading the meeting, go here for audience-wide control—mute them, turn off IM, and more.

People in the meeting can IM here

This is where you write your responses. Press Enter to send.

Hide/show the IM pane

Someone is presenting Excel

Click here to turn on your camera, mute/unmute your mic, present your desktop or a program, or hang up.

Hold, transfer, device selector, and call/meeting volume control

Record the meeting, get to help, and more

	Estimated	Actual
TOTAL INCOME	\$1,936.00	\$1,831.00
TOTAL EXPENSES	\$850.00	\$300.00
TOTAL PROFIT	\$1,086.00	\$1,531.00

## More information...

The Skype for Business UI is pretty intuitive, so playing around with the app is a fun way to learn. Want more? Here are some help topics to get you started.

[Add a contact in Skype for Business](#) (TIP: You can add both LETU users and public Skype users to your contact list)

[Send an IM in Skype for Business](#)

[Set up a Skype for Business meeting in Outlook](#)

[Start using Skype for Business for IM and online meetings](#)

[Share your desktop or a program in Skype for Business](#)

[Set up and test Skype for Business audio](#)

## See Also

[Discover Skype for Business](#)

[Quick Start Guides about Skype for Business](#)

Source: <https://support.office.com/en-us/article/What-s-Skype-for-Business-3a21eca4-434d-41f1-ab06-3d4a268573b7?ui=en-US&rs=en-US&ad=US>