OFFICE 365 – SKYPE FOR BUSINESS

OFFICE 365 SKYPE FOR BUSINESS IS AVAILABLE TO STAFF ONLY where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

Please note: this does not apply to Admin workstations.

Skype for Business lets you collaborate with anyone, anywhere, on any device. Message, call (audio and/or video) and share with powerful collaboration tools.

USING SKYPE FOR BUSINESS ON A WINDOWS DEVICE

Note: The Skype for Business app is included with Microsoft Office 2016 and Office 365 Pro Plus.

1. Open the Skype for Business app, enter your LearnLink email address and click Sign In.

2. Enter your LearnLink account password and click Sign in.
3. To add a contact, enter the contact’s email address in the Find Someone search box, right click the user and select Add to Favourites/Contact List.

4. Contacts can be sorted by Groups/Status/Relationships/New.

5. Double click on a contact to open the chat window, where you can send instant messages or run a video/audio conference.
USING SKYPE FOR BUSINESS ON AN IOS DEVICE


7. Open the App, select sign in and enter your full email address and password (e.g. John.Smith123@schools.sa.edu.au)

8. Enter your phone number with country and region code.
9. Once initial setup is complete, the conversation window will be shown.

10. To add a contact, enter the contact’s email address in the Search for Contacts box.

11. Tap the contact to open the message box, tap the name at the top and tap see contact card.

12. Tap the contacts icon and then add to favourites/contact list.
13. To view existing contacts, tap the Contacts icon.

14. Select the contacts icon to open the chat window, where you can send instant messages or run a video/audio conference.
USING SKYPE FOR BUSINESS ON AN ANDROID DEVICE

15. Open the Play Store, search for the Skype for Business App.

16. Open the App, select sign in and enter your full email address and password (e.g. John.Smith123@schools.sa.edu.au)
17. Enter your phone number with country and region code.

18. Once initial setup is complete, the conversation window will be shown.

19. To add a contact, enter the contact’s email address in the Search for Contacts box.

20. Tap the contact to open the contact card and then tap the contacts icon to add to favourites/contact list.
21. To view existing contacts, tap the Contacts icon.

22. Select the contacts icon to open the chat window, where you can send instant messages or run a video/audio conference.

OFFICE HELP AND TRAINING

Further information, help and training visit http://support.office.com