

Quick Tips & Shortcuts To Save You Time

Microsoft Skype for Business 2016

THEonePOINT

 Skype for Business



Excel



OneNote



Word



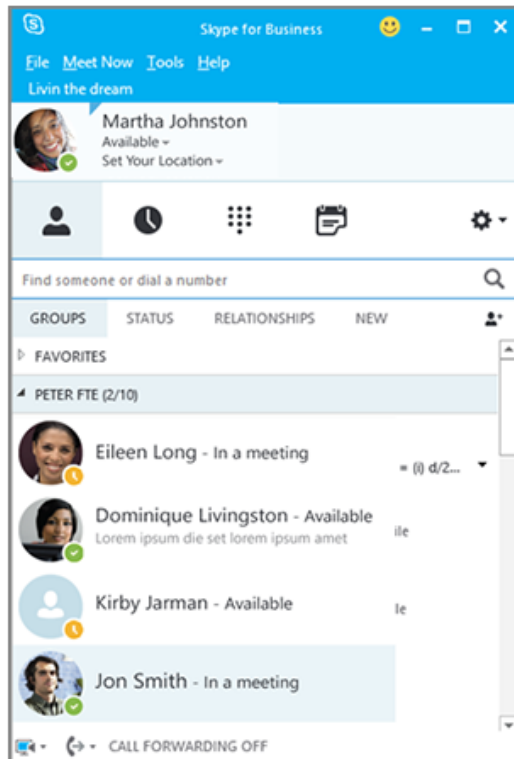
Outlook



PowerPoint

What's New In Skype for Business 2016

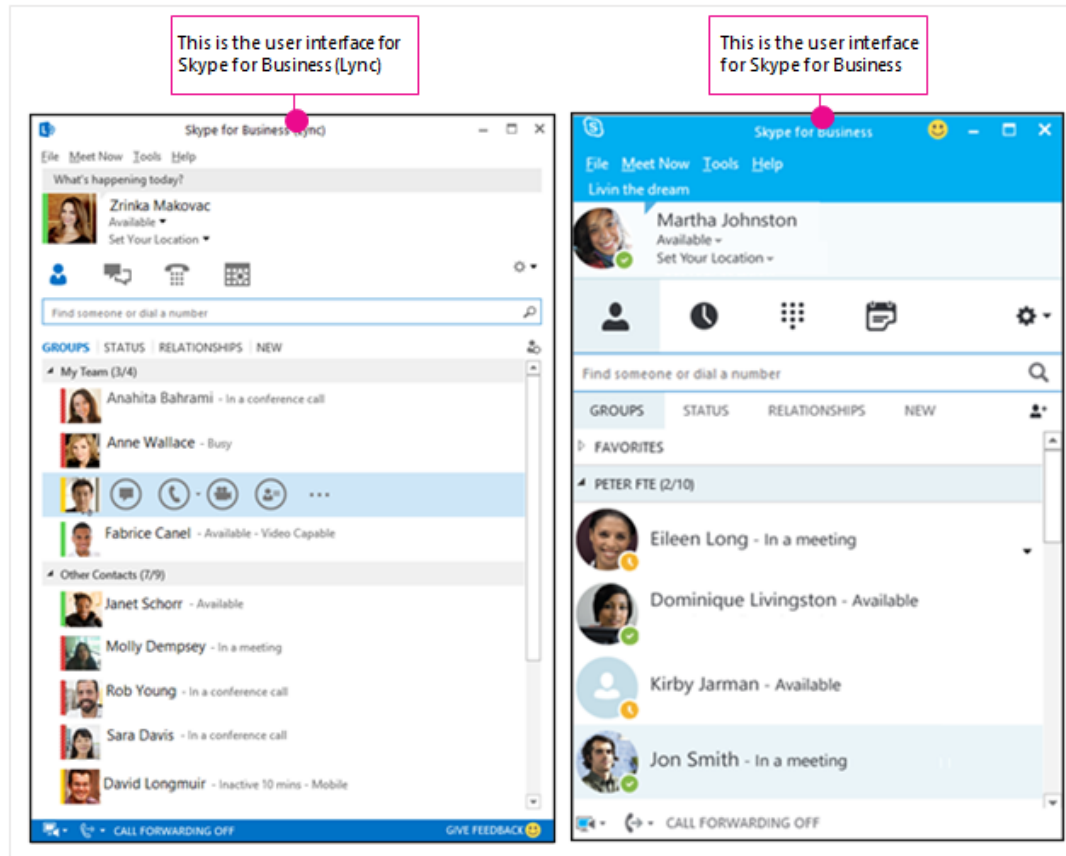
- Skype for Business vs Skype
- Microsoft Lync is now Skype for Business
- Support for Office 365 Groups
- Modern authentication
- Contextual tips
- Smart contacts list
- Co-authoring
- Prompt to switch audio
- Launch Skype for Business from Office 365
- Preload meeting attachments
- Offline messaging
- Video-based screen sharing (VbSS)



Skype for Business vs Skype

Skype for Business is used by organizations to enable their employees to collaborate, meet, and share. And, Skype for Business users can search and connect with both Skype and Skype for Business users.

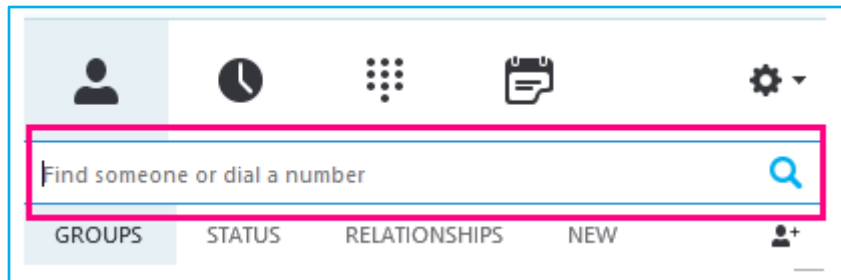
Skype for Business 2016



Microsoft Lync is now Skype for Business

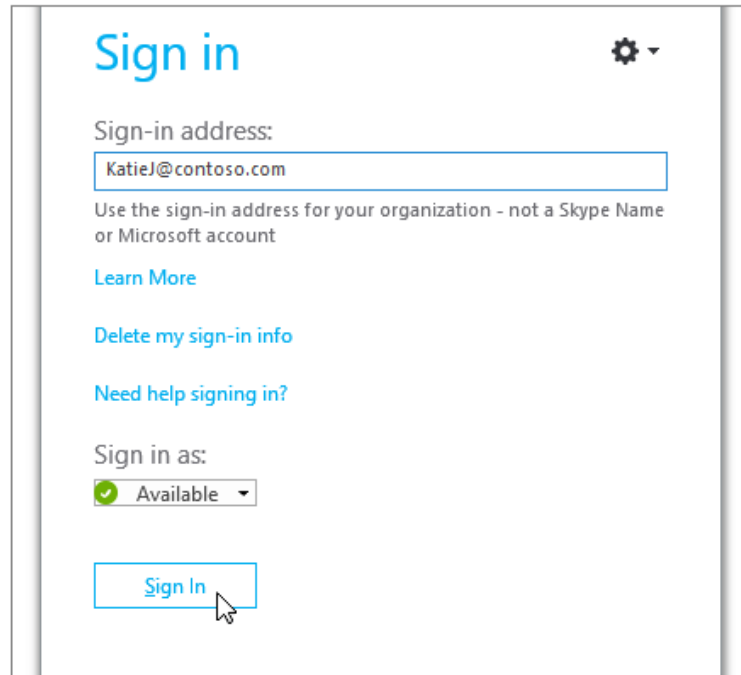
All of the essential Lync features are still there—like the Quick Actions buttons, which let you IM or call a contact (and more) with just one click or tap.

Skype for Business makes it easy to find and connect with co-workers with the Contacts list, presence indicators, buttons and icons, and even the app sounds should make you feel right at home.



Support for Office 365 Groups

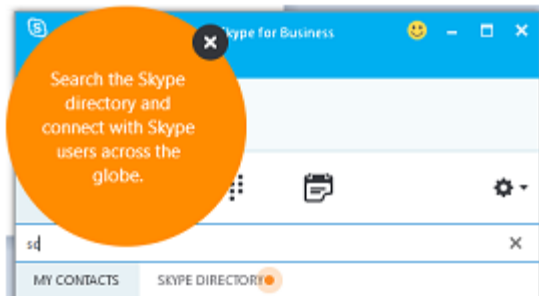
If your organization uses Office 365 Groups, you can now add those to your list.



The image shows a 'Sign in' dialog box from Skype for Business 2016. It has a title bar with a gear icon. The main content area is titled 'Sign in'. Below the title, there is a 'Sign-in address:' label followed by a text input field containing 'KatieJ@contoso.com'. Below the input field, there is a note: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. There are three links: 'Learn More', 'Delete my sign-in info', and 'Need help signing in?'. Below these links, there is a 'Sign in as:' label followed by a dropdown menu showing a green checkmark and the word 'Available'. At the bottom, there is a 'Sign In' button with a mouse cursor hovering over it.

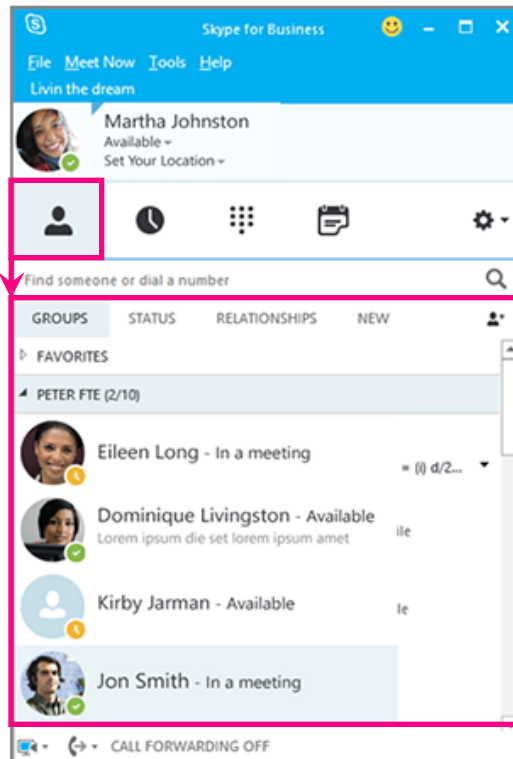
Modern authentication

Modern authentication takes advantage of the Active Directory Authentication Library (ADAL) to enable various sign-in scenarios for users of Office 365 and Skype for Business.



Contextual tips

Contextual tips are helpful suggestions that encourage you to try Skype for Business features that you might not have used before. The tips are relevant to the task at hand.

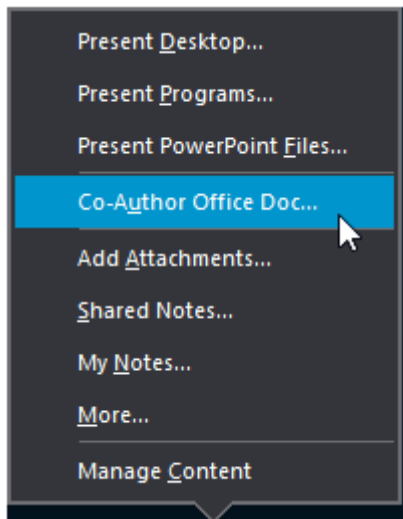


Smart contacts list

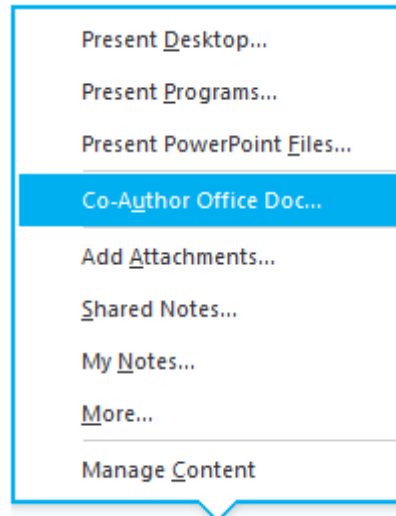
The first time you use Skype for Business 2016, it checks your company's global address book and picks out those people who share your same manager.

So, you'll see that your contacts list already includes your manager and the people on your team, and all are tagged for status updates.

Co-author in Meeting

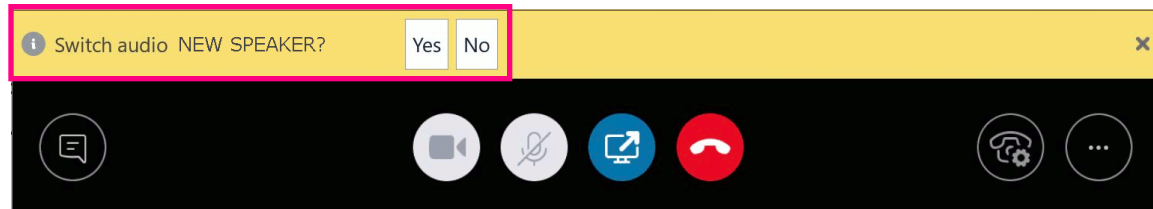


Co-author in an IM



Co-author in a Skype for Business meeting

Collaborate with others when creating documents, spreadsheets or presentations, using **Office 365 and Skype for Business 2016** to co-author and edit while in a meeting or instant message (IM) conversation.



Prompt to switch audio to newly connected device

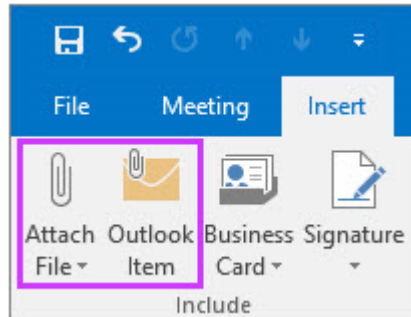
You are prompted to switch audio for an ongoing call or meeting to a newly connected device, without putting the ongoing call on hold.



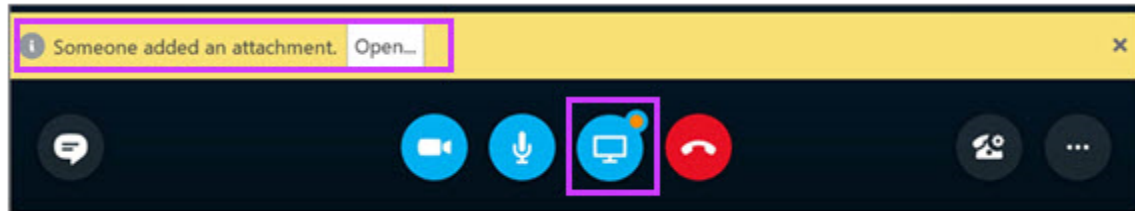
Launch Skype for Business from Office 365

You can now launch and perform some basic Skype for Business tasks right from your navigation bar in Outlook on the web for business (**Outlook Web App**) in Office 365.

Attach items to Meeting
Invitation In Outlook

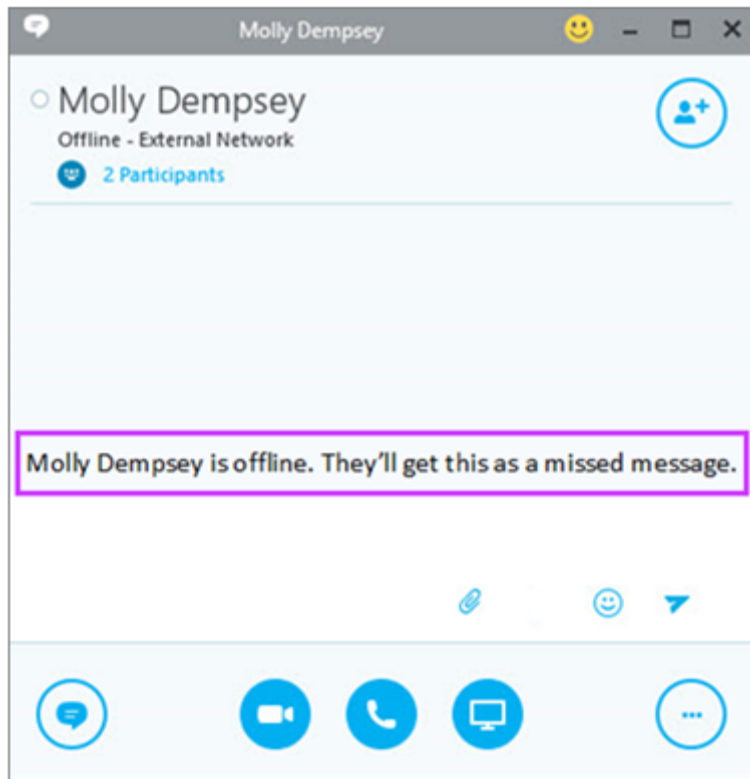


Attachment notification in Skype for Business Meeting window



Preload meeting attachments

Get a quick start to meetings by preloading attachments when you set up your online meeting in Outlook so that you can get started as soon as the participants join.



Offline messaging

When you start to send a Skype for Business message to someone who is offline, you will receive a message confirming that even though the person is offline, they will get the message.



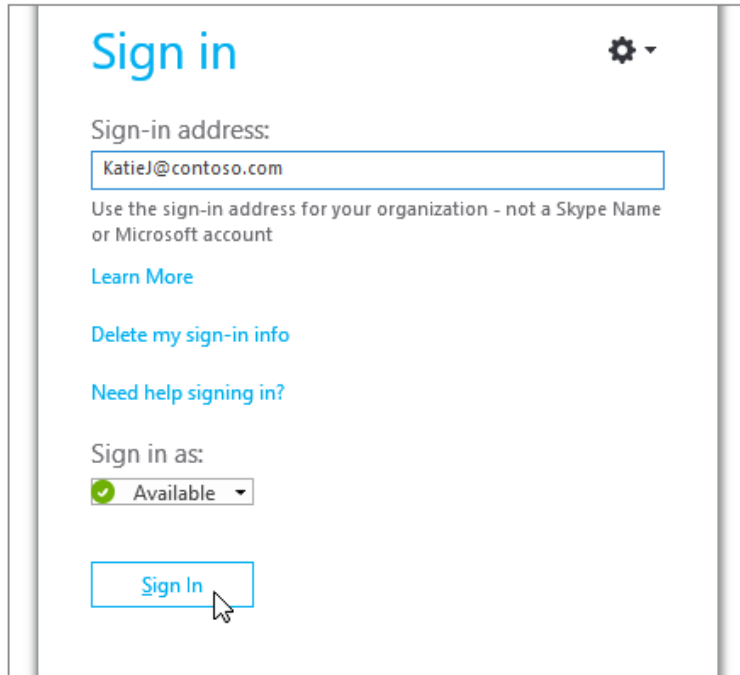
Video-based screen sharing (VbSS)

Experience a faster, reliable, and more efficient screen-sharing experience in meetings and conference calls with the Video-based Screen Sharing (VbSS) capability added to Skype for Business 2016.

This feature was previously available only in peer-to-peer video-based screen-sharing.

12 Tips To Get Started Quickly

- Signing in
- Shut your virtual office door with Presence
- Find and Add contacts quickly with Search
- Instant Messaging
- Give them a Call using the Call button
- Transfer a Skype for Business call
- Co-authoring
- Make and receive a video call using Skype for Business
- Add Video while in IM
- Schedule a Skype Meeting from Outlook
- Share your desktop or presentation with Present
- Add or Change your picture
- Skype for Business Shortcut Keys



The image shows a 'Sign in' dialog box for Skype for Business. It has a title bar with a gear icon. The main content area includes a 'Sign-in address:' label, a text input field containing 'KatieJ@contoso.com', and a note: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. Below this are links for 'Learn More', 'Delete my sign-in info', and 'Need help signing in?'. The 'Sign in as:' section features a status dropdown menu currently set to 'Available' with a green checkmark icon. At the bottom is a 'Sign In' button with a mouse cursor hovering over it.

Sign in

Sign-in address:

KatieJ@contoso.com

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

[Delete my sign-in info](#)

[Need help signing in?](#)

Sign in as:

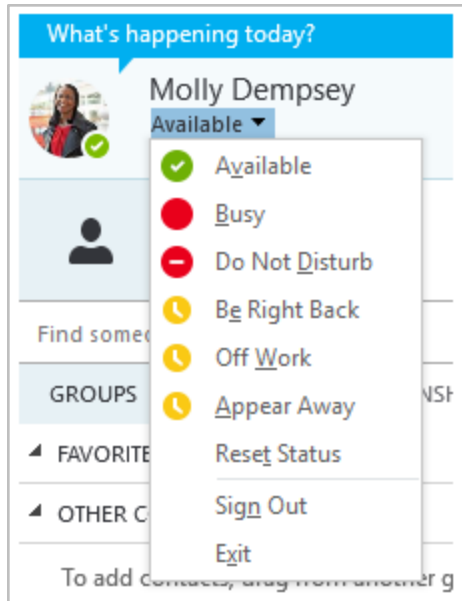
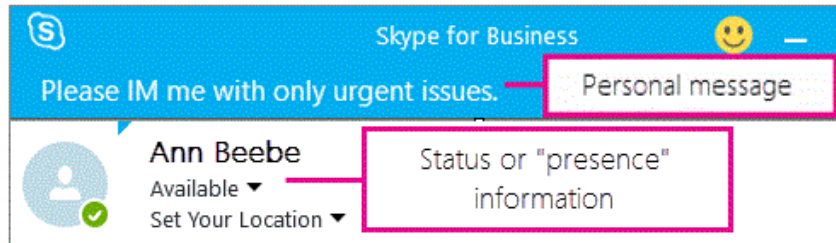
Available

Sign In

Signing in to Skype for Business

Sign in and out of Skype for Business to choose how you want to be visible to your contacts.

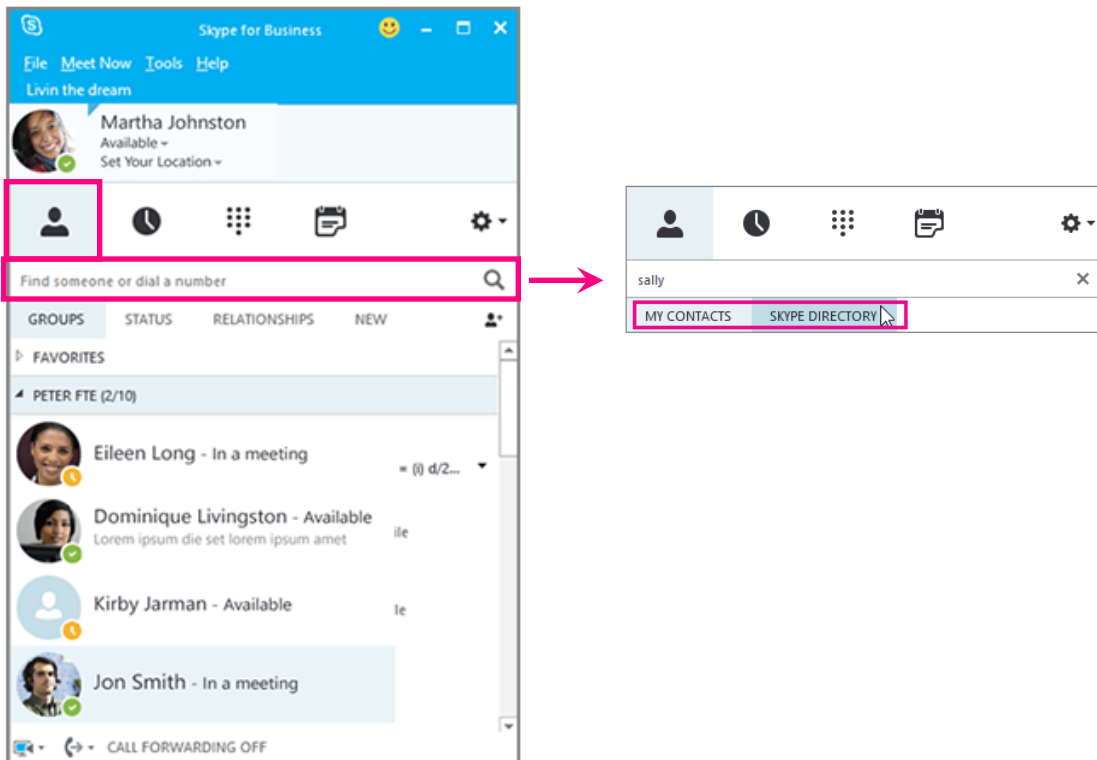
By signing in and out of Skype for Business, you can choose when and how you want to interact with others at your convenience.



Shut your virtual office door with Presence

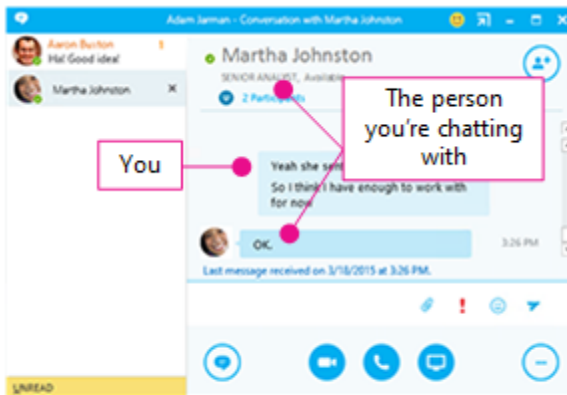
Your presence information is a quick way for other people to see your availability status.

Presence is automatically set based on your Outlook calendar, but you can change it manually if you want to.



Find and Add contacts quickly with Search

You can locate anyone with a Skype Name, whether or not they're in your organization, then add them to your contacts list, view their presence information (e.g., online, away, offline), send and receive instant messages, and make audio and video calls.

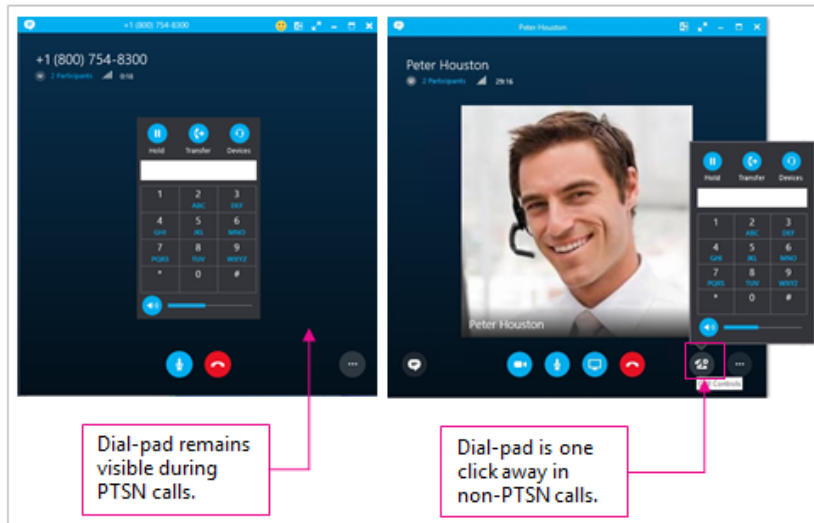


IM window with two conversations and a new message in the first tab

Keep it brief with an Instant Message (IM)

Skype for Business instant messaging (IM) is an efficient way to connect with your contacts in real time and on a moment's notice.

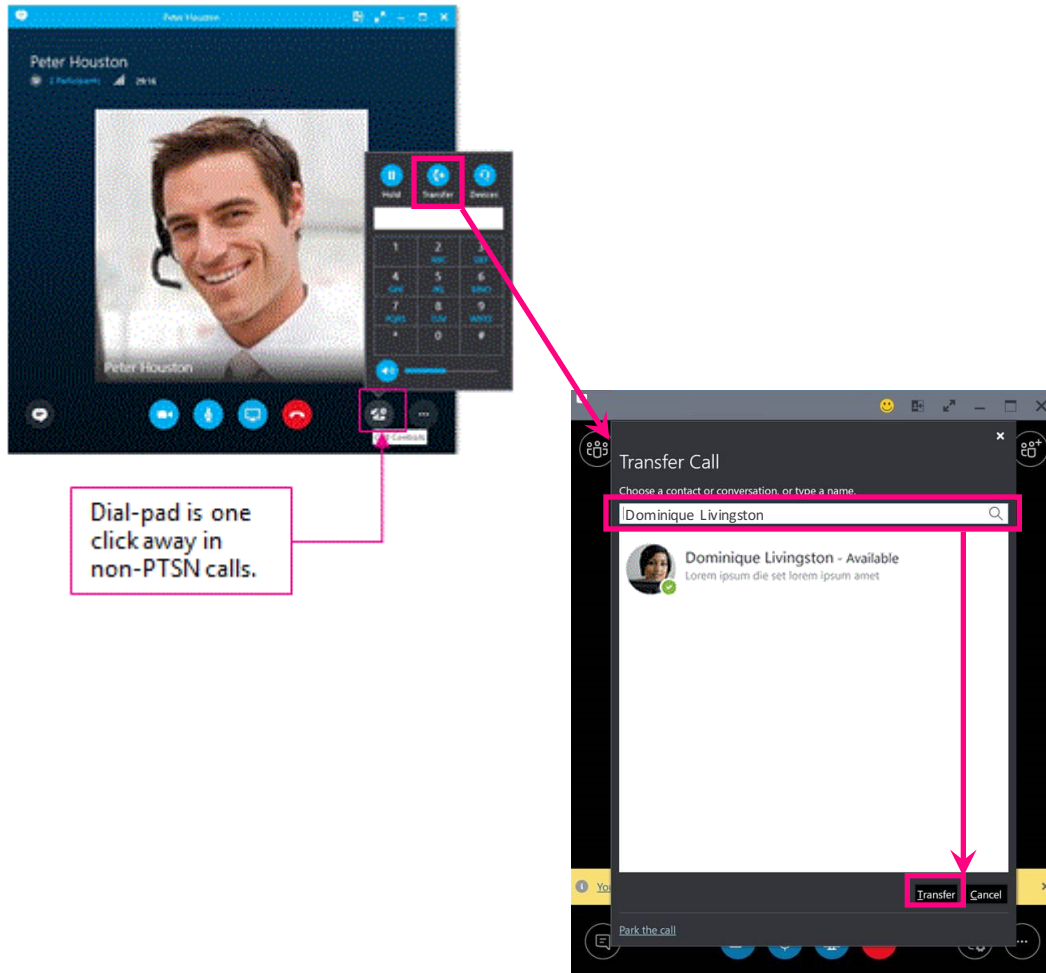
Less formal than email, faster than a phone call—IM is tough to beat for speed and ease of use.



Give them a Call using the Call button

Skype for Business automatically detects your devices, such as a headset, mic, speakers and cameras, which makes calling your contacts fast and easy.

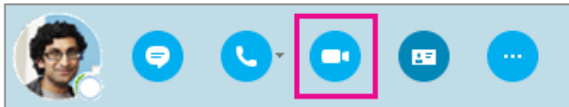
Skype for Business 2016



Transfer a Skype for Business call

You can transfer a Skype for Business call to another person or number.

For example, if you need someone else to handle the call, you can transfer to them. Or if you need to leave your office, but want to continue your conversation, you can transfer the call to your cell phone.



Make and receive a Video Call

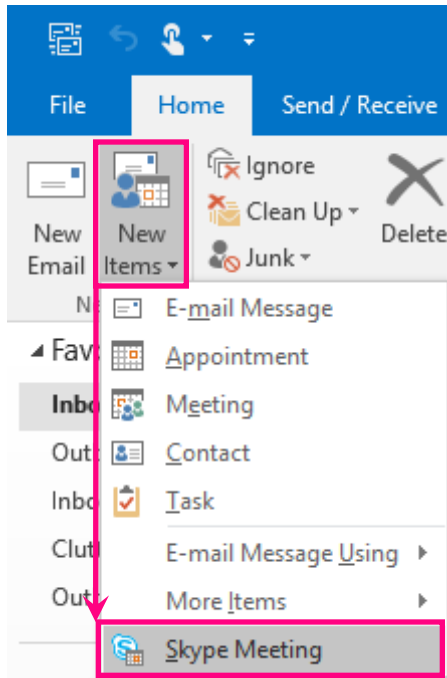
With Skype for Business, you can make face-to-face video calls with your contacts. All you need is a camera and your computer's speakers and microphone.

You can also use a headset if your computer doesn't have a built-in audio device.



Add Video while in IM

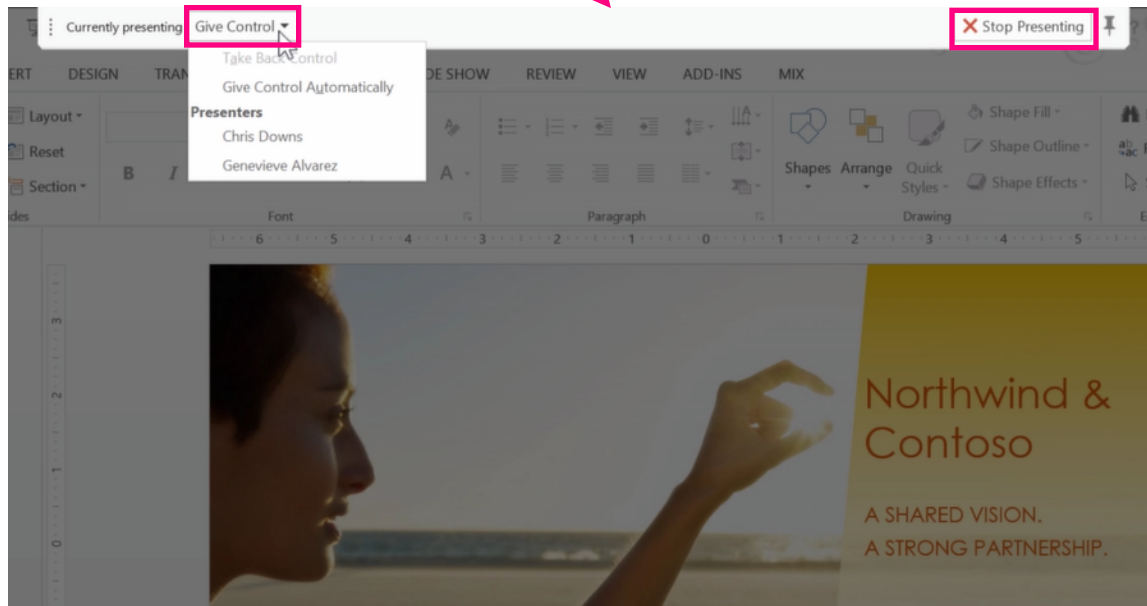
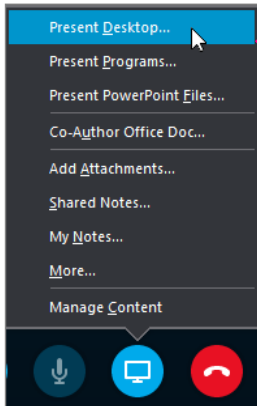
With Skype for Business, you can easily add face-to-face video in your Instant Message.



Schedule a Skype Meeting from Outlook

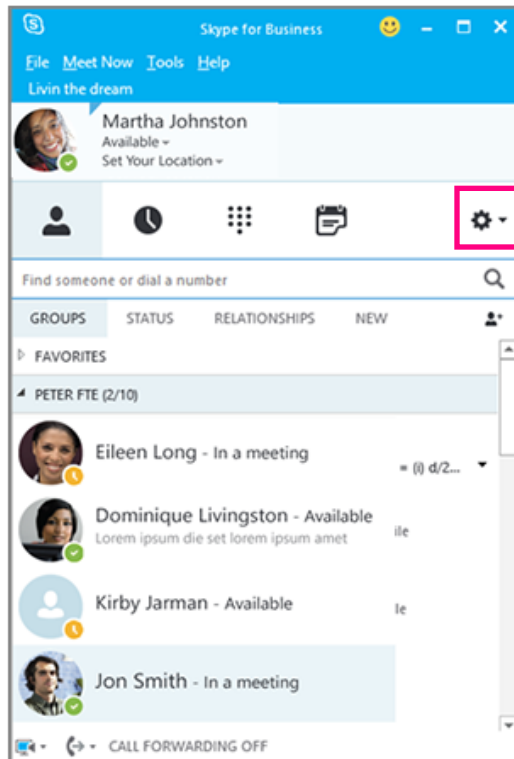
You can use Outlook or Outlook Web App to schedule a Skype meeting--the same way you schedule meetings normally but with one or two extra clicks.

Skype for Business 2016



Share your desktop or presentation with Present

You can show your entire desktop or just a program to everyone in a Skype for Business meeting, call, or instant messaging (IM) conversation.



Add or Change your picture

You can use a picture from your computer or an external drive, or a photo from any public website, such as Yammer, OneDrive, Facebook, LinkedIn, etc., as your Skype for Business photo.

Skype for Business 2016

Frequently used shortcuts on a PC

The following table is a handy reference to frequently used shortcuts in Skype for Business.

To do this	Press
Main window: Find a contact	Ctrl+Shift+Spacebar
When a contact is selected: make a call or start a chat	Enter
When a contact is selected: see context-sensitive menu	Shift+F10
Accept an incoming call or chat	Windows logo key+Shift+O
Decline an incoming call or chat	Windows logo key+Escape
Mute or unmute your audio on a call	Windows logo key+F4
Conversation window: turn camera on or off	Windows logo key+F5
Conversation window: invite a contact to an existing conversation	Alt+V
Conversation window: end a conversation	Alt+Q
Conversation window: stop sharing your desktop	Alt+T

Skype for Business Shortcut Keys

With keyboard shortcuts, Skype for Business allows you to get more done faster and easier.

FAQ

How do Microsoft Office 2016 apps differ?

- Office apps vs Office Mobile apps vs Office Online Apps

Office 2016 apps (and the Skype for Business 2016 app discussed [here](#)) are designed for:

- Office 2016 Suite for desktops and laptops is available for purchase as part of Office 365, or as standalone suite.

Office Mobile apps are designed for:

- Provide simple but powerful mobile features **optimized for touch and mobile** use, and built for viewing and light editing--A great way to take your work on the go.
- Office Mobile apps are available for iOS iPhone or iPad, Android phone or tablet, PC, Mac, and more.

Office Online apps:

- Create, share, and collaborate from anywhere using your favorite web browser--Another great way to take your work on the go **when working on a public or shared device without Office apps installed.**
- Move seamlessly from Office Online to the full-featured desktop apps (when available)—without leaving your document.

Reference

Microsoft Office 365 & Office 2016

- <https://www.office365.com>

Microsoft Office Online

- <https://www.office.com>

Microsoft Office Professional 2016 (standalone)

- <https://products.office.com/en-us/professional>

Choose the Office that's right for you...

- <http://www.microsoftstore.com/office>

Questions?

INSTRUCTIONS AND SCREENSHOTS IN THIS GUIDE APPLY TO SKYPE FOR BUSINESS 2016

Some features are only available with an Office 365 account

Thank You!