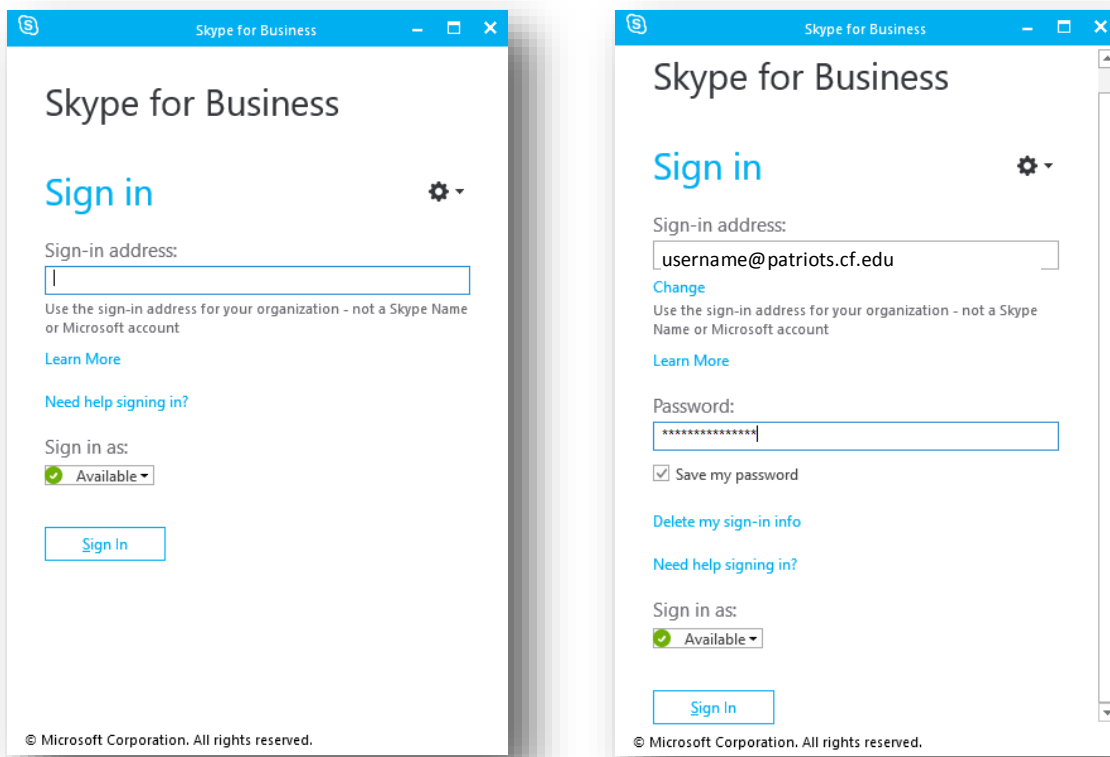


Skype for Business in Office 365

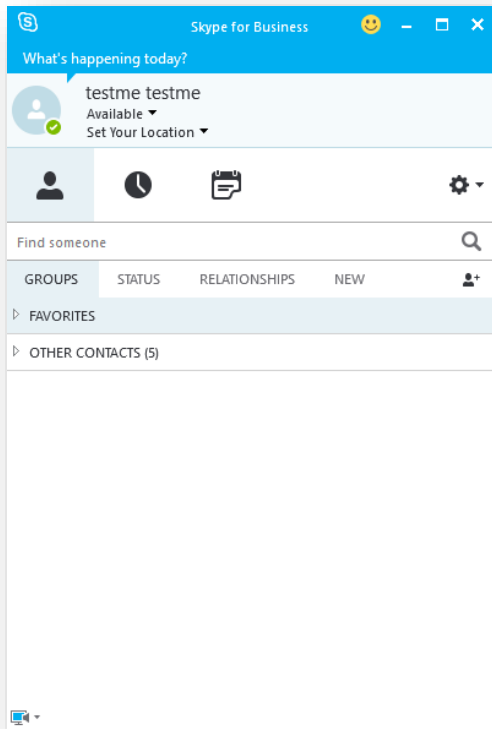
With the Patriot Email in Office 365, you can download the instant messaging client Skype for Business. Skype for Business allows you to communicate with your contacts via instant message, voice or video call. You can also give presentations with your desktop.

Sign In

Your sign in screen for Skype for Business will look like this. Your username will be your CF Email. Click **Sign In**, and you will be asked for your Email password.

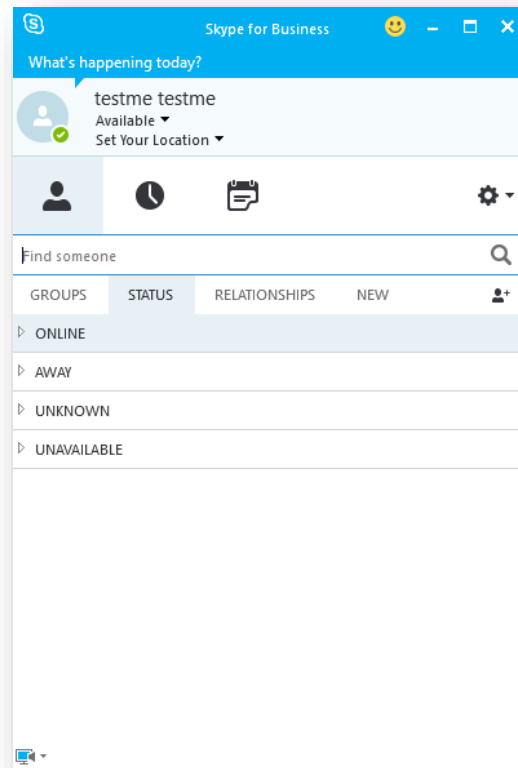


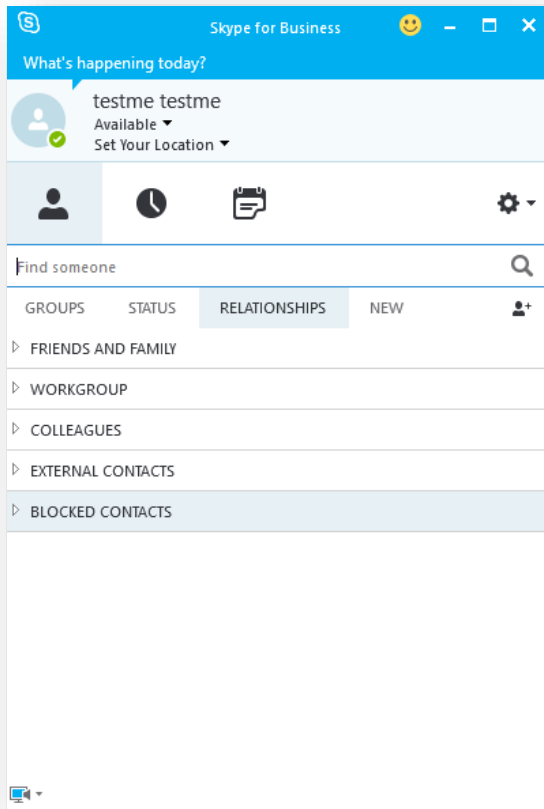
You can check the **Save My Password** box to eliminate the sign in process when you start the Skype for Business application in the future. Click **Sign In** again.



You will be brought to the main page of Skype for Business, which is the **Groups** tab. Here, the address book of all your contacts will be shown. You can frequent contacts to the **Favorites** category.

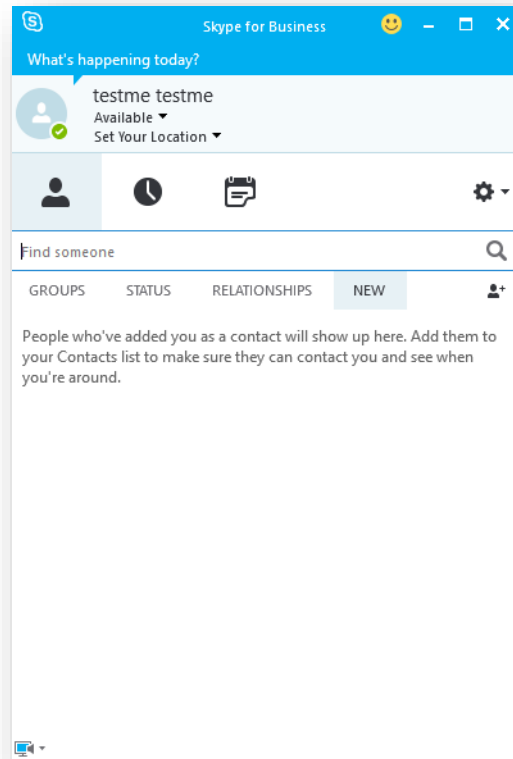
In the **Status** tab, you can see if your contacts are online, away, unavailable, or if their status is unknown.

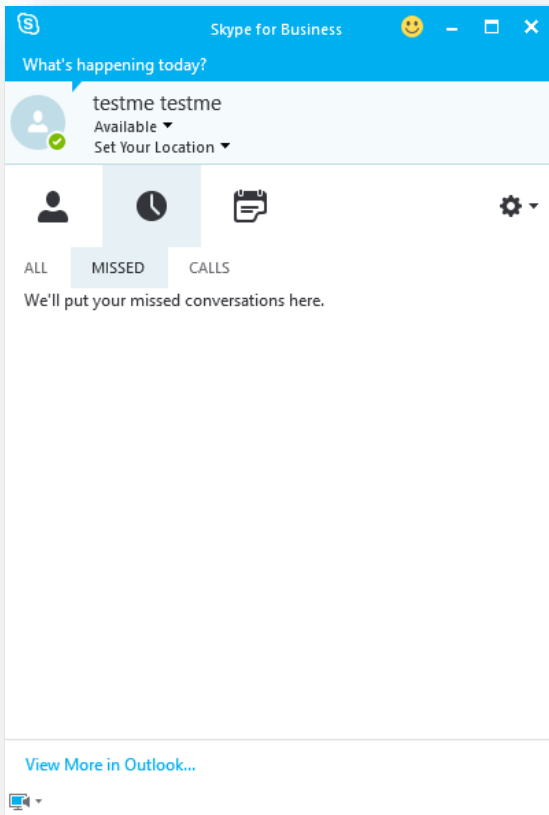




Under the **Relationships** tab, you can organize your contacts into five categories: Friends and Family, Workgroup, Colleagues, External Contacts, and Blocked Contacts.

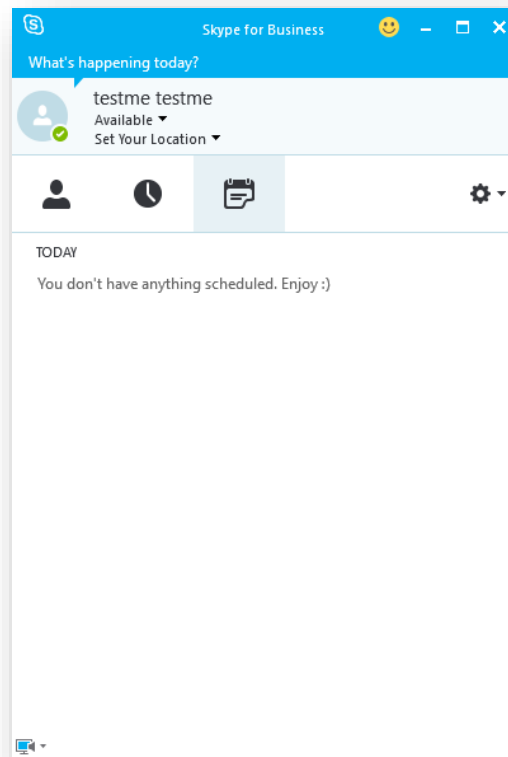
You can see who has recently added you as a contact in the **New** tab. You can then add them to your Contacts list so they can see when you are available.



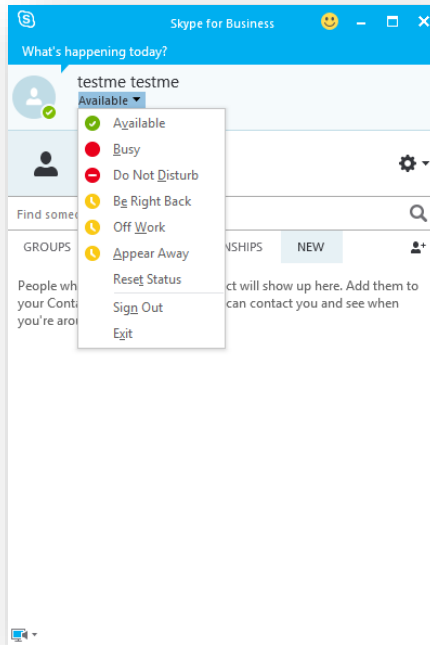


Skype for Business saves all of the conversations you have your contacts. By clicking on the messages icon, you can see the log of conversation. Under **All**, you can view all your recent conversations. The **Missed** tab will display any calls you may have missed. **Calls** will show missed and received calls from your Skype for Business account.

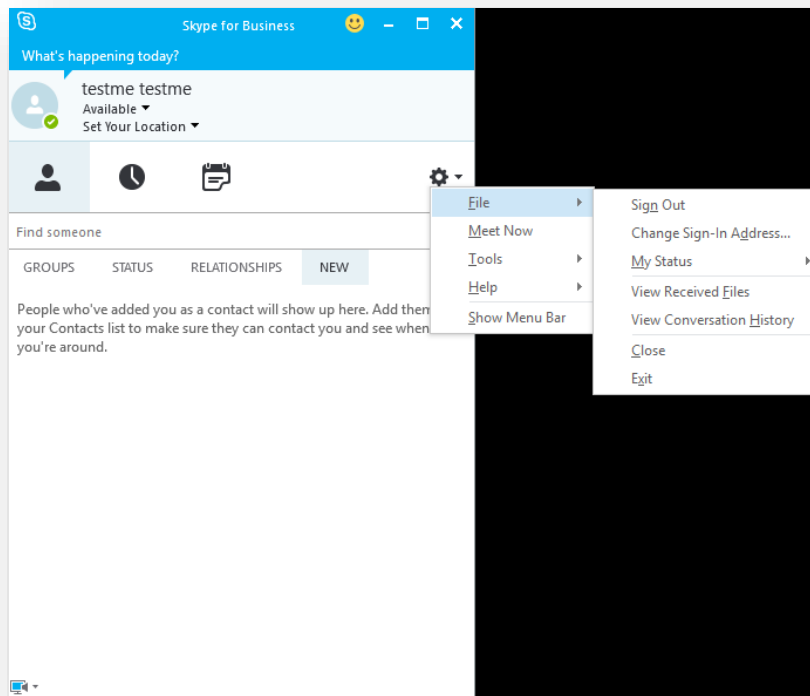
Click on the calendar icon. This is where any scheduled appointment or meetings will be cataloged.



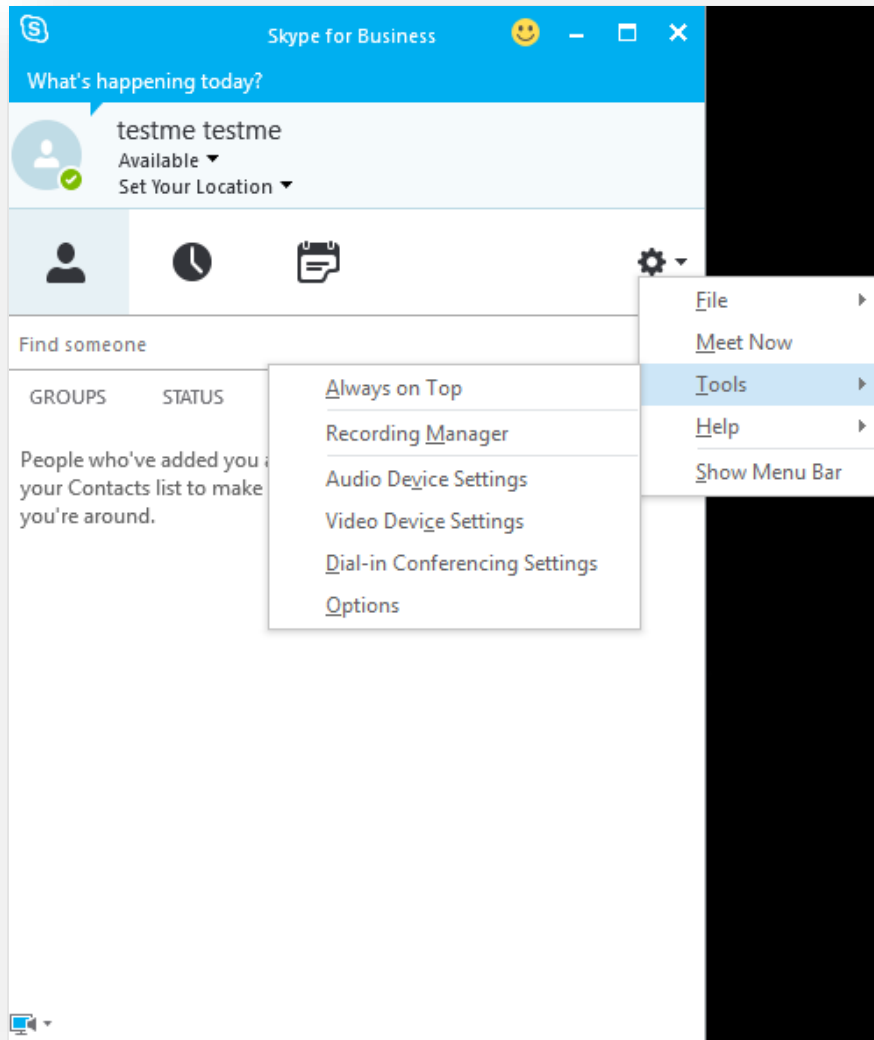
Availability will be displayed under your name. Select any of the labels to describe your status.



Click in the settings cog to customize your Skype for Business account. **File** allows you update your status, view received files and conversation history, as well as change your Sign-In Address and Sign Out.



Under **Tools**, you can update the setting on your Audio and Video devices, as well as Dial-In conferencing, and other options to help update your Skype for Business account.



The Options bar under the Tools category will allow you to further personalize how you wish your Skype for Business account to operate. Set alerts and ringtones, change your status or profile picture, and check your Audio and Video devices.

