

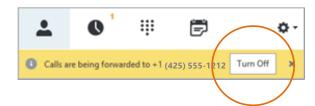
Want your calls to go to your Voice Mail or to your cell phone or a hotel room phone?

- In the lower-left of the main Skype for Business window, click the **Call Forwarding** button.
- 2. Select Forward Calls To.
- Select New Number or Contact. Choose a contact, or type a number in the Forward Calls field.

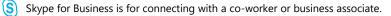
CALL FORWARDING OFF		1
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oming Calls		
\underline{T} urn Off Call Forwarding		
Eorward Calls To	×	Forward Calls To
Simultaneously <u>R</u> ing	F	New Number or <u>C</u> ontact
Call Forwarding Settings		
	Forwarding is Off oming Calls _Turn Off Call Forwarding _Forward Calls To 	Forwarding is Off oming Calls Turn Off Call Forwarding Eorward Calls To Simultaneously <u>Ring</u>

hoose the	e contact or phone number you want to forward calls to.		
I		٦	
0	Sara Nyberg – Available – Video Capable Account Executive	A	
8	Aaron Buxton – Available – Video Capable Lab Specialist		
3	Adam Jarman – Available – Video Capable Engineer II		
0	Arianne LaBatelier – Available – Video Capable Technical Analyst II		

Turn off call forwarding



Which Skype should I use?



S Skype is for connecting with your grandma, or chatting with friends while gaming.



Audio setup and making calls

Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

- Click Select Your Primary Device in the lowerleft corner of the main Skype for Business window.
- 2. Click Audio Device Settings.
- Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



Headset

Start a call



 Hover on a contact's pic until the quick menu appears.

GALL FORWARDING OFF

Select Your Primary Device

2. Click the **Phone** button.

Start a conference call

 In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.

Right-click any of the



- selected names, then click Start a Conference Call.
- 3. Click Skype Call.

2.

Answer a call

When someone calls you, an alert pops up in the lower-right of your screen.

- To answer the call, click anywhere on the photo area.
- To reject the call, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.
- To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.



Options 🔻 Ignore

Add audio to an IM conversation

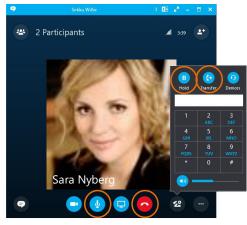
In the conversation window, click the **Phone** button.

	Thea Gill	^
ACCO	a Nyberg unt executive, Available – Video Capable Participants	(
		-
	You in your office? Quick chat?	12:53 PM
6-)	Yes and yes 😑	12:53 PM
		v
Last me	ssage received on 3/18/2015 at 2:13 PM.	
Calling	you	
	Ø !	© ▼
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9		()

Use audio call controls

During a call, point to the buttons to do the following:

- To put the call on hold, click the **Hold** button.
- To mute your audio, click the **Mic** button in the conversation window.
- If call transferring is available for your account, click the **Transfer** button, and select the number you want.
- To hang up, click the **Phone** button in the conversation window.



Invite more people to a call

- 1. In the Meeting pane, click
- etor, in the Participants pane, click

Invite More People

 Select or multi-select (Ctrl-click) from your contacts, or type someone's name or phone number in the Search field, then select them from the results. Click **OK**. Your new invitees receive a request to join your call.